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SWARNACHUD COLLEGE

ACCREDITED TO NAAC
AT/P.O.-MITRAPUR, DIST-BALASORE, ODISHA, PIN-756020
ESTD-1978

Web : www.swarnachudcollege.com
E-mail : swarnachud@rediffmail.com • Swarnachudc@gmail.com

Letter No. : 316/20

Date : 31.12.2020

To

The Principal,
FM Autonomous College, Balasore

Sub: Submission of utilization certificate of Self Defence Training Programme
2019-20 and request to release Rs37, 500/- spent from college fund.

Sir,

I submit herewith the UC of the Self Defence Training Programme conducted by our college from 02 December 2019 to 14 December 2019 for Rs37,500/-. In this context I want to inform you that the total amount has been spent from the college fund. So, Rs37, 500/- may kindly be released in favour of the college at an earliest.

This is for your kind information and necessary action at your end.

With regards.

Yours faithfully,


Principal
Swarnachud College, Mitrapur
MITRAPUR

Enclosures:

1. Utilization Certificate
2. Information Sheet
3. Form No-I
4. Form No-II
5. Bills & Vouchers
6. Trainer Certificate

UTILIZATION CERTIFICATE

1. Name of the College : Swarnachud College, Mitrapur
2. Name of the Nodal College: Fakir Mohan Autonomous College, Balasore
3. Name aof the Programme: Self Defence Training
4. Date of Programme: 2.12.2019 - 14.12.2019
5. Total Nos of Girls Students Trained: 150
6. Total amount Received: Nil
(a) By cheque/B.d No: Nil Date Nil
(b) Received on: Paiof by the College from College fund
7. Date submission the voucher/Bills: 31.12.2020
8. Total amount of Vouchers/ Bills: Rs 37,500/-

9. Heads of the expenditure:

Annexure	Head of Account	Total Amount Expenditure
I	<u>Tiffin</u>	<u>15,000/-</u>
II	<u>Master Trainer</u>	<u>15,000/-</u>
III	<u>Contigency</u>	<u>7,500/-</u>
Grand total		<u>37,500/-</u>

- i) Total amount received as advance: Nil
ii) Balance amount (due) to be received: Rs. 37,500/-
iii) Unspent Balance refunded to the Principal Nil

F.M.Auto.College, Balasore

Balance Amount: Nil

Trough B.D./B.C No _____/Date

Utkansha Das

Signature of Programme Coordinator

Utkansha Das

Name of the Coordinator

[Signature]
Signature of Principal
Swarnachud College

MITRAPUR

Name of the Principal

Dr. Sarat Chandra Panigrahi

Head of Expenditure: Contingency (Certificates, Water Bags, Carpet, Photo)
 Name of the Nodal College: P.M. Autonomous College, Balasore
 Name of the College: Swarnachud College, Nitrapur
 Group No- 01, 02, 03, 04, 05
 Training Period- 2.12.19 - 14.12.19

SINO	Dates	Purpose of money receipt	Voucher No	Amount	Amount spent by the college authority or any authorized person	Remark
1.	27.08.20	Certificate	01	1500/-	1500/-	
2.	14.12.19	Photo/album	02	3000/-	3000/-	
3.	3.12.19	Carpet	03	2000/-	2000/-	
4.	2.12.19	Water bags	04	1000/-	1000/-	

Ujjanishada

Signature of the OIC(SDTP)

N. Das
31.12.20

Accountant

[Signature]
Counter signature of the Principal

Principal

Swarnachud College

NITRAPUR

hereby declare that I will refund the excess amount if any paid to me

when I am called for the purpose.

