

# Utilization Certificate

## (For Infrastructure Development Grants)

Sanction Order No.: \_\_\_\_\_ Date: \_\_\_\_\_

Name of the Grantee Institution/Department: \_\_\_\_\_

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

Sanctioned Amount: Rs. \_\_\_\_\_

Amount Utilized: Rs. \_\_\_\_\_

Year: \_\_\_\_\_

S. No.	Head of Expenditure	Amount Sanctioned (Rs.)	Amount Utilized (Rs.)	Balance (Rs.)
1	Construction/Upgradation			
2	Procurement of Equipment/Furniture			
3	Others (specify)			
<b>Total</b>				

### Certified that:

1. The grant has been utilized for the purpose for which it was sanctioned.
2. The balance, if any, will be refunded to the sanctioning authority or has been/will be adjusted in the next installment.
3. The accounts have been verified and the expenditure has been found to be in order.

Signature: \_\_\_\_\_

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

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

(Authorised Signatory)

### Important Notes:

- The Utilization Certificate must be signed by the competent authority of the institution/department.
- All supporting vouchers, bills, and statements should be maintained for verification and audit purposes.
- This certificate should be submitted within the stipulated timeline as per the grant guidelines.
- Any unutilized amount must be promptly refunded or reported.
- False or incomplete information may lead to disallowance of grants and further legal action.