[(See Rule 239)]

**FORM OF UTILIZATION CERTIFICATE (FOR STATE GOVERNMENTS)**

(Where expenditure incurred by Govt. bodies only)

|  |  |  |  |
| --- | --- | --- | --- |
| Sl  No | Letter No &  Date | Amount | Certified that out of Rs……………………. Of grants sanctioned during the year…………….. in favour of …………………………………………………………..  Under the 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 utilised for the purpose of………………………………….………. For which it was sanctioned and that the balance of Rs………………………….. remaining untilised at the end of the year has been surrendered to Govt (vide Letter No………………dated……………) / will be adjusted towards the grants payable during the next year…………………………… |
|  |  |  |
|  | Total |  |  |

2. 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 utilised for the purpose for which it was sanctioned.

Kinds of Checks exercised

1. Cash Book for the year

2. Grant Register for the year

|  |  |  |
| --- | --- | --- |
| Signature of the  Programme Co-Ordinator, NSS  (with office seal) | Signature of the  Finance Officer,  (with office seal) | Signature of the  Registrar/ Director  (with office seal) |

Place :

Date :