

**UTILISATION CERTIFICATE FOR THE FINANCIAL YEAR 2015 – 2016
(FOR EVENTS IN INDIA)**

1. Title of the Workshop/ Meeting :
2. Name of the Host Institution :
3. Project Coordinator (India/Germany) :
4. Indo-German S&T Centre Sanction letter No. and date :
5. Amount Sanctioned :
6. Amount available for expenditure / released during the financial year 2015 - 16 Indo-German S&T Centre :
7. Actual expenditure incurred during the FY 2015- 16 on the workshop as per Statement of Expenditure :
8. Balance amount available at the end of the Workshop :
9. Excess expenditure to be reimbursed to Host Institution :
10. Amount to be refunded to the Indo-German S&T Centre/ to be received from Indo-German S&T Centre :

Signature of Project Coordinator
Date:

UTILISATION CERTIFICATE

1. Certified that Grant of Rs..... (Rs. Only) sanctioned by the Indo-German S&T Centre, New Delhi vide their Sanction letter No.....dated..... and there is a balance amount available of Rs..... (Rs.....only) or excess expenditure of Rs.....(Rs.Only) against the said grant incurred in connection with the Indo-German Joint Workshop onorganised by(Host Institution) at during The balance amount of Rs. is refunded to Indo-German S&T Centre vide a cheque /DD No. dt. or an excess expenditure of Rs. have to be reimbursed by the Indo-German S&T Centre.

2. Certified that I have satisfied myself that the conditions on which the grant was sanctioned have been duly fulfilled/are being fulfilled and I have exercised that following checks to seek that money was actually utilized for the purpose for which it was sanctioned.

Signature
Date

Project Coordinator

Finance Officer

Head of the Host Institution

STATEMENT OF EXPENDITURE

Indo-German Joint Workshop on “.....” held at
..... during

Sanction Letter No: of Indo-German S&T Centre

S No.	Budget Head	Amount Sanctioned	Amount Received	Actual Expenditure during FY 2015-16	Balance (amount to be received / to be refunded)

Signature
Date

Project Coordinator

Finance Officer

Head of the Host Institution