

# GFR 12 – A

[(See Rule 238 (1))]

## FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANISATION

UTILIZATION CERTIFICATE FOR THE YEAR FY \_\_\_\_\_ in respect of recurring/non-recurring

GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme: **ICSSR-Grants to Council / Institutes for Excellence in Humanities and Social Science**
2. Whether recurring or non-recurring grants: **Non-Recurring Grants.**
3. Grants position at the beginning of the Financial Year \_\_\_\_\_
  - (i) Cash inHand/Bank: Nil
  - (ii) Unadjusted advances: Nil
  - (iii) Total: Nil
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure asat 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
			SanctionNo. (i)	Date (ii)	Amount (iii)			
Nil	Nil	Nil	F.No. (First Installment)					
			Second Installment (yet to receive from ICSSR-NERC, Shillong)					
			Own contribution					
Nil	Nil	Nil	Total					Nil

Component wise utilization of grants:

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

Details of grants position at the end of the year

- (i) Cash inHand/Bank: Nil
- (ii) UnadjustedAdvances: Nil
- (iii) Total: Nil

Contd.....P/2

- (To be countersigned by a Chartered Accountant - In the case of College/ Institution/ Organisation/ etc)
- (To be countersigned by The Finance Officer of the University – ONLY in the case of a Department within the University)

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

Signature

Name.....

Name.....

Chief Finance Officer (Head of the Finance)

Head of the Organisation

(Strike out inapplicable terms)

- (To be countersigned by a Chartered Accountant - In the case of College/ Institution/ Organisation/ etc)
- (To be countersigned by The Finance Officer of the University – ONLY in the case of a Department within the University)