

APPENDIX-III

Standard Form - I

UTILISATION CERTIFICATE IN RESPECT OF GRANT-IN-AID

- | No. | Date: |
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| 1. | Name of the Grantee Institute (s) : |
| [Attach separate list for more than one Grantee Institution] | |
| 2. | Sanctioning Authority : |
| 3. | Sanction Order Number & Date : |
| 4. | Amount Sanctioned : |
| 5. | Drawing & Disbursing Officer : |
| 6. | Treasury/PAO : |
| [From where the bill was drawn] | |
| 7. | Bill No. & Date : |
| 8. | T. V. No. & Date : |
| 9. | Amount Drawn : |
| 10. | Unspent Balance of Previous year, if any : |
| 11. | Amount Utilised : |
| 12. | Unspent Balance, if any, in Current year : |
| 13. | Purpose of Utilisation : |

CERTIFICATE

Certified that I have satisfied myself that the conditions on which the Grant-in-Aid was sanctioned have been duly fulfilled/are being fulfilled that I have exercised the following checks to see that the money was actually utilised for the purpose for which was sanctioned.

[Applicable in case of unspent balance] The unspent fund will be adjusted against the Grant-in-Aid to be sanctioned and paid in the Current Financial Year (applicable in case of recurring grant only).

Kinds of checks exercised

1. Cash Book
2. Ledger
3.

Date

Signature with Official Stamp

Standard Form - II

Yearly Progress Report

1. Name of the PI with designation, mobile no. and e-mail id, Registration id & date and Application id & date (Vigyansathi Portal):

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2. Title of the R&D Project:

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3. Name and postal address of the Institute:

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4. Total approved Budget:.....

5. First Sanctioned G. O. No.:

6. Date of Commencement of the Project:

7. Total Duration of the Project: One year/ Two years/ Three years:

8. Last Sanctioned G. O. No. (for which the Yearly Progress Report is given):

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9. Year of the Progress Report: 1st year/ 2nd year/ 3rd year:

10. Objective(s)/ Academic Landmark of the Sanctioned Project: 1st year/ 2nd year/
3rd year:.....

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11. Achievement(s) of the Objective/ Academic Landmark (till date of Report):

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12. If there is any shortcomings to achieve the objective(s), reason(s) thereof:

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13. Physical Progress during the reporting year:

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14. Quantitative indication of the actual progress vis-à-vis the original proposal submitted to DSTBT (as per Work Plan and Timeline):

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15. Physical Achievement and Translational Outcome till date, particularly, how the result will help the common people of our State:

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16. No. of papers published/ communicated (with copy) and Book/ Book Chapter/ Book Edited etc.:

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17. Patents applied (if any):

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18. Remaining Work to be done for the next year:

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19. Budget utilization as per the sanctioned heads:

Sl No	Sanctioned Heads as per Budget	Amount allotted as per Sanctioned Budget (A)	Expenditure made during the reporting year (B)	Unspent Balance (C=A-B)	Remarks, if any (Expenditure done in brief)
1.					
2.					
3.					
4.					
5.					
	Total				

20. Any other Special Achievement/ Translational value etc.:

Name & Signature of the Principal Investigator (PI) and Co-PI with Official Seal

Name & Signature of the **Head** of the Institution **with Official Seal**

Standard Form - III

On Letter Head

Audited Statement of Expenditure (Audited SoE)

1. Name of the PI with designation, mobile no. and e-mail id, Registration id & date and Application id & date (Vigyansathi Portal):

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2. Title of the R&D Project:

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3. Name and postal address of the Institute:

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4. First Sanctioned G. O. No.:

5. Date of Commencement of the Project:

6. Total Duration of the Project: One year/ Two years/ Three years:

7. Last Sanctioned G. O. No. and date (for which the Audited SoE is given):

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8. Reporting Year of this Audited SoE: 1st year/ 2nd year/ 3rd year:

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Budget Utilization details:

Sl No.	Sanctioned Heads as per Budget	Amount allotted as per Sanctioned Budget (A)	Expenditure made during the reporting year (B)	Unspent Balance (C)	Remark, if any (Expenditure done in brief)
1.					
2.					

3.					
4.					
5.					
6.					
7.					
	Total				

Certified that we have exercised all kinds of checks to see that the grant has been utilized for the purpose for which it was sanctioned by DSTBT.

**Name & Signature of
Principal Investigator with
Official Seal**

**Name & Signature of Head
of the Institution with
Official Seal**

**Name & Signature of
Chartered Accountant with
Official Seal**