

**GFR 12 - A**  
 [See Rule 238(1)]  
**FORM OF UTILISATION CERTIFICATE**  
**FOR GRANTEE ORGNISATION**

UTILISATION CERTIFICATE FOR THE YEAR .....in respect of  
 GRANTS-IN-AID Released by Department of Space

1. Name & Address of the Institution :.....
2. Project title :.....
3. Name of the Principal Investigator & Designation :.....
4. Name of the Scheme :.....
5. Whether Recurring or Non-Recurring grants.....
6. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank :.....
  - (ii) Unadjusted advances :.....
  - (iii) Total :.....

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

**(Amount in Rs.)**

Unspent Balances of grants received years [Figure as at Sl. no 6 (iii) above]	Interest Earned thereon [on unspent balances and grant received]		Interest deposited back to the Government	Grant received during the year				Total available Fund [1+2(i)+2(ii)-3+4(iv)]	Expenditure incurred	Closing Balances (5-6)
1	2		3	4				5	6	7
	(i) on Unspent Balances	(ii) on grants received as per 4(iv)		Sanction No. (i)	O/o Pr.AO Ref No: (ii)	Sanction Date (iii)	Amount (iv)			

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 the 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 expenditure on various components of the scheme was in proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.

- (vi) It has been ensured that the physical and financial performance under the scheme..... (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 **Reports submitted to the Programme Office.**
- (vii) The utilization of the fund resulted in outcomes given at Reports duly forwarded to respective programme Office (to be formulated by the Department concerned as per their requirements/specifications).
- (viii) 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**
- (ix) It is certified that for the same purpose we have not received any grant from the other Ministry/Department or any other Private Body.

Date :.....

Place :.....

.....

Signature

Name :.....

**Chief Finance Officer (Head of the Finance) with Seal**

.....

Signature

Name :.....

**Head of the Organisation  
with Seal**

.....

Signature

Name :.....

**Auditor with Seal**

**Note: Any interest earned on unutilized funds during previous year/s and not remitted back to Govt. should be included in Column 2 (i) in the above table**