

GFR 12 – A
[(SEE RULE 238 (1))]
FORM OF UTILIZATION CERTIFICATE FOR THE GRANTEE ORGANIZATION
INCLUDING AUTONOMOUS ORGANIZATIONS

UTILIZATION CERTIFICATE FOR THE YEAR.....
(period ending 31st March)
In respect of recurring/non-recurring
GRANT-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the scheme
2. Whether recurring or non-recurring grants
3. Grants position at the beginning of the financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total

4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received year [figure as at SI No 3(iii)]	Interest earned thereon	Interest deposited back to the government	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balance (5-6)
			Sanction no. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7

5. Component wise utilization of grants:

Grants-in-aid-General	Grant-in-aid -Salary	Grants-in-aid-creation of capital	Total

6. Details of grants position at end of the year
 - (i) Cash in Hand /Bank
 - (ii) Unadjusted Advance
 - (iii) Total

7. Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled /are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets register) are maintained as prescribed in the relevant Act/Rules/standing instructions (mention the Act/Rules)

and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.

- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under.....(name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes give at Annexure- I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry /Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure—II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

Signature

Signature

Name

Chief Finance Officer
(Head of the Finance)

Name

Head of the Organisation

(TO BE FILLED IN BY DST)

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned:

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.

Signature Designation

Date

**DEPARTMENT OF SCIENCE & TECHNOLOGY
NEB DIVISION
PROFORMA FOR STATEMENT OF AUDITED EXPENDITURE**

NAME OF THE GRANTEE INSTITUTION:

ADDRESS:

NO. OF DST SANCTION LETTER: _____ dated
Amount: Rs.

DATE OF ISSUE:

PURPOSE OF GRANT

Sl. No.	Items of expenditure(in the same order as given in sanction)	Sanctioned expenditure	Actual expenditure	Variation (excess+)/shortfall(-)	Reasons justification for variation

Total _____

Rupees –

Signature
Head of Institution
With rubber stamp

Signature
Programme
Coordinator
(With rubber stamp)

Signature
Finance &
Accountants
Officer of Institute
(With rubber Stamp)

Signature &
rubber Stamp of
the Auditor

