

# Utilization Certificate

## (For State Government Subsidies)

### Details of Grant

Name of the Scheme/Project	.....
Name of Department/Agency	.....
Sanction Order No. & Date	.....
Amount Sanctioned (in Rs.)	.....
Amount Utilized (in Rs.)	.....
Period of Utilization	.....
Purpose for which Subsidy was Sanctioned	.....

**Certified** that the above amount has been utilized for the purpose for which the subsidy was sanctioned, as per the terms and conditions laid down in the sanction order. Further, it is also certified that the grant/subsidy has been utilized in accordance with the prescribed norms and all supporting documents are available and will be produced as and when required for verification.

Signature & Seal  
Receiving Officer/Head of Department  
Date: .....

Signature & Seal  
Auditor/Chartered Accountant  
Date: .....

### Important Notes:

- This certificate must be signed by both the Head of Department and an authorized Chartered Accountant/Auditor.
- Supporting bills, vouchers, and relevant records should be retained and produced if required.
- Any unutilized subsidy should be promptly reported and returned as per government rules.
- Submission of false or incorrect utilization information is liable to legal and financial penalties.