

**Government of West Bengal  
Finance Department  
Audit Branch**

No. 8327-F(Y).

Kolkata, the 3<sup>rd</sup> October, 2012.

**MEMORANDUM**

**Sub: Introduction of revised standard format of 'Utilisation Certificate' for payment made as Grants-in-Aid to the Non-Government Bodies/Grantee Institutions.**

The issue relating to introduction of a revised standard format of 'Utilisation Certificate' for Grant-in-Aid payment made by the State Government to various Non-Government Organisations / Grantee Institutions has been under active consideration of the Government for some time past. The Principal Accountant General (A&E) West Bengal has also suggested introduction of a revised standard format of 'Utilisation Certificate' for payment made from the State's exchequer through Grants-in-Aid Bills. After careful consideration of the matter, the Governor has been pleased to introduce a revised standard format of 'Utilisation Certificate' for payment made to various Non-Government Organisations / Grantee Institutions as Grant-in-Aid. The 'Utilisation Certificate' shall be issued by the Sanctioning Authority after obtaining the required information and supporting records from the Drawing & Disbursing Officer for each Sanction Order issued. The Departmental Controlling Officer shall submit the year-wise 'Utilisation Certificates' to the Principal Accountant General (A&E) West Bengal within the prescribed time. The revised standard format of 'Utilisation Certificate' for Grant-in-Aid payment made to various Non-Government Organisations / Grantee Institutions is enclosed as Annexure-A. Necessary amendment in the West Bengal Financial Rules will be made in due course.

**Sd/ H. K. Dwivedi.**

Secretary to the  
Government of West Bengal.

No. 8327/1 (500) -F(Y).

Kolkata, the 3<sup>rd</sup> October, 2012.

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5<sup>th</sup> Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Additional Chief Secretary/Principal Secretary/Secretary ,  
..... Department.

Annexure - A

UTILISATION CERTIFICATE IN RESPECT OF GRANT-IN-AID

No.

Date:

1. Name of the Grantee Institution(s) :  
[Attach separate list for more than one Grantee Institutions]
2. Sanctioning Authority :
3. Sanction Order Number & Date :
4. Amount sanctioned :
5. Drawing & Disbursing officer :
6. Treasury / PAO :  
[From where the bill was drawn]
7. Bill No. & Date :
8. T.V. No. & Date :
9. Amount drawn :
10. Unspent balance of previous year, if any :
11. Amount utilized :
12. Unspent balance, if any, in current year :
13. Purpose of utilization :

CERTIFICATE

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.

[Applicable in case of unspent balance] The unspent fund has been surrendered to the Government under appropriate head of account vide Challan No..... Date ..... / will be adjusted against the grant-in-aid to be sanctioned and paid in the current Financial Year (applicable in case of recurring grant only).

*Kinds of checks exercised*

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Sanctioning Authority .....

Designation .....

Office Seal .....