



ANNA ADMINISTRATIVE STAFF COLLEGE

(Sponsored by the Government of Tamil Nadu)

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From
Thiru.C.Samayamoorthy,I.A.S.,
Principal Secretary/Director,
Anna Administrative Staff College and
Director General of Training(FAC)

To
The Secretary to the Government of India,
Ministry of Personnel, Public Grievances & Pensions,
Department of Administrative Reforms & Public Grievance,
Government of India, 5th Floor,
Sardar Patel Bhawan, Sansad Marg,
New Delhi-110 001.

Letter No. Trg.III/P3/ 627/2026

dated:15.10.2026

Sir,

Sub: Anna Administrative Staff College - Grant of 1ST instalment of Rs.4,95,000/- received under Sevottam Scheme for the Financial Year 2026-27 – Submission of Utilization Certificate- release of 2nd Instalment-Requested.

Ref: 1.This Office Letter No Letter No.P3/627/2026 dt. 19.06.2026.
2..Letter No. S-15/50/2025-PG division(e9586) dt.30.07.2026 received from the Deputy Secretary to the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms and Public Grievances, New Delhi.

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Kind attention is invited to the reference 2nd cited wherein a sum of Rs.4,95,000/- towards 1st instalment for the Financial Year 2025-2026 was sanctioned for conduct of the Sevottam Programmes..

The details of Sevottam training programme conducted by AASC for the 1st Quarter of 2026-27 and the expenditure made is as given below:

TRAINING PROGRAMME ON SEVOTTAM -2026-27(Programme conducted till 30.09.26)

Sl. No	BATCH DETAILS	DATE	No.of participants	Total No.of participants (All Batches)	Expenses Incurred till 30.09.26
1	Sevottam	28-April 2026	39	39x1500	58,500
2	Sevottam Batch I	19-June 2026	35	35x1500	52,500

3	Sevottam Batch II	19-June 2026	71	71x1500	1,06,500
4	sevottam programme at Ariyalur	07-August 2026	28	28x1500	42000
5	sevottam programme at Virudhunagar	07-August-2026	31	31x1500	46500
6	Sevottam programme at Cuddalore	07- August-2026	32	32x1500	48000
7	sevottam programme at Dharmapuri	07- August-2026	32	32x1500	48000
8	sevottam programme at Dindugul	14- August-2026	31	31x1500	46500
9	sevottam programme at Perambalur	14- August-2026	30	30x1500	45000
10	sevottam programme at Salem	14- August-2026	29	29x1500	43500
11	sevottam programme at Thiruvallur	14- August-2026	28	28x1500	42000
12	sevottam programme at karur	21- August-2026	27	27x1500	40500
13	sevottam programme at Ramanathapuram	21- August-2026	30	30x1500	45000
14	sevottam programme at Vellore	21- August-2026	28	28x1500	42000
15	sevottam programme at Udhagamandalam(Ooty)	21- August-2026	31	31x1500	46500
16	sevottam programme at Pudukottai	11-September-2026	30	30x1500	45000
17	sevottam programme at Theni	11- September - 2026	30	30x1500	45000
18	sevottam programme at Thirupattur	11- September - 2026	44	44x1500	66000

19	sevottam programme at krishnagiri	11- September - 2026	28	28x1500	42000
20	sevottam programme at Tvml	18- September - 2026	24	24x1500	36000
21	sevottam programme at Thanjavur	18- September - 2026	30	30x1500	45000
22	sevottam programme at namakkal	18- September - 2026	29	29x1500	43500
23	sevottam programme at sivagangai	18- September - 2026	30	30x1500	45000
24	sevottam programme at Madurai	25- September - 2026	30	30x1500	45000
25	sevottam programme at Ranipet	25- September - 2026	31	31x1500	46500
26	sevottam programme at Thiruppur	25- September - 2026	29	29x1500	43500
27	sevottam programme at Nagapattinam	25- September 2026	30	30x1500	45000
28	sevottam programme at AASC Chennai	29- September - 2026	25	25x1500	37500
	Expenses incurred for conduct of programme till 30.09.26			892x1500	13,38,000
	Amount sanctioned for 1 st instalment of 2026-27 vide S-15/50/2025-PG division(e9586) dt.30.07.2026				4,95,000/-
	Excess expenditure incurred as on 30.09.2026				8,43,000/-

The Utilisation Certificate for Rs. 4,95,000/- in Form GFR 12-C is enclosed for your kind perusal. Since the programmes for the 2nd instalment has been conducted as scheduled in the reference first cited, it is requested to sanction the amount for the 2nd Quarter of 2026-2027 at the earliest.

Sd/xxdt.15.10.2026

Principal Secretary to Government,
Human Resources Management Department/
Director, Anna Administrative Staff College and
Director General of Training(FAC)

//Forwarded by order//

A. Bal 15/10/26
Course Director

FORM GFR 12-C
FORM OF UTILISATION CERTIFICATE

S.No	Letter No and Date	Amount (Rs)	
1	First Instalment sanctioned vide Sanction Order no.S-15/50/2025-PG division(e9586) Dt.30.07.2026	4,95,000	Certified that out of Rs.4,95,000/- (Rupees Four lakhs ninety five thousand only) sanctioned and released for the 1 st Quarter for the year 2026-27 in favour of Anna Administrative Staff College under this Ministry/ Dept. letter no.S-15/50/2025-PG division(e9586) dt.30.07.2026 for conducting Sevottam training programmes, was fully utilised for training expenditure for the purpose of conducting Sevottam Training Programme for the 1 st quarter ie from 1.04.2026 to 30.06.2026 and 2 nd quarter From 1.07.26 to 30.09.2026 in anticipation of receipt of the second instalment and the total amount spent upto 30.09.2026 is Rs.13,38,000/- Hence the excess amount spent over and above the 1 st instalment amount to be sanctioned by the DARPG
2	Programme expenditure incurred from 01.04.2026 to 30.06.2026(145 participants trained for the 1 st quarter period ie.,145xRs.1500=2,17,500)	2,17,500	
3	Programme expenditure incurred from 01.07.2026 to 30.09.2026(747 participants trained for the 2 nd quarter ie.,747xRs.1500=2,17,500)	11,20,500	
4	Total Expenditure incurred upto 30.09.2026	13,38,000	
4	Total amount spent over and above the first instalment ie.(Rs.13,38,000-4,95,000)	8,43,000	

Certified that I have satisfied myself that the condition on which the Grants were sanctioned have been duly fulfilled and I have checked myself to see that the money was actually utilised for the purpose for which it was sanctioned.

Signature :

Name : Thiru.C.Samayamoorthy I.A.S., 3/3

Designation : Principal Secretary to Government HRM Dept.
Director, Anna Administrative Staff
College & Director General of Training(FAC)

15/10/26
JA

15/10/26
Supdt.

A. Sathish
AST/FM
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