

Certificate of Unspent Grant Amount

Reference Details

1. Name of the Grantee: _____
2. Grant Sanction Order No.: _____
3. Grant Sanction Date: _____
4. Financial Year: _____

This is to certify that an amount of Rs. _____ (Rupees _____ only) out of the total sanctioned grant of Rs. _____ (Rupees _____ only), as per the details above, remains unspent as on _____.

The unspent balance is carried forward to the next year and shall be utilized strictly as per the norms/guidelines laid down by the grant sanctioning authority.

Signature of the Head of the Organization

Name: _____
Designation: _____
Date: _____

Signature of Chartered Accountant

Name: _____
Membership No.: _____
Date: _____

Important Notes:

- This certificate should be issued every financial year or as required by the grant authority.
- It must be signed both by the head of the organization and a qualified Chartered Accountant.
- All amounts should be stated both in figures and words.
- Attach supporting statements of accounts for transparency.
- This document is essential for compliance and future grant eligibility.