

UTILISATION CERTIFICATE

Certified that ₹..... (Rupees.....
.....(in words)) only was sanctioned by
Department of Paschimanchal Unnayan Affairs under Memo No.
dated/...../..... for the purpose of

Out of sanction amount of ₹....., a sum of ₹..... was
received/ full amount was received from Paschimanchal Unnayan Parshad by two/ three/ four
phases vide release order as stated below:

Sl. No.	Release Order No.	Dated	Amount
1.			₹
2.			₹
3.			₹
4.			₹
Total			₹

Out of sanctioned fund as received, a sum of ₹..... has been utilised for the
purpose for which it was sanctioned leaving a balance of ₹..... only unutilised as on
...../...../..... The said amount is refunded by Cheque No. dated
...../...../..... Photocopy of the scheme/(s) is/ are enclosed.

Kinds of Check Exercised:

1. M.B. Book
2. Scheme Register
3. Expenditure Voucher
4. Appropriation Register

Signature with Date
Head of Office/ Grantee Organisation
Dated:/...../.....

Memo No.

Copy forwarded for information and taking necessary action to the:

1. Chief Executive Officer, Paschimanchal Unnayan Parshad.
2. Deputy Secretary to the Government of West Bengal, Department of Paschimanchal Unnayan Affairs, Poura Bhavan, 5th Floor, FD-415A, Bidhan Nagar, Kolkata – 700106..

Signature with Date
Head of Office/ Grantee Organisation