[Signature]
Signature of the Principal

Swarnachud College

NITRAPUR

REFRESHMENT

Head of expenditure: Tiffin
 Name of the Vendor: Debabrata Pal
 Name of the Nodal College: Fakir Mohan Auto. College, Balasore
 Name of the College: Swarnachud College, Mitrapur
 Duration of Training (Working days): 10 days
 Group No: (01 - 05) groups
 Name of the Master Trainer: Sudeshna Khatri

Sl No	Date of Training	Voucher	No. of Girls Participants with Master Trainer	No of Food packets/ Snacks supplied	Rate per pkt.	Amount Due	Remark
1)	2.12.19	05,06,07	150	1500	10/-	15000/-	
	-14.12.19						

Signature of OIC: M. Ganeshdas Verified by OIC, Accounts: [Signature] Date: 21.12.20
 Signature of Principal: [Signature] Swarnachud College, MITRAPUR

- NB: Required Documents
1. Attested Xerox copy of the Training period for which money is paid
 2. Money receipt of Master Trainer
 3. Contingency Bill if any
 4. Enrollment Register of the college
 5. Groupings of the entire girls students of the college
 6. List of the Master Trainer with their Mobile No

FORM NO-I

Name of the Nodal/ Sub-nodal college : F.M. Autonomous College

Name of the College : Swarnachud College, Mitrapur

Group No	Duration of Training by	Name of the trainer	No of Girls students attended	Time	Signature of the officer in charge
01	10 days	Sudeshna Khaliya	30	10-11 AM	Utkansha Das
02	10 days	Sudeshna Khaliya	30	11-12 PM	Utkansha Das
03	10 days	Sudeshna Khaliya	30	12:15-1:15 PM	Utkansha Das
04	10 days	Sudeshna Khaliya	30	1:15-2:15 PM	Utkansha Das
05	10 days	Sudeshna Khaliya	30	2:15-3:15 PM	Utkansha Das

Utkanshadas
Signature of OIC

Signature of the Principal
Swarnachud College
MITRAPUR

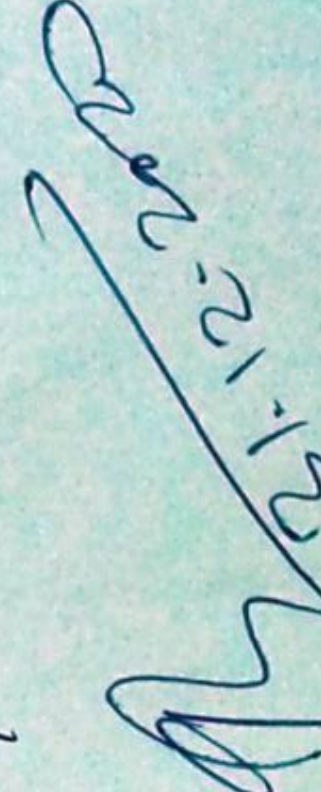
31/12/2020

INFORMATION SHEET ON SELF DEFENCE TRAINING PROGRAMME

1. Name of the College : Swarnachud College, Mitrapur
2. No. of total girls students: 230
3. No of students completed Training: 150
4. No of students for which bill submitted: 150

5. Expenditure Head:

a) Food	:	<u>15,000</u>
b) Master trainer	:	<u>15,000</u>
c) Contingency	:	<u>7,500</u>
d) Total	:	<u>37,500/-</u>


Signature of the Principal:
Swarnachud College
MITRAPUR

8

FORM No-II

Name of the Nodal College: Fakir Mohan Autonomous College, Balasore

Master Trainer payment/Incentive Schedule:

Sl No	Name of the Master Trainer with Roll No	Period of Training	Amount Received	Date of Received	Signature
1.	Sudeshna Khatusa	2.12.19 - 14.12.19	15,000/-	27.08.20	Sudeshna Khatusa

Mx arshad
20/12/20
Signature of OIC (SDPT)

Mx arshad
Verified by OIC

[Signature]
Signature of Principal

PASSED FOR PAYMENT
Passed for payment

[Signature]
Principal
Swarnachud College
Mitrapur, Balasore

[Signature]
Accounts Bursar
Swarnachud College
Mitrapur, Balasore

M.D.G
31.12.20
Accountant,
S.C College, Mitrapur

Self-Defense Training Programme













