

BTC FORM 42A
FORM UTILIZATION CERTIFICATE
(See Rule 271)

Not Payable at treasury

Major Head Treasury Code

Sub Major Head DDO Code

Minor Head Bank Code

Sub Head Bill Code

UTILIZATION CERTIFICATE No./Bill No. Date:

OFFICE OF _____ MONTH OF _____ 20 _____

1. Certified that out of Rs _____ of Grants in aid sanctioned during the year _____ in favour of _____ under this Ministry/Department letter no. given in the table below and Rs. _____ on account of unspent balance of the previous year, a sum of Rs _____ has been utilized for the purpose for which it was sanctioned and that the balance of Rs. _____ Remained unutilized at the end of the year _____ has been surrendered to the Govt. vide letter No. _____ dated _____ will be adjusted toward the grants in aid payable during the next financial year.

A. For the Grant to Government offices for various schemes

Certified that the remaining undrawn grant amount Rs.(in words.....) has been surrendered vide letter no..... dated and the remaining drawn grant amount Rs. has been deposited in the treasury vide challan no. Dated, has been sent along with the surrender letter.

2. Kinds of checks exercised. (Audited Accounts, Cash Book, Asset Register, Distribution Register Stock Register, Purchase Register etc.)

I. CASH BOOK

II. BILL BOOK

III. ALLOTMENT REGISTER

IV. DISTRIBUTION REGISTER

3. Particulars of Grants in aid:

Sl.No.	Sanction letter no. and date	Name of the Grantee institution /office	Purpose of the grant/name of scheme	Bill No. Date	Amount of grants drawn	T.V. No. & date	Amount UC	Balance Amount	Amount Surrendered (With letter No. & date)	Challan no. & Date
1	2	3	4	5	6	7	8	9	10	11
1.										

Signature & Stamp of Grantee Agency/Institution/Office

This is certified that

1. Audited Accounts Report has been obtained from the Grantee Agency/Institution & the same has been kept in this office.

2. This grantee Agency/Institution has been exempted from producing Audited Accounts Reports & in this case, Utilization Certificate is being counter signed on the basis of checking of **CASH BOOK, BILL BOOK, ALLOTMENT REGISTER, DISTRIBUTION REGISTER** Books of Accounts/Records.

Counter Signature & Stamp by Sanctioning Authority/Officer authorized by him

Signature & stamp of Drawing & Disbursing Officer for the Grant-in-Aid