

## **UTILIZATION CERTIFICATE**

(For the financial year ending 31<sup>st</sup> March 20.... )

**(Rs. in lakhs)**

1. Title of the project / Scheme :
2. Name of the Organization :
3. Name of Principal Investigator :
4. UCB sanction order No. & date of sanctioning the project :
5. Amount brought forward from the previous financial year quoting UCB letter No. & date in which the authority to carry forward the said amount was given :
6. Amount received from UCB during the financial year (*Please give No. and dates of sanction orders showing the amounts paid*) :
7. Other receipts/interest earned, if any, on the UCB grants :
8. Total amount that was available for expenditure during the financial year (Sl. nos. 5, 6 and 7) :
9. Actual expenditure (excluding commitments) incurred during the financial year (statement of expenditure is enclosed) :
10. Unspent balance refunded, if any (*Please give details of cheque No. etc.*) :
11. Balance amount available at the end of the financial year :
12. Amount allowed to be carried forward to the next financial year vide latter No. & date :

Certified that the amount of **Rs.....** mentioned against col.9 has been utilized on the project / scheme for the purpose for which it was sanctioned and that the balance of Rs.....remaining unutilized at the end of the year will be adjusted towards the grants-in-aid payable during the next year.

1. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

**(PROJECT INVESTIGATOR)**  
**(Signature with Seal)**

**(HEAD OF THE INSTITUTE)**  
**(Signature with Seal)**

**(FINANCE OFFICER/ACCOUNTANT)**  
**(Signature with Seal)**

**STATEMENT OF EXPENDITURE**  
*Referred to in para 9 of the Utilization Certificate*

Showing grants received from the Uttarakhand Council for Biotechnology and the expenditure incurred during the period from 1<sup>st</sup> April 20... to 31<sup>st</sup> March 20....

(Rs. in lakhs)

Financial Year (20...-20...)							
Item	Unspent balance carried forward from previous year	Grants received from UCB during the year	Other receipts/in terest earned if any, on the UCB grants	Total of Col. (2+3+4)	Expenditure(ex cluding commitments) incurred during the year	Balance (5-6)	Remarks
1	2	3	4	5	6	7	8
<b>1.Non-Recurring</b> (i) Equipments							
<b>2.Recurring</b> (i)Manpower (ii)Consumables (iii)Travel (iv)Contingency (v)Over heads							
<b>Total :</b>							

(PROJECT INVESTIGATOR)  
(Signature with Seal)

(HEAD OF THE INSTITUTE)  
(Signature with Seal)

(FINANCE OFFICER/ACCOUNTANT)  
(Signature with Seal)

## **Annexure A**

### **Assets acquired wholly or substantially out of government grants Registrar to be maintained by Grantee Institution**

S.No.	Name of Sanctioned Authority	
	Sl. No.	
1.	Name of grantee Institution	
2.	No. & Date of sanctioned order	
3.	Amount of the sanctioned grant	
4.	Brief purpose of grant	
5.	Whether any condition regarding the right of ownership of govt. in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanction order	
	Particulars of assets actually credited or acquired	
6.	Value of assets as on	
7.	Purpose for utilized at present	
8.	Encumbered or not	
9.	Reasons, if encumbered	
10.	Disposed off or not	
11.	Reason and authority, if any for disposal	
12.	Amount released for disposal	
13.	Remark	

**(PROJECT INVESTIGATOR)**  
**(Signature with Seal)**

**(HEAD OF THE INSTITUTE)**  
**(Signature with Seal)**

**(FINANCE OFFICER/ACCOUNTANT)**  
**(Signature with Seal)**

## **Annexure B**

**The details of the sanctioned equipments purchased for implementation of the project**

<b>S.No.</b>	<b>Name of equipment</b>	<b>Qty</b>	<b>Sanctioned cost</b>	<b>Actual purchase cost</b>	<b>Purchase details</b>
1					
2					
3					
4					
5					
<b>Total</b>					

**(PROJECT INVESTIGATOR)**  
**(Signature with Seal)**

**(HEAD OF THE INSTITUTE)**  
**(Signature with Seal)**

**(FINANCE OFFICER/ACCOUNTANT)**  
**(Signature with Seal)**

## **Annexure C**

**Details of manpower engaged in the project (w.e.f.01-04-20.... to 31-03-20.....)**

<b>S.No.</b>	<b>Name &amp; Designation of manpower Engaged</b>	<b>Pay/Scale Provided</b>	<b>Date of Appointment</b>	<b>Salary due in Rs.</b>	<b>Salary Disbursed in Rs.</b>	<b>Difference if any</b>	<b>Date of Leaving if any</b>
1							
2							
3							
	<b>Total</b>						

**(PROJECT INVESTIGATOR)**  
**(Signature with Seal)**

**(HEAD OF THE INSTITUTE)**  
**(Signature with Seal)**

**(FINANCE OFFICER/ACCOUNTANT)**  
**(Signature with Seal)**

## Annexure D

### Manpower Staffing Details (In the financial year wise manner)

(01/04/20... to 31/03/20...)

(Rs. in Lakh)

NAME OF THE PERSON	NAME OF THE POST	DATE OF JOINING	DATE OF LEAVING	TOTAL MONTHLY SALARY	TOTAL SALARY PAID DURING THE FINANCIAL YEAR	TOTAL SALARY PAID DURING PROJECT PERIOD

(PROJECT INVESTIGATOR)  
(Signature with Seal)

(HEAD OF THE INSTITUTE)  
(Signature with Seal)

(FINANCE OFFICER/ACCOUNTANT)  
(Signature with Seal)

## Annexure-E

**Manpower Expenditure Details (In financial yearwise manner): (01/04/20..to 31/03/20...)**

(Rs.inLakh)

SANCTIONED POSTS	NUMBER	SCALE OF PAY	ANNUAL OUTLAY	OUTLAY FOR THE ENTIRE PERIOD	REVISED SCALE, IF ANY	REVISED ANNUAL OUTLAY	REVISED PROJECT OUTLAY	ACTUAL REL ASES BY UC B	ACTUAL EXPEN DITURE	BALANCE

(PROJECT INVESTIGATOR)  
(Signature with Seal)

(HEAD OF THE INSTITUTE)  
(Signature with Seal)

(FINANCE OFFICER/ACCOUNTANT)  
(Signature with Seal)

## **Annexure -F**

**Due- Drawn Statement of Manpower (01/04/20...to 31/03/20...)**

(Rs. in Lakh)

<b>Name of the Project Staff</b>	<b>Month and Year</b>	<b>Due</b>	<b>Drawn</b>	<b>Difference (any)</b>

**(PROJECT INVESTIGATOR)**  
**(Signature with Seal)**

**(HEAD OF THE INSTITUTE)**  
**(Signature with Seal)**

**(FINANCE OFFICER/ACCOUNTANT)**  
**(Signature with Seal)**