

Office of the Director of General  
Education, Higher Secondary Wing,  
Housing Board Building,  
Santhi Nagar, Thiruvananthapuram.  
E-mai: [cgacdhse@gmail.com](mailto:cgacdhse@gmail.com)  
Phone 04712323198  
**Dated: 30/3/2023**

**CG & AC-1/4622/2022/DGE**

## **Circular**

Sub:- Career Guidance-Forwarding of Activity Report 2022-23-reg.

Ref:- G.O (Rt) No. 3362/2022/Gl.Edn. dated: 02/06/2022

As per reference cited, Government have accorded administrative sanction to implement Career Guidance programme in Higher Secondary Schools for the year 2022-23. Accordingly fund for schools were allotted to each school for conducting school level activities.

Principals/Career Guides of these schools are hereby directed to prepare the utilization certificate in the enclosed format & keep it in the school CG&AC file for further verification before **3<sup>rd</sup> of April 2023**.

A soft copy of the activity report should be included in the Google form link attached below.

<https://mail.google.com/mail/u/0/?tab=rm&ogbl#search/carr/FMfcgzGslkhPndDsvfNXZTndMpfXcDfh>. Utilization certificate attached along with this should be forwarded to the following address.

State co-ordinator  
CG&AC  
Directorate of general education  
Higher secondary wing  
Housing board buildings  
Santhinagar  
Thiruvananthapuram

The unutilized amount should be surrendered and reported. Fund for school level activities for the year 2023- 24 will be allotted to schools that have submitted annual activity report & utilization certificate in time. Name of the programme for which the utilization certificate is submitted should be mentioned on the cover.

*Sd/-*

*State Co-ordinator  
CG&AC*

1. The RDD's
2. The Principals (through dhse portal)
3. Career Guide

**DEPARTMENT OF GENERAL EDUCATION, HIGHER SECONDARY WING  
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL  
CAREER GUIDANCE**

Name of School :

District :

School Code :

Amount Sanctioned :

Date of Encashment :

Name of Treasury :

**UTILIZATION CERTIFICATE  
2022-23**

Certified that an amount of Rs.....(Rupees.....  
.....) has been utilized for conducting  
Career Guidance activities in the school out of the fund allotted for the school level  
activities under the head of account **2202-02-109-74(P)** during the financial year **2022-  
23.**

Place

Dated Signature

Name of the Principal

Mobile No.

(Seal)