

Utilization Report and Certificate

(To be submitted with proofs along with progress report)

(Period: From _____ To)

Sr. No.	Particular	Details
1	Title of the Project	
2	Name of the Institution/s	
3	Name of Principal Investigator	
4	Fund sanctioned	
	Sanction Letter No. & date	
5	Revised Fund (if applicable)	
	Letter No. & Date	
6	Date of Commencement of Project	
7	Fund received	
	Letter No. & Date	
8	Actual expenditure incurred (Give details in Annexure-1)	
9	Fund utilized, till date (INR).	
11	Balance amount available (INR)	
12	Balance fund carried forward/refunded	
	(If refunded) Cheque No. & Date	

Certified that out of Rs. _____ sanctioned for the Research project entitled Titled“ _____”, a sum of Rs. _____ has been utilized towards the purpose for which it was sanctioned and that the balance of Rs. _____ has been carried forward/refunded to the Institution (if applicable) by Cheque No. _____ dated _____.

Signature of Principal Investigator with date

Signature of Account officer with date

Signature of HoI with date

Annexure-1**Statement of Expenditure**

Period: From.....To.....

Expenditure	Amount	Remark
<u>Recurring:</u>		
1. Salaries:		
2. Materials & consumables, stationary etc		
3. Chemicals		
4. 4.Travel		
5. Overhead expenses		
6. Any other		
	[A]	
<u>Non-recurring:</u>		
1. Infrastructure		
2. Equipments		
3. Any other		
	[B]	
	<u>Total [A+B]</u>	

**Signature of Principal
Investigator with date**

Signature of HoI With date