

Letter Head

Utilisation Certificate

(To be sent in duplicate)

1. Title of the Programme :
2. Name of the Coordinator & organisation :
3. West Bengal Biodiversity Board's letter No. and date of sanctioning the programme :
4. Amount brought forward from the previous financial year (if any) :
5. Amount received from West Bengal Biodiversity Board (Please give number and date/s of sanction/s showing the amount) :
6. Own contribution (if any)
7. Bank interest received on the amount(s) sanctioned :
8. Total amount that was available for expenditure (S No. 4+5+6+7) :
9. Actual expenditure incurred :
10. Amount to be released as per sanction order :

Certified that the expenditure of Rs. _____ (Rupeesonly) 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

Dated :

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Statement of Expenditure

Name of the Programme:

Fund in Flow (Income)	Amount (Rs.)	Fund outflow (Expenditure)	Amount (Rs.)
Amount Received from West Bengal Biodiversity Board		Transportation Cost	
		Refreshment	
Own Contribution (if any)		Awareness Kits	
		Misc. Expenses	

Signature of Organising Secretary

Signature of Competent Authority

Dated: