

Instructions to fill the Statement of Accounts & Utilisation 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**

UTILIZATION CERTIFICATE

FOR THE FINANCIAL YEAR (From - to -)

1.	Title of the Project / Scheme	
2.	Name of the Institution	
3.	Principal Investigator	
4.	DRDO Letter No. and date of sanctioning the project Date of Start of the Project	
5.	Head of account as given in the original sanction letter	Major Head – 2080 Minor Head – 004
6.	Amount brought forward from the previous financial year quoting DRDO letter No. & date in which the authority to carry forward the said amount was given.	
7.	Amount received during the financial year (Please give no. and date of DRDO sanction letter for the amount)	
8.	Amount of interest accrued, if any, from the grants	
9.	Total amount that was available for expenditure (excluding commitments) during the financial year (SL. No 6 +7+8)	
10.	Actual expenditure (excluding commitments) incurred during the financial year (upto.....)	
11.	Balance amount available at the end of the financial year.	
12.	Unspent balance refunded, if any (Please give details of Cheque No. etc.)	
13.	Amount allowed to be carried forward to the next financial year	

UTILIZATION CERTIFICATE

FY (From - to -)

Certified that sum of ` was sanctioned as grants-in-aid during the year... infavour of (Instt) vide DRDO letter No/ dated

A sum of ` *released* vide Letter No. dated, an amount of ` accruedasinterest (if any) during the year and ` on account of unspent balance of the previous year, a sum of `has been utilized for the purpose for which it was sanctioned and that the balance of `remaining unutilized at the end of the year will be refunded/adjusted toward the grants-in-aid payable during the next year i.e..

Principal Investigator

Accounts/Finance Officer

Administrative Authority
(with official seal)

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been fulfilled/are being 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.

Signature of Audit Authority
of Grantee Institution

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 **I yr.** **II yr.** **III yr.**
- (g) Total Grants received so far: `

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

Name and Signature of
Principal Investigator
Date:

Name and Signature of
Accounts Officer
Date

Signature of Administrative
Date