

Utilisation Certificate

Certified that a amount (s) of Rs.....has/have been sanctioned as Grant in Aid for the year (s) in favour of for the project titled vide Sanction Order (s) No dated.....and out of which, a sum of Rs Lacs received as.....Instalment and Rs..... as..... instalment during the financial yearOf the amount (s) received Rs..... has been utilised for the purpose for which the grants have been sanctioned or has/have been utilised to repay the loan/borrowings taken (in the absence of grants) for running the project during the financial year of and a balance amount of Rs.....remaining unutilized has been returned or will be adjusted as unspent balance towards the grant payable during the next year. A statement, duly certified by Chartered Accountant showing postwise/ itemwise break up of expenditure for the yearis enclosed in the prescribed format.

Certified that I have satisfied myself that the conditions on which the Grants in Aid was sanctioned/released have been duly fulfilled and I have exercised the following checks to see that money was actually utilized for the purposes for which it was sanctioned.

Kinds of checks exercised :-

- i. Registers and records maintained for recording receipt of grant.
- ii. Bank Statements, Cash Book, Ledgers
- iii. All Vouchers, Bills maintained
- iv. Others to be specified.

Secretary/President

Chartered Accountant

(REFER TO FORM IV)

Proforma for submission of audited item wise/post wise break up of expenditure made by the organization during the year in respect of- for the Project of.....at.....

S.No.	Post /Item	100% of Amount (Rs.) as shown in Ministry's Sanction Order	90% of the amount (Rs.) as in coulmn (3)	Amount (Rs.) spent by organisation out of 90% of the amount	Amount (Rs.) spent by the organisation as its own resources	Total amount (Rs.) spent by the organisatyion (Column 5+6)	Remarks if any(excess amount/ less amount in Rs.)
1	2	3	4	5	6	7	8

***Name, Signature, with Date
of the President/Secretary
Seal of the Organisation***

***Name, Signature, with Date and
Seal of the Chartered Accountant***

Note :

1. At the time of 1st installment unaudited item wise/post wise break up of expenditure statement can be submitted.
2. At the time of second installment audited item wise/post wise break up of expenditure statement is to be submitted .