

# Utilization Certificate for Peripheral Units

Name of the institution \_\_\_\_\_

Nature of Programme \_\_\_\_\_

## UTILIZATION CERTIFICATE

This is to certify that a sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)  
was received from the PD \_\_\_\_\_ society during the  
year \_\_\_\_\_ on \_\_\_\_\_ and from the above sanctioned amount, a sum  
of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)  
has been utilized for the purpose for which the amount was sanctioned.

\*The unspent balance of \_\_\_\_\_ (Rs. \_\_\_\_\_)  
is available as on \_\_\_\_\_

\* The amount unspent Rs. \_\_\_\_\_ and interest Rs. \_\_\_\_\_ aggregating to  
Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) is sent by DD  
No. \_\_\_\_\_ dated \_\_\_\_\_.

Signature and seal of the Authorized person

Date:

# Report Format to SOE Peripheral Unit

Statement of Expenditure for the Month/QE \_\_\_\_\_ (Peripheral Institutions)

Name of the Institution \_\_\_\_\_

Details of bank account \_\_\_\_\_

Nature of Programme \_\_\_\_\_

S. No.	Details of funds received (Mention Sanction Letter No. and Date)	Expenditure Details	Amount	Balance if any (with interest)	Remarks

Signature of Head of Institution with Seal.