

# UTILIZATION CERTIFICATE FOR GRANTS

Sanction Letter No.: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Scheme/Project: \_\_\_\_\_

Name of the Institution/Organization: \_\_\_\_\_

Grant-in-aid sanctioned: Rs. \_\_\_\_\_

Period: \_\_\_\_\_

## Details of Utilization

S. No.	Particulars	Amount Sanctioned (Rs.)	Amount Spent (Rs.)	Balance (Rs.)
1	Salary/Honorarium			
2	Equipment/Materials			
3	Other Expenses			
<b>Total</b>				

## Certified that:

1. Out of the total grant of Rs. \_\_\_\_\_ sanctioned, a sum of Rs. \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned.
2. The balance of Rs. \_\_\_\_\_ remaining unutilized at the end of the period will be refunded to the sanctioning authority or adjusted towards the grant for the next period.
3. The utilization details are supported by vouchers and relevant records.

Signature of Head of Institution/Organization

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

Signature of Chartered Accountant/Auditor

Name: \_\_\_\_\_  
Registration No.: \_\_\_\_\_

## Important Notes:

- Utilization Certificates must be duly signed by the head of the institution and a certified auditor.
- All supporting documents and expenditure vouchers should be maintained for audit verification.
- The certificate should be submitted within the timeframe specified by the sanctioning authority.
- Any unutilized balance must be promptly refunded or accounted for, as per grant conditions.