

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
 - (i) 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) Balance available at end of financial year : ...
- (ii) Unspent balance refunded to SERB (If any) : ...
- (iii) Balance (Carried forward to next financial year) if applicable : ...

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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:

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