

Office of the Director of
Higher Secondary Education,
Housing Board Building,
Santhi Nagar,
Thiruvananthapuram.
E-mail:cgacdhs@gmail.com
Ph : 0471-2713238
Dated: 30 / 3 / 2023

CG & AC/4626/2022/DGE

Circular

Sub:- Souhrida Club -Forwarding of Annual Activity Report of the year 2022-23
-reg.

Ref:-G.O.(Rt) No. 3362/2022/Gl.Edn. dated: 2/06/2022.

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

Principals/Souhrida Co-ordinators 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 **3rd April 2023** .

A soft copy of the Activity report should be included in the google form link attached below. <https://forms.gle/uqykjsA7rLjPETBL6> Utilization certificate 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
Santhi Nagar, 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 and 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)

To

- 1. The RDD's**
- 2. The Principals (through DHSE portal)**
- 3. Souhrida Coordinators**

DEPARTMENT OF HIGHER SECONDARY EDUCATION

CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL SOUHRIDA CLUB

Name of School :
District :
School Code :
Amount Sanctioned :
Date of Encashment :
DDO Code :
Name of Treasury :
Details of refund :

UTILISATION CERTIFICATE 2022-23

Certified that an amount of Rs.....(Rupees.....
.....) has been
utilized for conducting Souhrida Club activities in 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. The balance amount of Rs.....has been refunded vide chalan
No.dated at..... Treasury.

Place

Dated Signature

Name of the Principal

Mobile No.

(Seal)