

PART-I

Utilization Certificate for Cash Component for the year 2011-2012 for the month of under MGNREGA for..... Block for..... GP

District Jalpaiguri, West Bengal State Year 2011-12

- 1) Unspent balance for previous year 2010-11 Under MGNREGA, i.e. Opening Balance as on 01.04.2011 Rs. _____
- 2) Allotment Received during the year 2011-12 Under MGNREGA Rs. _____

| Allotment Order Memo No & date | Amount of Allotment received from District MGNREGA Cell |
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- 3) Miscellaneous Receipts of the Agency, if any, Under MGNREGA=Rs. _____
- 4) Total fund available (1+2+3) = Rs. _____

Certified that a sum of Rs. _____ only was received as sub-allotment during 2011-12 from District NREGA Cell Letter no. & date given on the margin under NREGA.

Further a sum of Rs. _____ only being unspent balance of the previous year 2010-11 i.e Opening Balance during the year was allotted to be brought forward for utilization during the current year 2011-12. The miscellaneous receipts of the agency during the 2011-12 were Rs. _____

It is also certified that out of the above mentioned total funds of Rs. _____ only a sum of Rs. _____ only has been utilized during 2011-12 for the purpose for which it was sanctioned, out of which, an amount of Rs. _____ has been utilized on administrative expenses permissible under the NREGA. It is further certified that the unspent balance of Rs. _____ only remaining as on reporting date..... which will be utilized for the programme in 2011-12.

Certified that I have satisfied myself that the conditions on which funds was sanctioned have been duly fulfilled/ are being fulfilled and that I have exercised checks as declared in prescribed requisition format part-II to see that the money has been actually utilized in the Block/GP for the purpose for which it was sanctioned. The scheme for which UC is being given social audit/Inspection for as such schemes is completed. Form 3-register are updated and MIS data entry done for 100% MIS against scheme.

GP.....Memo No..... Date.....

- 1) P.O & BDO.....Block for sanctioned the requisite fund as per technical vetted plan & estimate under AAP-2011-12.

Signature of Executive Assistant/ Secretary/Nirman Sahayak Recommendation for fund (With Official Seal)

Signature of GP Pradhan with official Seal and date

Block.....Memo No..... Date.....

Copy forwarded for information and necessary action to:-

- 1) The ADPC, MGNREGS & ADM (Dev), Jalpaiguri.

Checked & Signed by APO/JPO/Block Officials for Block & GP's Recommendation for fund

Counter Signature & Seal of the P.O & B.D.O for Block & GP's Recommendation for fund.

Foot Note:-

- 1) For recommendation and sanction of fund as per prescribed requisition, format to be checked and signed, in respect of Block, by P.O & BDO and APO/JPO/Block Officials.
- 2) For recommendation and sanction of fund, as per prescribed requisition, format to be checked and signed, in respect of Gram Panchayat, by P.O & BDO and only placed the requisition duly signed and sealed by the Gram Panchayat Pradhan along with Executive Assistant/Secretary/Nirman Sahayak.
- 3) The Utilization certificate (Part-I & Part-II) should send along with prescribed requisition format when fund needed.

PART-II

Utilization Certificate for Administrative fund for the monthof the year 2011-2012 under MGNREGA

District Jalpaiguri, West Bengal State Year 2011-12

4) Unspent balance for previous year 2010-11 Under MGNREGA AE fund, i.e. Opening Balance as on 01.04.2011 Rs. _____

5) Allotment Received during the year 2011-12 Under MGNREGA AE fund Rs. _____

6) Misc Receipts (i.e. Bank Interest) Rs. _____

7) Total fund available (**1+2+3**) = Rs. _____

4) **Balance as on reporting date..... Rs.....**

| Allotment Order No, Memo No & date | Amount of Allotment received from District MGNREGA Cell for AE fund |
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This is to certify that the above sanctioned administrative fund has been fully/ partly utilized against approved order of the P & RD, Govt. of West Bengal vide order no.3337(10)/P&RD/P/18S-01/06(Pt), Dated-15/06/2006. The administrative fund utilized for the following purpose as guided by the P & RD, Govt. of West Bengal.

- 1) Staff salary- Cost of additional staff engaged at various levels for the scheme with the approval of the State Government.
- 2) Other contingent expense-
 - a) Mobility support to the Block/Gram Panchayat (Inspection of schemes)
 - b) Training of PRI members and other functionaries for this scheme
 - c) IEC Campaign for awareness guarantee for this Act & Scheme
 - d) Outsourcing of Data Entry work (VLE)
 - e) Printing of forms etc.
 - f) Stationery and Peripherals
 - g) Office furniture and equipments
 - h) Capacity building of SHG's for the purpose of this scheme.
 - i) Social audit of works implemented under this scheme.

Beside that earlier issued vide Memo no.597/MGNREGS date-14/07/2011 of this office may kindly be compliance in due course as follows:-

- 1) Expenses for conducting meeting specially for MGNREGS issues at Block level
- 2) Arrear payment of GRS/2nd GRS/TA/CA/BSAC/PA/JPO if any as per P & RD order
- 3) Muster Roll verification Bill.
- 4) Miscellaneous expenses for smooth running of Block MGNREGA Cell on subject to prior approval of DPC & DM.

**Signature of Executive Assistant/ Secretary/Nirman
Sahayak Recommendation for fund
(With Official Seal)**

**Signature of GP Pradhan
with official Seal and date**