

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			
Total				

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

Signature of Chartered Accountant/Auditor

Name: _____

Name: _____

Designation: _____

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.