

**##FORMAT**  
**##(To be Printed in Letterhead)**

**Statement of Expenditure**

<b>Name of the Programme:</b>			
<b>Fund in Flow (Income)</b>	<b>Amount (₹)</b>	<b>Fund outflow (Expenditure)</b>	<b>Amount (₹)</b>
Amount Received from West Bengal Biodiversity Board:  Own Contribution (if any):		Transportation Cost:  Hiring of Rental of Small Vehicles/ Cars: Stationaries:  Refreshment:  Community Hall Rent:  Documentation:  Miscellaneous Expenses:	
<b>Total Amount (₹)</b>		<b>Total Amount (₹)</b>	

Signature of Organising Secretary

Signature of Competent Authority

Dated:

**##FORMAT**  
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**Utilisation Certificate**  
(To be sent in duplicate)

1. Title of the Programme :
2. Name of the Organisation & Coordinator of the Programme :
3. Sanctioned Number (West Bengal Biodiversity Board's Letter Number) and Date for the Programme :
4. Amount Brought Forward from the Previous Financial Year (if any) : ₹
5. Amount Received from West Bengal Biodiversity Board ( Please Provide Cheque Number and Date) : ₹
6. Own Contribution (if any) : ₹
7. Bank Interest Received on the Amount Sanctioned : ₹
8. Total Amount that was Available for Expenditure : ₹
9. Actual Expenditure Incurred : ₹
10. Amount to be Released as per Sanctioned Order : ₹

Certified that the Expenditure of ₹. /- (Rupees only)

Mentioned against Column – 8, was Actually Incurred on the Programme for the Purpose for which it was Sanctioned.

Signature of Organising Secretary

Signature of Competent Authority

Date: