

**CIRCULAR**

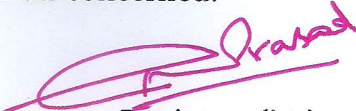
Sub: Issuance of Utilization Certificates in respect of ICCR scholars-reg

The Joint Secretary, Ministry of External Affairs vide letter dated 11-12-18 has requested the Vice Chancellor to submit the consolidated demand for expenditure incurred on tuition fee and hostel accommodation by the ICCR sponsored students accompanied with the Utilization Certificates (in the prescribed format), duly certified and signed by the authorized CFO of the University.

As ordered by the Vice Chancellor, all the HODs of the University departments/ Chairmen, Doctoral Committee are to submit the consolidated demand for the (annual/semester) reimbursement of expenditure incurred by all the the ICCR sponsored foreign national students in the department/research centre, by way of tuition fee and hostel accommodation and the Utilization Certificates (in the format prescribed by the ICCR) with supporting documents to the Finance Officer, University of Kerala for verification and endorsement.

The Finance Wing of the University, after proper verification, shall return the consolidated statements and the Utilization Certificates, submitted by the HODs/Chairman Doctoral Committee, duly signed by the Finance Officer to the department concerned. The HODs, in turn, shall send it to the Regional Director, ICCR, as is done now and a copy of the same may be forwarded to the Registrar.

The contents of the circular shall be brought to the notice of all concerned.

  
Registrar (i/c)

To

- 1) All Heads of Departments of the University
- 2) PS to VC/PVC
- 3) PA to the Registrar/CE/FO/DPD
- 4) The Joint Registrar Academic/Administration/Campus Administration/Finance
- 5) DR (Audit)
- 6) File copy/Stock File



सत्यमेव जयते

सचिव (विशेष कार्य)

विदेश मंत्रालय

Secretary (Special Assignment)

Ministry of External Affairs

Amarendra Khatua



महानिदेशक

भारतीय सांस्कृतिक सम्बंध परिषद्

DIRECTOR GENERAL

INDIAN COUNCIL FOR

CULTURAL RELATIONS

(ICCR)

No. DG/ICCR/12/4/2017

May 18, 2017

To: All Registrars of States & Central Universities and Heads of Institution

Dear Registrar/HOI

You are requested to kindly give us a consolidated demand letter for expenditure incurred on tuition fees and hostel accommodation by your institutions/Universities on the ICCR students. Demand may be given in the following format on semester/annual basis as per the structure of the course and not separately for each student as is being currently done:-

S. No.	File No. & Scheme	Name of the scholars	Course	Country	Amount

2. The letter of consolidated demand for tuition fee and hostel accommodation must be duly signed by the authorized finance officer of the University/Institution.

3. Institutions/Universities are requested to strictly adhere to this format with immediate effect to ensure time release of reimbursements.

*Amarek*  
(Amarendra Khatua)  
Director General

Form of Utilization Certificate

This is to certify that \_\_\_\_\_  
(name of the Institute/ University) incurred expenditure of an amount of  
Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
only) in the 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup> quarter of the financial year \_\_\_\_\_ on ICCR Students  
as per the list attached are certified. The details of vouchers duly certified by the  
Chief Finance Officer of the Institute/ University with regards to expenditure incurred  
on these Students under the following heads are also attached with this Certificate.

1. Tuition Fee
2. Other Compulsory Fee
3. Hostel (List of students enclosed)
4. Electricity Charges (List of students enclosed)
5. Other admissibles as approved by ICCR, HQRS

(Chief Finance Officer of the Institute/ University)

