

**GFR 12 – A**  
**[(See Rule 238 (1))]**  
**UTILIZATION CERTIFICATE (UC) FOR THE YEAR .....**  
**in respect of ..... (RECURRING/NON-RECURRING)**  
**as on ..... to be submitted to SERB**  
**Is the UC .....(Provisional/Audited)**  
*(To be given separately for each financial year ending on 31st March)*

1. Name of the grant receiving Organization : .....
2. Name of Principal Investigator(PI) .....
3. SERB Sanction order no. & date .....
4. Title of the Project.....
5. Name of the SERB Scheme : ..... (CRG/NPDF/ECR.....etc.)
6. Whether recurring or non-recurring grants : .....
7. Grants position at the beginning of the Financial year (Grants released by SERB)
  - (i) Cash In Hand/Bank /Carry forward from previous financial year : ..
  - (ii) Others, If any : .....
  - (iii) Total** : .....

8. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balance of Grants received previous years [figure as at Sl. No. 7(iii)]	Interest Earned thereon	Interest deposited back to the SERB	Grants received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grants-in-aid- General	Grant-in-aid-creation for capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank : ...
- (ii) Refunds to SERB, If any : ...
- (iii) Balance (Carry forward to next financial year) : ...

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Certified that I have satisfied that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under ..... **(CRG/NPDF/ECR.....etc.)** (Name of the scheme has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure – II duly enclosed (to be formulated by the Ministry/Department concerned as per their requirements/specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure –II (to be formulated by the Ministry/Department concerned as per their requirements/specifications).

Date:

Place:

<b>Signature of PI : .....</b>	<b>Signature with Seal :.....</b> <b>Name: .....</b> <b>Chief Finance Officer</b> <b>(Head of Finance)</b>	<b>Signature with Seal.....</b> <b>Name: .....</b>  <b>Head of Organisation</b>
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(Strike out inapplicable terms)