GFR 12 – A

[(See Rule 238 (1)]

UTILIZATION CERTIFICATE FOR THE YEAR…..IN RESPECT OF RECURRING/NON-RECURRING GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
   (i) Cash in Hand/Bank
   (ii) Unadjusted advances
   (iii) Total

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

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern-ment	Grant 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:

Grant-in-aid–General	Grant-in-aid–Salary	Grant-in-aid–creation of capital assets	Total

Details of grants position at the end of the year

(i) Cash in Hand/Bank

(ii) Unadjusted Advances

(iii) Total

Certified that I have satisfied myself 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…..... (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

Name.....

Chief Finance Officer

(Head of the Finance)

Signature

Name.....

Head of the Organization

STATEMENT OF EXPENDITURE

Showing grants received from the Department of Health Research (DHR), GoI and the expenditure incurred during the period from …….. to ……

Heads	Grants received from the Department during the year	Unspent balance carried forward from previous year	Interest Earned, if any	Total (2+3)	Expenditure incurred during the year	Balance (5-6)	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A. Recurring							
Staff							
Contingencies							
Recurring							
Travel							
Overhead							
B. Non-recurring							
Equipments							
Total							

(PROJECT INVESTIGATOR)
SIGNATURE

(FINANCE OFFICER)
SIGNATURE & STAMP

(HEAD OF THE INSTITUTE)
SIGNATURE & STAMP

Assets Acquired Certificate

Assets acquired wholly or substantially out of govt. grant Register to be maintained by Grantee Institute

Name of the Sanctioning Authority: _____

1. Sl. No.: _____
2. Name of Grantee Institution: _____
3. No. & Date of sanction order: _____
4. Amount of the sanctioned NR grant: _____
5. Brief purpose of the grant: _____
6. 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: _____
7. Particulars of assets actually credited or acquired: _____
   (*Details as per enclosed format*)
8. Value of the assets as on.....:_____
9. Purpose for which utilized at present: _____
   _____
10. Encumbered or not: _____
11. Reasons, if encumbered: _____
    _____
12. Disposed of or not: _____
13. Reasons and authority, if any, for disposal:_____
14. Amount realized on disposal _____
15. Remarks _____
    _____

Signature ……..
Principal Investigator

Signature ……..
Chief Finance Officer
(Finance Officer)

Signature & Stamp
Head of the Institution

Details of Equipment Procured During the Period

S. No.	Name of Equipment	Sanctioned cost	Actual Cost (Factual figure, not in lakhs)	Date of placing Order	Date of Receiving Equipment	Remark/Payment Voucher No. With Date (Copy of Payment Voucher may please be enclosed)	Reasons for fluctuation in price
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
Total:							

Signature ……..
Principal Investigator

Signature ……..
Chief Finance Officer
(Finance Officer)

Signature & Stamp
Head of the Institution