

## PART-I

## Utilization Certificate for Cash Component for the year 2012-2013 for the month of March under MGNREGA for Madarihat-Birpara Block for Sishujhumra GP.

District Jalpaiguri, West Bengal State year 2012-13	
1) Unspent balance for previous year 2011-12 under MGNREGA, i.e. Opening Balance as on 01.04.2012 Rs.1714.00	
02) Allotment Received during the year 2012-13 under MGNREGA Rs. 4249500.00	
Allotment Order Memo No & Date	Amount of Allotment received from District MGNREGA Cell
10/05/2012	1522500.00
15/06/2012	909000.00
27/09/2012	303000.00
28/02/2013	505000.00
29/03/2013	1010000.00
3) Miscellaneous Receipt of the Agency, If any, under MGNREGA=Rs. 40894.00	
4) Total fund available(1+2+3)=Rs. 4292108.00	

Certified that a sum of Rs. 4249500.00 only was received as sub-allotment during 2012-13 from District NREGA Cell Letter no. & date given on the margin under NREGA.

Further a sum of Rs. 1714.00 only being unspent balance of the previous year 2011-12 i.e. Opening Balance during the year was allotted to be brought forward for utilization during the current year 2012-13. The miscellaneous receipts of the agency during the 2012-13 were Rs.40894.00

It is also certified that out of the above mentioned total funds of Rs. 4292108.00 only a sum of Rs. 4182228.00 only has been utilized during 2012-13 for the purpose for which it was sanctioned, out of which an amount of Rs. 88407.00 has been utilized on administrative expenses permissible under the NREGA.

It is further certified that the unspent balance of Rs. 21473.00 as on reporting date 01/04/2013 which will be utilized for the programme in 2013-14.

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 B38-register are updated and MIS Data entry done for 100% NIS against scheme.

GP: Sishujhumra

Memo No. :389/SGP/13

Date. 01/04/2013

- 1) P.O & BDO Madarihat-Birpara Block for sanctioned the requisite fund as per technical vetted plan & estimate under AAP 2012-13.

Signature of Executive Assistant/ Secy./ N. Sahayok  
Recommendation for fund  
(with Official Seal)



Signature of GP Pradhan  
with Official Seal & Date  
Sishujhumra Gram Panchayat

Block: Madarihat-Birpara

Memo No. : 466

Date. 17/04/13

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 sanctioned as per prescribed requisition, format to be checked and signed, in respect at 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 sahayok.
- 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 month March of the year 2012-2013 under MGNREGA District Jalpaiguri, West Bengal State Year 2012-13.

- 1) Unspent balance for previous year 2011-12 under MGNREGA fund i.e Opening Balance as on 01.04.2013 Rs. 0.00
- 2) Allotment Received during the year 2012-13 under MGNREGA fund Rs. 49500.00
- 3) Misc Receipts (i.e. Bank Interest) Rs. 40894.00
- 4) Total fund available (1+2+3)= Rs. 90394.00
- 5) Balance as on reporting date 01/04/2013 Rs. 1987.00 ( One thousand nine hundred eighty seven) only.

Allotment Order No. Memo No & Date	Amount of Allotment received from District MGNREGA Cell for AE fund
10/05/2012	22500.00
15/06/2012	9000.00
27/09/2012	3000.00
28/02/2013	5000.00
29/03/2013	10000.00

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 no. 3337(10)/P & RD/18S-01/06(Pt). Dated 15/06/2006. The administrative fund utilized for the following purpose as guided with the P & RD. Govt of West Bengal .

- 1) Staff Salary – Cost 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/MGNREGA Date 14/07/2011 of this Office may kindly be compliance due course as follows:-

- 1) Expenses for conducting meeting specially for MGNREGS at Block Level
- 2) Arrear payment of GRS/2<sup>nd</sup> 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/ Secy./ N. Sahayok  
Recommendation for fund  
(with Official Seal)



Signature of GP Pradhan  
with Official Seal & date  
Pradhan  
Sishujhumra Gram Panchayat

**ANNEXURE B**

**FORMAT FOR FINANCIAL AND PHYSICAL POSITION FOR GRAM PANCHAYET  
UNDER MGNREGA FOR 2012-13**

**Name of the Gram Panchayet: SISHUJHUMRA GRAM PANCHAYAT.**

**SECTION-A-(FINANCIAL)**

Sl. No.	Particulars	Amount (in Rs. Lakhs)
1	Opening balance	1714.00
2	Fund received during the financial year from the District	4249500.00
3	Misc. receipts credited during the year	40894.00
4	Total funds available (1+2+3) during the financial year under MGNREGA	4292108.00
5	<b>Total funds utilized during the financial year</b>	
	(a) Expenditure on administrative expenses	Rs. 88407.00
	(b) Expenditure on unskilled labour component	Rs. 2930456.00
	(c) Material cost including semi-skilled and skilled labour	Rs. 1251772.00
		4270635.00
6	Closing balance	21473.00
7	Percentage of utilization to total funds available (5/4 x100)	99.49%

**SECTION-B (PHYSICAL PROGRESS)**

- 1 No. of households who have demanded employment 1321nos.
- 2 No. of households that have been provided employment 1265nos.
- 3 No. of households that have completed 100 days employment NIL.
- 4 No. of Mandays generated 16572 (in lakh)

**Memo No 390/SGP/13**

**Date 01/04/2013**



*Handwritten signature*

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

*Handwritten signature*  
Signature of GP Pradhan  
with official Seal and date  
Pradhan  
Sishujhumra Gram Panchayat