

UTILIZATION CERTIFICATE**NAME OF THE INSTITUTE:****UTILISATION CERTIFICATE FOR THE FINANCIAL YEAR 2024-25**

Name of the Scheme under which the amount was sanctioned- '**Scheme of Assistance to Voluntary Organization/NGO for Organizing Seminars/ Training Courses/ Workshops/ Annual Conventions, Book Fair, Literary Festivals etc., connected with Book Promotional Activities**'.

(To be submitted separately for each sanction order)

S.No.	Letter No. & Date	Amount (Rs.)	Description
1			Certified that out of Grant in Aid of Rs. (Rupees.....sanctioned by the NBT during the financial year 2024-25 in favor of M/s.....as per letter mentioned in column 2 and Rs.....on account of unspent balance of event., Rs.has been utilized for the purpose for which it was sanctioned and balance of remained unutilized at the end of the year.

Certified that I have satisfied myself that the conditions on which the amount was sanctioned have been duly 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.

Checks exercised-

1. Audited Annual Accounts of the Institute
2. Receipt and Payment account

Signature of Chartered Accountant**Name of Chartered Accountant****Membership No****Full Address with Seal**

(Mandatory for self Financing Institute)

Signature of the Finance Officer**Name & Designation****Name of the Finance Officer****Full Address with Seal**

(Govt. Aided/ University & where applicable)

Place:

Date:

Signature of Head of the Institute**Name & Designation****Full Address with Seal****Note: each page should be signed by all concerned**

FORMAT FOR RECEIPT AND PAYMENT ACCOUNT

S. No.	Receipt	Amount (Rs)	Amount (Rs)	S. No.	Payments	Amount (Rs)	Amount (Rs)
1	To Opening Balance			1			
2				2			
					Closing Balance		
	Grand Total				Grant Total		

Signature of Chartered Accountant**Name of Chartered Accountant****Membership No****Full Address with Seal**

(Mandatory for self Financing Institute)

Signature of Head of the Institute**Name & Designation****Full Address with Seal****Signature of the Finance Officer****Name & Designation****Name of the Finance Officer****Full Address with Seal**

(Govt. Aided/ University & where applicable)

Place:

Date: