

UTILISATION CERTIFICATE FOR THE FINANCIAL YEAR 20__ – 20__
(FOR EVENTS IN INDIA)

1. Title of the Workshop/ Meeting :
2. Name of the Host Institution :
3. Workshop Coordinator (India/Germany) :
4. IGSTC Sanction letter No. and date :
5. Amount Sanctioned :
6. Amount available for expenditure / released :
7. Actual expenditure incurred on the workshop
as per Statement of Expenditure :
8. Balance amount available at the end of the
Workshop :
9. Balance amount to be reimbursed to Host
Institution :
10. Amount to be refunded to the IGSTC/
to be received from IGSTC :

Signature

Date:

Workshop Coordinator

Finance Officer

Head of the Host Institution

UTILISATION CERTIFICATE

1. Certified that Grant of Rs..... (Rs. Only) sanctioned by the IGSTC, Gurgaon 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 IGSTC vide a cheque /DD No. dt. or an excess expenditure of Rs. have to be reimbursed by the IGSTC.

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:

Workshop Coordinator

Finance Officer

Head of the Host Institution

STATEMENT OF EXPENDITURE

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

IGSTC Sanction Letter No:

S No.	Budget Head	Amount Sanctioned	Amount Received	Actual Expenditure incurred	Balance (amount to be received / to be refunded)

Signature:
Date:

Workshop Coordinator

Finance Officer

Head of the Host Institution