

Annexure -G
FORM GFR 19A

{Rule 212 (1)}

FORM OF UTILISATION CERTIFICATE

Sr. No.	Sanction Letter No. and Date	Amount

1. Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ in favour of _____ (Name of the Institute) 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 utilised for the purpose for which it was sanctioned and that the balance of Rs. _____ remaining unutilised at the end of the year has been surrendered to Government (vide No. _____ dated _____)/will be adjusted towards the grant-in-aid payable during the next year _____.
2. Certified that I have satisfied myself that the conditions on which the grant-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 was sanctioned.

Kind of checks exercised:

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

Signature with seal
Authorized Auditor

Signature with seal
Principal of the Polytechnic

Annexure-G (Contd....)

**STATEMENT OF ACCOUNTS FOR THE FINANCIAL YEAR
ENDING 31ST MARCH _____**

Name of the Polytechnic: _____

INCOME/RECEIPT*	Rupees
**Opening Balance as on 1st April _____	
Recurring (Total): (A.1)	-----
Cash in hand _____	
Cash in bank _____	
Cash as imprest _____	
Non-Recurring (Total): (A.2)	-----
Cash in hand _____	
Cash in bank _____	
Bank interest recd. During this year	
Other Income (Give details)	
TOTAL Income:- (C.1)	-----
Grant received during the financial year _____	
Recurring :- (B.1)	-----
Non Recurring :- (B.2)	-----

EXPENDITURE	Rupees
NON-RECURRING	
[Separate Sub-heads may be opened here, reflecting expenditure as authorized under the Scheme:	
(1) Tools and equipment for the Extension Centres	
(2) Tools and equipment for the Main Centre	
(3) Technology Items required for the demonstration purposes	
(4) Creation of Infrastructure, Furniture and other Physical Facilities for Extension Centres.	
(5) Instructional Resources, Projection System and Softwares etc.	
(a) Print(books, journals, magazines, posters etc) and non-print (video films, clippings etc) resources	
(b) Software for MIS/GIS/ Database Management	
TOTAL EXPDR. (NR):- (D.2)	

	<p>RECURRING</p> <p>[Separate sub-heads may be opened here, reflecting items of legitimate expenditure, as permitted by the norms laid down in the Scheme:</p> <p>(1) Total Honorarium Bill (Including Extension Centres)</p> <p>(2) Training Contingency</p> <p>(3) Technology Demonstration (Transfer of Technology, Technical & Support Service Camps, Exhibition, Extension Lecture etc))</p> <p>(4) Hiring of Vehicle from Outside Agency/Fuel & Maintenance charges of vehicle</p> <p>(5) Maintenance of Equipment & Infrastructure at Extn. Centres @ Rs.6000 per Centre</p> <p>(6) Travel Charges (TA and Field Expenditure)</p> <p>(7) Other Project Expenditure and Office Contingencies</p> <p>TOTAL EXPDR. (Rec.):-(D.1)</p> <p>Closing balance as at the end of 31st March _____</p> <p>Recurring(A.1+B.1+C.1-D.1) :- -----</p> <p>Non Recurring(A.2+B.2-D.2):- -----</p>
TOTAL	TOTAL

Audited and verified as correct subject to the observation, if any, in the attached Auditors Report.

Signature with seal
Authorized Auditor

Signature with seal
Principal of the Polytechnic

*** This should always tally with the Closing Balance of the previous year.*