

**Form of Utilization Certificate**

1. Certified that out of Rs. \_\_\_\_\_ of grants-in- aid sanctioned during the year \_\_\_\_\_ in favour of \_\_\_\_\_ under this Ministry/Department Letter No. given in the margin 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 Government (vide No. \_\_\_\_\_, dated \_\_\_\_\_)/will be adjusted towards the grants-in-aid payable during the next year \_\_\_\_\_.

2. The Utilization Certificate should also disclose whether the specified, quantified and qualitative targets that should have been reached against the amount utilized, were in fact reached, and if not, the reasons thereof. They should contain an output-based performance assessment instead of input-based performance assessment.

3. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being 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. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_