

GFR 19 - A
 (See Rule 212 (1))
Form of Utilization Certificate

S.No.	Letter No. and Date	Amount (Rs.)	
			Certified that out of Rs. _____ of Grants-in-aid sanctioned during the years _____ in favour of _____ 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 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 No. _____ dated _____) will be adjusted towards the grants-in-aid payable during the next year _____
	Total		

1. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised that 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.
- 5.

Signature _____

Designation _____

Date _____

Details for furnishing the Utilization Certificate

1. UC should be as per GFR 19 A (Format).
2. UC should be signed by the partner or owner of the firm, by affixing office seal, in the letter head of the company.
3. For one Sanction Letter received from DIPP, one UC has to be given. For example, if your firm has received a total of 3 Sanction Letters in the past, you have to give 3 separate UCs:
4. For the " Kinds of checks Exercised", please mention the following and keep these as enclosure:
 - a. Sanction Letter No. dated
 - b. Copy of the SIDBI Letter through which the Grant has been received from SIDBI.
 - c. Audited Balance Sheets/ Books of Accounts of the company showing the credit of the sanctioned grant.
 - d. Bank Statement showing the credit of the amount.