

UTILISATION CERTIFICATE
FOR THE FINANCIAL YEAR 20_ Ending 31st March)

1.	Title of the Project/Scheme	
2.	Name of the institution	
3.	Principal Officer	
4.	Department of _____ Letter no. & date sanctioning the project	
5.	Head of account as given in the original sanction letter	
6.	Amount brought forward from the previous financial year quoting _____ letter No. and date in which the authority to carry forward the said amount was given.	
7.	Amount received during the financial year (Please give No. & Date of _____ sanction letter for the amount)	
8.	Total amount that was available for the expenditure (excluding commitments) (Sl. No. 6+7)	
9.	Actual expenditure (Excluding commitments) incurred during the financial year (Up to 31 March)	
10.	Balance amount available at the end of the financial year	
11.	Unspent balance refunded if any (Please give details of Cheque No.etc.)	
12.	Amount to be carried forward to the next financial year (if applicable)	

UTILISATION CERTIFICATE

Certified that out of Rs. _____ of grants-in-aid sanctioned during the year _____ in favor of under this _____ Letter No _____ and Rs. _____ on account of unspent balance of the previous year, a sum of Rs. _____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to the _____ (vide letter no. _____ & Cheque No. _____ dated _____), will be adjusted towards the grants-in-aid payable during the next year i.e. _____

Signature of Principal officer	Signature of Registrar / Accounts officer
Date	with date

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been fulfilled/area 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:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature
Designation
Date

Sr. No.	TRTI Sanction Order / Letter No. & date under which amount was sanctioned	Amount (Rs.)	Particulars
1.			Certified that out of Grant-in-Aid of Rs. _____ (Rupees _____ only) sanctioned by the TRTI during the financial year in favour of _____ as per letter mentioned in column 2 and Rs. _____ on account of unspent balance of previous year, Rs. _____ has been utilized for the purpose for which it was sanctioned and the balance of Rs. _____ remained unutilized at the end of the year.

Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly 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:-

1. Audited Annual Accounts of the Institute
2. Receipt and Payment account
3. Periodical Progress Reports.

Signature of Chartered Accountant
Name of Chartered Accountant
Membership No.:
Full Address with Seal
(Mandatory for Self Financing Institutes)

Signature of Head of the Institute
Name & Designation
Full Address with Seal

Signature of the Finance
Officer Name & Designation
Name of the Finance Officer
Full Address with Seal
(Govt. Aided/ University & wherever applicable)

PLACE :
DATE :

FORMAT FOR RECEIPT AND PAYMENT ACCOUNT

SI. No.	Receipt	Amount (Rs.)	Amount (Rs.)	SI. No.	Payments	Amount (Rs.)	Amount (Rs.)
1	To Opening Balance			1	Heads as per TRTI Letter		
2							
3							
					Closing Balance		
	Grand Total				Grand Total		

Signature of Chartered Accountant
 Name of Chartered Accountant
 Membership No.:
 Full Address with Seal
(Mandatory for Self Financing Institutes)

Signature of Head of the Institute
 Name & Designation
 Full Address with Seal

Signature of the Finance
 Officer Name & Designation
 Name of the Finance Officer
 Full Address with Seal
(Govt. Aided/University & wherever applicable)

PLACE :
 DATE :