

**Performa for submitting audited Utilization certificate**

Assets acquired wholly or substantially out of GSBTM grants

Register to be maintained by Grantee Institution

## **APPENDIX-A**

Name of the Sanctioning Authority: \_\_\_\_\_

1. Sl. No. \_\_\_\_\_
2. Name of Grantee Institution \_\_\_\_\_
3. No. & Date of sanction order \_\_\_\_\_
4. Amount of the sanctioned grant \_\_\_\_\_
5. Brief purpose of the grant \_\_\_\_\_
6. Whether any condition regarding the right of ownership of GSBTM in the property or other assets acquired out of the grant was incorporated in the grant –in-aid sanction order.  
\_\_\_\_\_
7. Particulars of assets actually credited \_\_\_\_\_  
or acquired.
8. Value of the assets as on \_\_\_\_\_
9. Purpose for which utilized at present \_\_\_\_\_
10. Encumbered or not \_\_\_\_\_
11. Reasons, if encumbered \_\_\_\_\_
12. Disposed of or not \_\_\_\_\_
13. Reasons and authority, if any, for disposal \_\_\_\_\_
14. Amount realized on disposal \_\_\_\_\_
15. Remarks \_\_\_\_\_

**(PROJECT COORDINATOR)**

**(ACCOUNT OFFICER)**

**(HEAD OF THE INSTITUTE)**

# APPENDIX-B

1. Title of the project/scheme :
2. Name of the Organization:
3. Name of Principal Investigator :
4. GSBTM sanction order No. & date of sanctioning the project :
5. Amount brought forward from the previous financial year quoting GSBTM letter No. & date in which the authority to carry forward the said amount was given :
6. Amount received from GSBTM during the financial year (*Please give No. and dates of sanction orders showing the amounts paid*) :
7. Other receipts/interest earned, if any, on the GSBTM grants :
8. Total amount that was available for expenditure during the financial year (Sl. nos. 5, 6 and 7) :
9. Actual expenditure (excluding commitments) incurred during the financial year (statement of expenditure is enclosed) :
10. Unspent balance refunded, if any (Please give details of cheque No. etc.)
11. Balance amount available at the end of the financial year :
12. Amount allowed to be carried forward to the next financial year vide letter No. & date :

1. Certified that the amount of Rs. \_\_\_\_\_ mentioned against col. 9 has been utilized on the project / scheme for the purpose for which it was sanctioned and that the balance of Rs. ....remaining unutilized at the end of the year has been surrendered to Govt. (Vide No. ....dated .....) / will be adjusted towards the grants-in-aid payable during the next year.
  
2. 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 the 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.

**(PROJECT COORDINATOR)**

**(ACCOUNT OFFICER)**

**(HEAD OF THE INSTITUTE)**

(To be countersigned by the GSBTM Officer-in-charge)

**Statement of Expenditure referred to in para 9 of the  
Utilization Certificate**

**APPENDIX-C**

Showing grants received from the Gujarat State Biotechnology Mission and the expenditure incurred during the period from 1<sup>st</sup> April \_\_\_\_\_ to 31<sup>st</sup> March \_\_\_\_\_

(Rs. in lakhs)

Item	Unspent balance Carried forward from previous year	Grants received from GSBTM during the year	Other receipts/ interest earned - if any, on the GSBTM grants	Total of Col. (2+3+4)	Expenditure (excluding) commitments incurred during the year	Balance (5-6)	Remark
1	2	3	4	5	6	7	8
1. Non -Recurring							
(i) Equipments							
<b>2. Recurring</b>							
(i) Human Resource							
(ii) Consumables							
(iii) Travel							
(iv) Contingency							
(v) Overheads							
(if applicable)							
Total :							

**(PROJECT COORDINATOR)**

**(ACCOUNT OFFICER)**

**(HEAD OF THE INSTITUTE)**