

(To be printed under Institute's Letter head)

**GFR 12 – A**

[(See Rule 238 (1))]

**FORM OF UTILIZATION CERTIFICATE  
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE FINANCIAL YEAR .....in respect  
of recurring/non-recurring  
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme – **Global Initiative of Academic Networks**
2. Course Number and Title ..... (Separate UC should be submitted for each course).
3. Whether recurring or non-recurring grants - **Recurring**
4. Grants position at the beginning of the financial year
  - (i) Cash in Hand/Bank: Nil
  - (ii) Unadjusted advances: Nil
  - (iii) Total: Nil
5. Details of grants received, expenditure incurred and closing balances: (Actuals)

1) Unspent Balances of Grants received previous years [figure as at Sl. No.4 (iii)]	2) Interest Earned thereon	3) Interest deposited back to the Government	4) Grant received during the year			5) Total Available funds (1+2-3+4)	6) Expenditure incurred	7) Closing Balances (5-6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
-	-	-						

Component wise utilization of grants:

Component	Grant-in-aid– General	% of Sanctioned Amount
[1] Travel Expenses (Flight tickets, accommodation, local hospitality)		
[2] Honoraria (honoraria to foreign expert and other instructors)		
[3] Others (Contingency, video recording etc.)		

Details of grants position at the end of the year

- (i) Cash in Hand/Bank:
- (ii) Unadjusted Advances:
- (iii) Total:

(To be printed under Institute's Letter head)

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under Global Initiative of Academic Networks scheme has been fulfilled according to the requirements, as prescribed in the guidelines issued by National Coordinating Agency and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure – I duly enclosed.

Date:

Place:

Prepared by

Signature.....

Name.....

GIAN Course Coordinator

Designation with Seal

Dated:

Designation with Seal:

(Deputy Registrar/ Assistant Registrar/ Registrar  
/Equivalent officer in F&A Department)

Dated:

Signature GIAN Local Coordinator

(To be printed under Institute's Letter head)

**Name of the Institute .....**  
**Statement of Expenditure under GIAN Programme**  
**(Sanction Letter Number ... ..)**  
**Dated.....)**

Sl No.	Head of Expenditure	Amount (Rs.)	% of the Sanctioned Amount
1	Honorarium to Foreign Expert		
2.	Travelling Expenditure of Foreign Expert		
3.	Travelling Expenditure of other course instructors		
4.	Honorarium to other Course Instructors		
5.	Contingency & Miscellaneous Expenses (including material preparation, video recording, auditor's fee, LC honoraria and office expenses etc.)  *Not to be more than 35% of the total sanctioned amount for in person course and Rs.20,000 for online course.		
<b>Total</b>			

Prepared by:

Signature:

Signature.....

GIAN Course Coordinator  
Designation with Seal

Name.....

Dated:

Designation with Seal:

(Deputy Registrar/ Assistant Registrar/ Registrar  
/Equivalent officer in F&A Department)

Dated:

Signature GIAN Local Coordinator

**Auditors' Certificate**

This is to certify that Grant of Rs.....given to (Name of the establishment) vide Sanction Letter no..... dated..... by IIT, Hyderabad for the purpose of GIAN Programme. An amount of Rs..... has been spent as per details given above at the end of the course. The unspent balance of Rs..... at the end of the course has been left in the institute's ZBSA account for withdrawal by the IIT Hyderabad.

We have checked all relevant vouchers, bank statements, bills, challans, letter & correspondence regarding the GIAN Programme conducted at (Name of the establishment) and to the best of my knowledge and belief, the aforesaid figures are correct and in conformity with the books of accounts of the establishment.

UDIN:

Signature of Chartered Accountant  
with seal and membership number

Date:

(To be printed under Institute's Letter head)

**Annexure I** – Please fill the below form and attach to the UC & SOE

[Format for course completion report](#)