

No.G.12013/8/2020-DSE(Estt)
GOVERNMENT OF MIZORAM
DIRECTORATE OF SCHOOL EDUCATION

Education Centre, Treasury Square, Aizawl – 796001
Phone : 0389-2326233 Fax : 0389-2317542 Email : dirsemz@gmail.com

Dated Aizawl, the 13th January, 2021

C I R C U L A R

All the Principals and Headmasters of Lump-sum Grants-in-Aid Schools are hereby instructed to submit Actual Payee Receipt (APR) and Utilization Certificate (UC) in respect of lump-sum grants received during the year 2020-2021 to the undersigned without fail on or before **29.01.2021 (Friday)**.

The APR and UC shall be submitted through concerned DDO who shall forward the same to the undersigned after counter signature.

Submission of APR and UC is mandatory in every financial year for all the Schools receiving lump-sum grants. Lump-sum grants shall not be released to any Schools who fail to submit APR and UC.

Enclos: Format of APR and U.C.

Sd/-JAMES LALRINCHHANA

Director
School Education
Mizoram : Aizawl

Memo No.G.12013/8/2020-DSE(Estt) :

Dated Aizawl, the 13th January, 2021

Copy to :

- 1) All DEOs and SDEOs for information. They are requested to circulate the matter to all Principals/Headmasters, Lump-sum School under their respective jurisdiction.
- ✓ 2) MIS Cell, Directorate of School Education for upload in Department's website.
- 3) Guard file.


Director

School Education
Mizoram : Aizawl

ACTUAL PAYEE RECEIPT

Received a sum of Rs. _____ (Rupees _____) only to be incurred for payment of Lump-sum Grants-in-Aid for the financial year _____ to _____.

Signature
Principal/Headmaster
(with seal)

UTILIZATION CERTIFICATE

Certified that a sum of Rs. _____ (rupees _____) only had been fully utilized for the purpose of which was sanctioned by the Director of School Education Department vide No. _____ dated _____.

Sl. No.	DETAILS OF EXPENDITURE	AMOUNT	REMARKS

DDO's counter signature
(with seal)

Signature of Principal/ Headmaster
(with seal)