Utilization Certificate

Name of Grantee: _____

Sanctioning Authority: _____

Letter No. & Date: _____

Amount Sanctioned (â,¹): _____

Period of Utilization: _____

Statement of Expenditure

S. No.	Item/Head	Sanctioned Amount (â,¹)	Amount Utilized (â,¹)	Remarks
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
Total		_____	_____	

Certificate

It is certified that out of â,¹ _____ (Rupees _____) sanctioned during the year _____ in favour of _____ under this Ministry/Department letter No. _____ dated _____, a sum of â,¹ _____ has been utilized for the purpose for which it was sanctioned and that the balance of â,¹ _____ remains unutilized.

Supporting Documents Checklist

- Copy of original Sanction Order
- Statement of Expenditure duly certified
- Receipts and vouchers for major expenses
- Bank statements showing fund utilization
- Project completion report (if applicable)
- Copies of invoices, if any
- Any other relevant supporting documents

Signature of Grantee
Name: _____
Designation: _____
Date: _____

Signature of Head of Institution
Name: _____
Designation: _____
Date: _____

Important Notes:

- All entries should be filled carefully and supported with genuine documents.
- The utilization certificate must be certified by the authorized signatory.
- Incomplete or incorrect certificates may result in delays or rejection.
- Preserve copies of all supporting documents for future reference or audits.
- Excess unutilized funds, if any, should be reported and may require refund.