

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 8327-F(Y)

Kolkata, the 3rd October, 2012

MEMORANDUM

Sub.: Introduction of revised standard format of 'Utilisation Certificate' for payment made as Grants-in-Aid to the Non-Government Bodies/Grantee Institutions.

The issue relating to introduction of a revised standard format of 'Utilisation Certificate' for Grant-in-Aid payment made by the State Government to various Non-Government Organisations / Grantee Institutions has been under active consideration of the Government for some time past. The Principal Accountant General (A&E) West Bengal has also suggested introduction of a revised standard format of "Utilisation Certificate" for payment made from the State's exchequer through Grants-in-Aid Bills. After careful consideration of the matter, the Governor has been pleased to introduce a revised standard format of 'Utilisation Certificate' for payment made to various Non-Government Organisations / Grantee Institutions as Grant-in-Aid. The 'Utilisation Certificate' shall be issued by the Sanctioning Authority after obtaining the required information and supporting records from the Drawing & Disbursing Officer for each Sanction Order Issued. The Departmental Controlling Officer shall submit the year-wise 'Utilisation Certificates' to the Principal Accountant General (A&E) West Bengal within the prescribed time. The revised standard format of 'Utilisation Certificate' for Grant-in-Aid payment made to various Non-Government Organisations / Grantee Institutions is enclosed as Annexure-A. Necessary amendment in the West Bengal Financial Rules will be made in due course.

Sd/ H. K. Dwivedi

Secretary to the
Government of West Bengal.

Annexure - A

UTILISATION CERTIFICATE IN RESPECT OF GRANT-IN-AID

No.

Date:

1. Name of the Grantee Institution(s) :
[Attach separate list for more than one Grantee Institutions]
2. Sanctioning Authority :
3. Sanction Order Number & Date :
4. Amount sanctioned :
5. Drawing & Disbursing officer :
6. Treasury / PAO :
[From where the bill was drawn]
7. Bill No. & Date :
8. T.V. No. & Date :

