

B. Audited Statement of Accounts and Utilization Certificate

Instructions to fill the Statement of Accounts & Utilization Certificate (UC):

These forms to be filled for release of second/third years grants after completion of First/second year along with Technical Report and Contingent Bill and at the end of the project along with final completion report. The accounts to be submitted financial year wise:

Example:

Date of start of the project : June 15, 2007

PDC : 3 yrs

Accounts to be submitted after completion of **first year** i.e. in June/July 2008

Two sets (3 pages) to be filled for the period 15.06.2007 to 31.03.2008

This should be **Audited**

Another two sets (3 pages) to be filled for the period 01.04.2008 to 14.06.2008

This can be **provisional**

Accounts to be submitted after completion of **second year** i.e. in June/July 2009

Two sets (3 pages) to be filled for the period 01.04.2008 to 31.03.2009

This should be **Audited**

Another two sets (3 pages) to be filled for the period 01.04.2009 to 14.06.2009

This can be **provisional**

Accounts to be submitted after completion of **third year** i.e. in June/July 2010

Two sets (3 pages) to be filled for the period 01.04.2009 to 31.03.2010

This should be **Audited**

Another two sets (3 pages) to be filled for the period 01.04.2010 to 14.06.2010

This should be **Audited**

Audited/Provisional Statement of Expenditure Accounts

For the Financial Year (_____ to _____)

- (a) Title of the Project:
- (b) Sanctioned letter no. & date:
- (c) Principal Investigator :
- (d) Date of Start of the Project:
- (e) Total Sanctioned cost of the Project: in Rs. _____
- (f) Grant received (Rs.) in **Ist yr** _____ **IInd yr** _____ **IIIrd yr** _____
- (g) Total Grants received so far: _____

S. No.	Sanctioned Heads	Funds Sanctioned for the year Rs.	Funds released Rs.	Carried forward from Previous year Rs.	Funds available (iv+v) Rs.	Expenditure incurred during the FY Rs.	Commitments Rs.	Total Expenditure (vii+viii) Rs.	Balance (vi-ix) Rs.
i	ii	iii	iv	v	vi	vii	viii	ix	x
(a)	Staff								
(b)	Equipment								
(c)	Operation & Maintenance								
(d)	Expendables								
(e)	Travel								
(f)	Contingencies								
(g)	Visiting Faculty								
(h)	Procured Service								
(i)	Overhead								
(j)	Interest earned, if any								
	TOTAL								

Signature of Principal Investigator

Signature of Administrative Authority of Institute with seal

Signature of Accounts/ Finance Officer