

FORM GFR 12A

GENERAL FINANCIAL RULES 2017
Ministry of Finance
Department of Expenditure

GFR 12 – A
[(See Rule 238(1))]

FORM OF UTILIZATION CERTIFICATE
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR.....in respect
Of recurring/non-recurring
GRANT-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme: **Science & Technology Institutional and Human Capacity Building (Policy Research Cell)**
2. Whether recurring non-recurring grants.....
3. Grant position of the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as of Sl.No.3 (iii)]	Interest Earned thereon	Interest deposited back to the Government	Grant received during the year			Total Available funds (1+2+3+4)	Expenditure incurred	Closing Balance (5-6)
			Sanction No.(i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7

Component wise utilization of grants:

Grant-in-aid-General	Grant-in-id-salary	Grant-in-aid-creation of capital assets	Total

Details of grants position of the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted advances
- (iii) Total

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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 the State Science & Technology Programme 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 funds resulted in outcomes given at Annexure-I duly enclosed.
- (viii) The utilization of the funds 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-III (to be formulated by the Ministry/Department concerned as per their requirements/specifications).
- (x) The UC has been uploaded on PFMS portal with ID NO. dt....

Date:

Place:

Signature

Name.....

Chief Finance Officer

(Head of the Finance)

Signature

Name.....

Head of the Organisation

GFR 12 - B
[(See Rule 256(2))]

FORM OF UTILIZATION CERTIFICATE

(1) Certified that out of the grant of Rs.SANCTIONED under.....

Dated....., in favor of.....during the year.....an amount of

Rs.....has been utilized for the purpose for which it was sanctioned, and that the balance of Rs.remaining unutilized at the end of the year.....has been surrendered to the Government (vide No.....dated.....)/ will be adjusted towards the grant payable during The next financial year.

(2) Certified that I have satisfied myself that the conditions on which the grant was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually spent for the purpose for which the grant was made.

Kinds of checks exercised

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

Signature.....
Designation.....
Date.....

Specific Achievements/Outcome of the project (Project no. with Title) (Restricted to one page only)

Approved Objective/a ctivities	Achievements/ Deliverables till date	Achievements/Outcome(specific to utilization of funds for a period reported upon)	Challenges/ Shortcomings, if any

**Quantifiable Outcomes
(Restricted to one page only)**

	PROJECT OBJECTIVES	OUTCOME
A.		
B.		
C.		
D.		
E.		
F.		
G.		

Details about Grant-in-Aid Projects received from DST and other Ministries/Departments (for *last five years and current financial year*)

SN	Title of the Project with File No.	Name of Division and funding agency (DST/DBT.....)	Date of Start & Completion/ Status	Amount (Rs in lakh)	Whether final UC/SE & project completion report has been submitted (if yes, mention date)

Annexure- A

REQUEST FOR ANNUAL INSTALMENT WITH UP—TO—DATE STATEMENT OF EXPENDITURE

(Year Means Financial Year i.e. 1st April ___ to 31st March ___)

1. Sanction Letter No. _____
2. Total Project Cost **Rs.**_____
3. Sanctioned/Revised Project cost (if applicable) **Rs.**_____
4. Date of Commencement of Project _____
5. Duration _____months
6. Grant Received in each year
 - a. I Year **Rs.**_____
 - b. II Year **Rs.**_____
 - c. III Year **Rs.**_____
 - d. Bank Interest received on grant (mandatory) **Rs.**_____
 - e. Total **Rs.** _____
7. Total expenditure **Rs.**_____
8. Funds required for next year **Rs.** _____

Contd./-

Annexure - A (Contd.)

STATEMENT OF EXPENDITURE

(Period _____ to _____)

Sl No	Sanctioned Heads	Funds Allocated (*)	Expenditure Incurred				Balance as on date	Requirement of funds upto 31 March _	Remarks (if any)
			I Yr	II Yr	III Yr	Total			
1	II	III	IV			V	III - V		
1	Manpower								
2	Permanent Equipment								
3	Other Costs								
4	Consumables								
5	Travel								
6	Contingencies								
7	Overhead Charges								
9	Total								

Name & Signature

Principal Investigator :

Signature of Competent
Financial authority

Date:

* Indicate sanctioned /revised allocation as applicable.

a) Expenditure under the sanctioned heads, at -any point of time, should not exceed funds allocated under that head , without prior approval of DST i.e. Figures in Column (V) should not exceed corresponding figure in Column (II).

b) Utilisation Certificate for each financial year ending 31st March has to be enclosed , along with request for carry-forward permission to next year.