**UTILIZATION CERTIFICATE**

**Date:**

**Ref: -----------------------------**, **Dated : ---------------------------------**

Certified that out of ------------------------------------------------------------------------------------------ of grants-in-aid sanctioned during the year -------------------- in favour of -------------------------------------------------------------------------------------------- under this Department letter/ order No. -----------------------------------------------------------------------------------------------, Dated -----------------has been utilized for the purpose of ----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- for which it was sanctioned and that the balance of -----------------------remaining utilized at the end of the event has been surrendered to ---------------------------------------.

1. Also certified that I have satisfied that the conditions on which the grants-in-aid was sanctioned have been fulfilled/ are being fulfilled and that have exercised the following. Checks to see that the money was actually utilized for the purpose for which it was sanctioned:-

 Receipts with payment details and bills

*(In Case of university / Academic Institution)*

Signature of Convener / (Head of the Institution i.e Signature of Accounts /

 Organizing Secretary Registrar / Director / Principal) Finance Officer/

 (with seal)

*(In Case of Societies / Association)*

Signature of Convener/ (President / Secretary) Signature of the Chartered

 Organizing Secretary Accountants

 (with seal)

Annexure – II

**STATEMENT OF EXPENDITURE**

1. Sanction Order No and date: --------------------------------, Dated -----------------------
2. Name of the PI: --------------------------------------
3. Total Project Cost: -----------------------------------------
4. Revised Project Cost: NA

(if applicate)

1. Date of Commencement:
2. Statement of Expenditure:

(Month wise expenditure incurred during current financial year)

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of the Project** | **Amount (Rs.)** |
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