

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Shantinagar,
Thiruvananthapuram

No. Acd/SPC(2)/19854/HSE/2014

20/10/2014

CIRCULAR

**Sub: HSE – Enhancement of Academic Programme(EAP) – Settlement
of advance allotted to Training Centres/Venues- directions – issued
– reg.**

As part of the implementation of Enhancement of Academic Programme(EAP), the Field Level Training of HSSTs in core subjects is conducted as non-residential training at selected Higher Secondary Schools /centres of each district. For the smooth conduct of the training programme, the Principals of the Training Centres are being allotted advance and are directed to utilize the fund as per the guidelines issued in this regard. After utilization, the Principals are required to furnish the Utilization Certificate along with a copy of treasury chalan receipt for refund of unutilized balance of fund, if any, to the Directorate for settlement. The original bills and vouchers are to be kept in the school itself for presenting settlement bill.

In spite of the above directions, the Principals of many Training centres have sent the bills and vouchers to the Directorate for audit and settlement.

In the above circumstance, the Principals of all Government/Aided Higher Secondary Schools which have been centres/venues for Field Level Training of HSSTs, imparted as part of the Enhancement of Academic Programme(EAP) are directed to settle the advances allotted to them for the conduct of the training and issue settlement proceedings at the school level as per the instructions noted below:

1. The bills and vouchers in original should be arranged serially along with a consolidated expenditure statement and a copy of the proceedings issued by the Director, Higher Secondary Education, sanctioning advance for the conduct of the programme.
2. The Principal, after issuing a settlement proceedings at the school level should present the contingent bill along with complete set of the above documents , which includes the original bills, vouchers and chalan

receipts at the treasury concerned. A copy of the above set of documents should be kept in the school for producing the same at the time of audit in future. A copy of the settlement proceedings should also be sent to DHSE and the RDD concerned.

3. After completion of the programme, unutilized portion of the advance, if any, remaining with the Principal should be refunded to the government treasury in the HOA concerned and a copy of the original chalan receipt should be attached with the original bills and vouchers.
4. On the other hand, if the advance sanctioned is not sufficient to meet the expenditure incurred for the conduct of a programme, the Principal concerned should send a copy of the settlement proceedings and expenditure statement, along with a request for sanctioning the excess amount needed, to the DHSE. If the expenditure incurred over and above the advance allotted is found admissible, the amount shall be placed at the disposal of the Principal by way of allotment for presenting the settlement bill at treasury.

The above procedure shall be followed for settlement of all advances in connection with the teachers' training. Henceforth, the bills and vouchers (or copy of bills and vouchers) need not be sent to the Directorate for settlement of advance.

Sd/-
JOINT DIRECTOR(ACADEMIC)
In-charge of DIRECTOR

Copy to:
The Principals of all Govt./Aided HSSs for necessary action.