

**PROFORMA FOR UTILISATION CERTIFICATE**

Certified that out of Rs.\_\_\_\_\_Rupees\_\_\_\_\_ ) of grant-in-aid in favour of\_\_\_\_\_ sanctioned by the Department of \_\_\_\_\_Punjab vide sanction letter No.\_\_\_\_\_ dated\_\_\_\_\_ or the year \_\_\_\_\_and Rs.\_\_\_\_\_on account of unspent balance of previous year (Total Rs.\_\_\_\_\_ ) a sum of Rs. \_\_\_\_\_has been utilized for the purpose of \_\_\_\_\_for which it was sanctioned and that the balance of Rs. Remaining unutilized at the end of the year \_\_\_\_\_has been deposited in the Government Treasury (Vide No. \_\_\_\_\_dated\_\_\_\_\_ ) and will be adjusted towards the grant-in aid payable during the next year.

1. 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/We have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned:-

Kind of checks exercised.

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

Signature  
Designation  
Date  
Place

The utilization certificate to be furnished by the concerned should be accompanied by an audited statement of account.