



MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad)

Accredited by NAAC with 'A' Grade & Recognized Under Section 2(f) & 12(B) of the UGC act, 1956

UTILIZATION CERTIFICATE

1	Title of Activity / Event	:	
2	Nature of involvement	:	Conducted / Attended
3	Name of Participant / Program Co-Ordinator	:	
4	Designation	:	
5	Implementing department / office	:	
6	Date/(s) of program	:	From _____ to _____
7	Number of participants proposed / attended	:	Proposed _____ / Attended _____
8	Number of institutions participated	:	
9	Grant received from sponsoring agencies	:	
10	Brief purpose of the grant	:	
11	Total amount sanctioned	:	
12	Office order number and date	:	

Release made till date (break up in the following order):

S. No	Letter Number and Date	Amount (₹)



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Annexure – A (Contd.)

STATEMENT OF EXPENDITURE

(Period _____ to _____)

S.No	Sanctioned Heads	Sanctioned Amount	Expenditure Incurred	Balance as on Date	Requirement of Funds	Remarks
I	II	III	IV	III - IV	IX	X
1						
2						
3						
4						
5						
6						
7						
	Total					

Name & Signature
Name of Participant / Program Co-Ordinator/PI

Name & Signature
Name of Internal Auditor

Name & Signature of Director

- Expenditure under the sanctioned heads, at –any point of time, should not exceed funds allocated under that head, without prior approval of Director MLRITM i.e. Figures in Column (III) should not exceed corresponding figure in Column (II).
- Utilization Certificate for each financial year ending 31st March has to be enclosed, along with request for carry-forward permission to next year.

UTILIZATION CERTIFICATE FOR THE YEAR _____ IN RESPECT OF
RECURRING/ NON-RECURRING

1. Name of the Scheme :
2. Whether recurring and non-recurring grants received :
3. Grant position of the beginning of the financial year
 - (i) Cash in Hand/Bank :
 - (ii) Unadjusted advances :
 - (iii) Total :
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as of Sl.No.3 (iii)]	Grant received during the year			Total Available funds (1+2)	Expenditure incurred	Closing Balance (3-4)
	1	2				
	Sanction No.(i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

S. No	Grant-in-aid-General	Grant-in-aid-Recurring	Grant-in-aid-Non recurring	Total
1				
2				

Name & Signature
 Name of Participant / Program Co-Ordinator/PI

Name & Signature
 Name of Internal Auditor

Name & Signature of Director