

# UTILIZATION CERTIFICATE

Certified that out of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) received as Grants-in-Aid during the financial year \_\_\_\_\_ from \_\_\_\_\_ under Sanction Order No. \_\_\_\_\_ dated \_\_\_\_\_ and Rs. \_\_\_\_\_ on account of unspent balance of the previous year(s), a sum of Rs. \_\_\_\_\_ has been utilized for the purpose for which it was sanctioned and that the balance of Rs. \_\_\_\_\_ remaining unutilized as on the end of the financial year \_\_\_\_\_ will be adjusted/refunded to the Government as per rules.

Sanction Order No.	Date	Amount Sanctioned (Rs.)	Amount Utilized (Rs.)	Unspent Balance (Rs.)
_____	_____	_____	_____	_____

It is also certified that:

1. The expenditure has been incurred as per the sanctioned scheme and in accordance with the terms and conditions specified in the Government order.
2. The accounts have been maintained and audited as required under the rules.
3. The Utilization Certificate is based on the accounts and records maintained by the grantee institution/organization.

Signature of the Head of the Institution/Organization

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

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

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

Official Seal:

## Important Notes:

- The Utilization Certificate should be signed by the Head of the Institution/Organization along with the official seal.
- All columns should be duly filled and supported by appropriate financial statements and payment vouchers.
- The certificate must be submitted within the time frame prescribed by the sanctioning authority.
- Any unutilized balance must be refunded or adjusted as per the government guidelines.
- Submission of false information may attract legal action and recovery proceedings.