



THE WEST BENGAL COUNCIL OF RABINDRA OPEN SCHOOLING

Head Office: Bikash Bhavan (2nd Floor, East Block), Bidhannagar, Kolkata-700091.

North Bengal Regional Office: Rahul Sankritayan Bhaban, P.O. North Bengal University, Dist. Darjeeling-734013

Western Regional Office: Vivekananda Mission High School, P.O. Uttar Mechagram, Dist. Purba Medinipur - 721139

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UTILIZATION CERTIFICATE

Name of the Study Centre : _____ Code No. _____

Madhyamik(Secondary)/Uchcha Madhyamik(H.S) _____ Session _____

Number of Student Registered _____

Details of Grant:

Sl. No.	Mode of Grant	Order No. & Date	Sanctioned Amount (Rs.)	Released Amount (Rs.)	Remarks
1	Block Grant				
2	Lab Grant				
3	Supporting Grant				
4	Processing Fees (for Data Entry Operator)				
Total					

Utilization of Block Grant

Sl. No.	Purpose of Expenditure	Amount(Expended)	Unspent Amount (if any)	Remarks(if any)
1	Pedagogical/Educational			
2	Administrative			
3	Lab Grant			
4	Processing Fees			
Total Rs.				

Statement: Unspent Block Grant deposited into the bank

Name of Bank	Branch	Bank Account No.	Type of Account	Amount (Rs.)

Utilization of Supporting Grant

Sl. No.	Purpose of Expenditure	Amount(Expended)	Unspent Amount (if any)	Remarks(if any)
1	Coordinator's Remuneration			
2	Clerk's Remuneration			
3	Group-D's Remuneration			
Total Rs.				

Statement: Balance/Unspent Supporting Grant amount will be adjusted accordingly, the mode of adjustment is mentioned below.

Sl. No.	Purpose of Expenditure	Amount	Remarks (if any)
1	Coordinator's Remuneration		
2	Clerk's Remuneration		
3	Group-D's Remuneration		
Total Rs.			

Certified that we have satisfied ourselves that the conditions on which the grant was sanctioned has been duly fulfilled / is being fulfilled and that we have exercised the following checks to take a look at that the money was actually utilized for which it was sanctioned.

Kind of checks exercised :

- 1) Vouchers
- 2) Bank Account
- 3) Miscellaneous

Full Signature of Secretary/President
With Seal and date

Full Signature of Coordinator
With Seal and date

Full Signature of HM/TIC
With Seal and date