

**UNION TERRITORY OF JAMMU AND KASHMIR**  
**OFFICE OF THE CHIEF EDUCATION OFFICER KATHUA**

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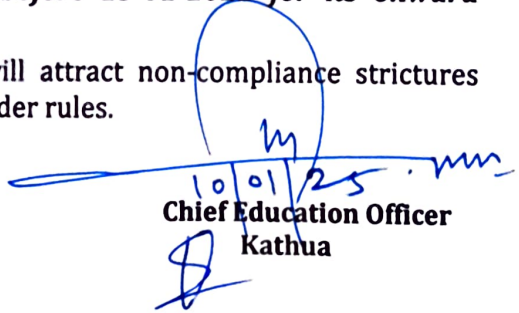
**CIRCULAR**

As per the observations during field visits by the undersigned and also recorded by the audit party during the recent Audit of Grants (**Composite School Grant and others**) forwarded by Directorate of Samagra Shiksha, it is enjoined upon all the DDOs/HOIs operating such accounts to ensure that the grants are judiciously used keeping in view the general welfare of the students and utilized for basic amenities in the institution like safe drinking water, repair and renovation of toilets, electricity and face-lifting of the school building ensuing the minimum assured facilities for the students. General Financial Rules also seek that strict financial discipline should be implemented while using the funds and also photographs of **PRE, During(In-Progress) and Post Intervention activities** should be annexed along with Utilization certificate duly signed by the concerned and members of school management Committee/VEC whichever is constituted. Action Plan/Need analysis/Demand Note for the utilization of funds should also be attached for reference of inspecting authority.

In context with all above, Principals Govt. HSS/ZEOs/Headmaster Govt. HS/HOIs (MS/PS) are hereby directed to **completely utilize the Samagra Grants for 2024-25 in letter and spirit** and submit the utilization of Samagra Grants under various components/interventions (**Annual School Composite Grant, Uniform DBT, Youth & Eco Club, Aaya Salary, Vocational Education (Guest Lectures, Industrial Visit), Zonal Gender Coordinators Salary, KGBV Salary, KGBV Recurring Grant released for 2024-25**) strictly as per the format enclosed through their concerned Zonal Education Offices to this Office by or before 15-01-2025 for its onward submission to the higher authorities.

Any deviation from the procedure will attract non-compliance strictures against the defaulters and action shall be taken under rules.

NO:-CEOK/Sms/ 42117-290  
Dated:- 10-01-2025.  
Copy to the:-

  
10/01/25  
Chief Education Officer  
Kathua

1. Worthy Director School Education Jammu for favour of information, please.
2. Worthy Project Director Samagra Shiksha, J&K for favour of information, please.
3. Dy. CEO Kathua (HQ. Billawar) for information.
4. Principals Govt. HSS\_\_\_\_(All) for information and necessary compliance.
5. ZEOs\_\_\_\_(All) for information and with the direction to completely utilize the grants allotted to your institution and also to pass strict instructions to Middle/Primary schools of their respective zones to completely utilize the Samagra Grants for 2024-25 by or before 15-01-2024 without fail.
6. Headmasters Govt. HS\_\_\_\_(All) for information and necessary compliance.
7. HOIs\_\_\_\_MS/PS\_\_\_\_(All) for information and necessary compliance.
8. Office record file.