

Department of Science and Technology
Science and Society Division
UTILIZATION CERTIFICATE (TWO COPIES)
FOR THE FINANCIAL YEAR 20____(ENDING 31ST MARCH)

1. Title of the Project/ Scheme
2. Name of the Institution
3. Principal Investigator
4. Deptt. of Science & Technology letter No. & date sanctioning the project
5. Head of account as given in the original sanction letter
6. Amount brought forward from the previous financial year quoting DST letter No. and date in which the authority to carry forward the said amount was given
 - i Amount
 - ii Letter No.
 - iii Date
7. Amount received during the financial year (Please give No. & date of DST's sanction letter for the amount)
 - i Amount
 - ii Letter No.
 - iii Date
8. Total amount that was available for expenditure (excluding commitments) during the financial year (S.No. 6+7) Rs.
9. Actual expenditure (excluding commitments) incurred during the financial year (Upto 31st March) Rs.
10. Balance amount available at the end of the financial year Rs.
11. Unspent balance refunded if any (Please give details of cheque, Demand draft No. etc.) Rs.
12. Amount to be carried forward to the next financial year (if applicable) Rs.

UTILIZATION CERTIFICATE

Certified that out of Rs. of grants-in-aid sanctioned during the year in favour of under the Department of Science & Technology Letter No. dated and Rs. on account of unspent balance of previous year, 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 surrendered to Government (vide Demand Draft No. dated drawn on)/ will be adjusted towards the grants-in-aid payable during the next year i.e.

Signature of Principal Investigator
Date

Signature of Registrar/
Accounts Officer
with date

Signature of Head
of the Institute
with date

(TO BE FILLED IN BY DST)

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been 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: -

Kinds of checks exercised.

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

Signature
Designation
Date

Department of Science and Technology
Science and Society Division
REQUEST FOR ANNUAL INSTALMENT WITH
UP-TO-DATE STATE MENT OF EXPENDITURE
(Year Means Financial Year i.e. 1st April to 31st March of Next year)

- | | |
|--|-----------------------------------|
| 1. Sanction Letter No. _____ | 6. Grant Received in each year: |
| 2. Total Project Cost Rs. _____ | a. 1 st year Rs. _____ |
| 3. Sanctioned/ Revised project cost
(If applicable) Rs. _____ | b. 2 nd year Rs. _____ |
| 4. Date of Commencement of
of Project _____ | c. 3 rd Year Rs. _____ |
| 5. Statement of Expenditure | d. Interest, Rs. _____
if any |
| | e. Total Rs. _____ |

Note:

1. 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 (vii) should not exceed corresponding figures in Column (iii)
2. Utilisation Certificate for each financial year ending 31st March has to be enclosed, along with request for carry-forward permission to next year (See Annexure – V).

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

(Year Means Financial Year i.e. 1st April to 31st March of next year)

- | | |
|--|-----------------------------------|
| 1. Sanction Letter No. _____ | 6. Grant Received in each year: |
| 2. Total Project Cost Rs. _____ | a. 1 st year Rs. _____ |
| 3. Sanctioned/ Revised project cost
(If applicable) Rs. _____ | b. 2 nd year Rs. _____ |
| 4. Date of Commencement of
of Project _____ | c. 3 rd Year Rs. _____ |
| | d. Interest, Rs. _____
if any |
| 5. Statement of Expenditure | e. Total Rs. _____ |

EXPENDITURE INCURRED						
Sl. NO.	HEADS OF EXPENDITURE AS PER SANCTION ORDER	AMOUNT ALLOCATED/ SANCTIONED	1 st YEAR FROM DATE OF START TO MARCH 31	2 nd YEAR FROM APRIL 01 TO MARCH 31	3 rd YEAR FROM APRIL 01 TO MARCH 31*	TOTAL EXPEN- DIURE
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
	Total					

Funds released so far: _____
 Date of start of project: _____
 Date of Completion: _____

Signature of PI

Signature and Seal of Head
of organisation

Signature & Seal
of Chartered Accountant

* or till date of completion

Note:

1. 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 (vii) should not exceed corresponding figures in Column (iii)
2. Utilisation Certificate for each financial year ending 31st March has to be enclosed, along with request for carry-forward permission to next year.

BOND

KNOW ALL MEN BY these presents that we, _____

_____ a society registered under the Societies Registration Act 1860/Indian Trusts Act 1982/Charitable or Religious Act 1920/Corresponding State Act, and having its office _____ at _____

_____ called the obligers which term shall, unless excluded by or repugnant to the context be deemed to include its successor, permitted assigns and all persons entitled to and capable of disposing of the assets and properties of the obligers are held and firmly bound to the President of India (herein after called the Government which term shall unless excluded by or repugnant to the context be deemed to include his successors and assigns) in the sum of Rs _____ (Rupees _____ only) well and truly to be paid to the Government on demand and without a demur for which payment the obligers firmly bind ourselves by these presents.

Where as on the obliger's request, the Government has, as per Department of Science and Technology's letter No _____ dated _____ (herein after referred to as the 'letter of sanction' where of is annexed here to and marked with the letter 'A') agreed to make in favour of the Obligers for the purpose of a grant of Rs _____ (Rupees _____ only) out of which Rs _____ (Rupees _____ only) have been paid to the obligers the receipt of which sum the obligers to hereby admit and acknowledge on condition of the obligers executing a bond in terms and manner contained herein after which the obligers have agreed to do.

Now the condition of the above written obligation is such that if the obligers duly fulfill and comply with all the terms and conditions mentioned in the Letter of sanction, then the above written bond of obligation shall be void and of no effect, but otherwise it shall remain in full force, effect and virtue.

And these presents further witness as under: -

1. The decision of the Secretary to the Government of India in the Department of Science and Technology on the question whether there has been break or violation of any of the terms and conditions mentioned in the letter of sanction shall be final and binding on the Obligers.
2. i. All the members of the Executive Committee of the grantee organization have authorized the signatory of this bond to execute the bond, binding themselves jointly and severally to:
 - a. Abide by the conditions of the grant-in-aid by the target dates, if any, specified therein.

- b. Not to divert the grants or entrust execution of the scheme or work concerned to another institution(s) or organization, and
 - c. Abide by any other condition(s) specified in the agreement governing in the grant.
 - ii. In the event of the grantee failing to comply with the conditions or committing breach of the conditions of the bond, the signatories to the bond and all the other members of the Executive Committee shall be jointly and severally liable to refund to the President of India, the whole or a part amount of the grant with interest at ten percent per annum thereon or the sum specified in the bond.
3. The Government have agreed to bear the stamp duty, if any, chargeable on these presents.

In witness here of those present have been executed on behalf of the obligers pursuant to the Resolution No. _____ dated _____ passed by the Board of Management of the professional body (Governing Body) of the obligers in the place, year herein above written.

In the presence of two witnesses
signature with name and address

Signed for and on
behalf of Obligers.

Signature with stamp

(FOR OFFICE USE ONLY)

Witnesses' signature with name
and address

Accepted for and on
behalf of the government.

Name and Designation.