

**PART-I**

Annual Utilisation certificate for cash component for the year 2012-13. for the month of 13 under NREGA for Mal block for Rajadanga G.P.

District Jalpaiguri, West Bengal State, year 2012-13

- 1) Opening balance as on 01/04/2012 **244,709**  
2) Allotment received during the year 2012-13 under MGNREGA **11428000**

Certified that a sum of **`Rs. 11428000.00** only was received as sub allotment during 2012-13 from District NREGA Cell letter No. and date given on the margin under NREGA

Allotment order memo no. and date	Amount of allotment received from District MGNREGS Cell
Memo no-699/MGNREGA Dt-30-04-12	3045000
Memo no-1036/MGNREGA Dt-14-08-12	2020000
Memo no-1346/MGNREGA Dt-14-08-12	3535000
Memo no-81/MGNREGA Dt-17-01-13	2020000
Memo no-287/MGNREGA Dt-25-02-13	808000

Further a sum of **`Rs. 2,44,709.00** Only being unspent balance of the previous year 2011-12 i.e. opening balance during the year was allotted to be brought forward for utilisation during the current year 2012-13. The miscellaneous receipts of the agency during the 2012-13 were **`Rs. 52568.00**

It is also certified that out of the above mentioned total funds of **`Rs. 11725277.00** Only a sum of **`Rs. 11718348.00** only has been utilised during 2012-13 for the purpose for which it was sanctioned, out of which an amount of **`145165.00** has been utilised on administrative expences permissible under the NREGA. It is further certified that the unsoent balance of **`Rs. 6929.00** only remaining as on reporting date **31/03/2013** which will be utilised for the programme in 2013-14.

- 3) Miscellaneous Receipts of the agency, if any, under MGNREGA= **52568**  
4) Fund received from block if any  
4) Total fund available (1+2+3) = **11,725,277**

11,725,277

Certified that I have satisfied myself that the conditions on which fund 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 utilised 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 : RAJADANGA Memo No. - 5/MGNREGS/12-13 Date : 8/3/13 ~~08-03-13~~

- 1) P.O.& BDO Mal Block for sanction the requisit fund as per technical veted plan and 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 & Date)

**PRODHAN**  
**Rajadanga GP**

Block : Mal

Memo No. **803**

Date : **16/4/2013**

Copy forwarded for information and necessary action to :-

- 1) The ADPC, MGNREGS & ADM (G), 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

**Block Development Officer**  
**MAL JALPAIGURI**

**Footnote**

- 1) For Recommendation and sanction of fund as per prescribed requisition, format to be checked and signed in respect of Block by PO & BDO, 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 PO & 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.

To P.O. Ak

**PART-II**

Utilization certificate for Administrative fund for the month of Mar13 of the year 2012-13 under MGNREGA

District Jalpaiguri, West Bengal State, year 2012-13

1) Unspent balance for previous year 2011-12 under MGNREGA AE fund, i.e. Opening Balance as on 01/04/2012	244709
2) Allotment received during the year 2012-13 under MGNREGA AE fund	11428000

3. Balance as on Reporting Date **31/3/2013** 0

Allotment order memo no. and date	Amount of allotment received from District MGNREGS Cell for AE fund
Memo no-699/MGNREGA Dt-30-04-12	45000
Memo no-1036/MGNREGA Dt-14-08-12	20000
Memo no-1346/MGNREGA Dt-14-08-12	35000
Memo no-81/MGNREGA Dt-17-01-13	20000
Memo no-287/MGNREGA Dt-25-02-13	80000

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 schemes 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) Out sourcing of Data Entry work (VLE).
  - e) Printing of forms etc.
  - f) Stationery and Peripherals.
  - g) Office furniture and equipments..
  - h) Capacity buildings 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 as Block level.
- 2) Arrear payment of GRS/ 2nd GRS/TA/CA/BSAC/PA/JPO if any as per P&RD order.
- 3) Master 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 (with official seal)  
Executive Asst.  
Rajadanga B.I.

Signature of G.P. Pradhan ( with official seal & Date)  
PRODHAN  
Rajadanga B.I.

**ANNEXURE B**

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

**Name of the Gram Panchayet: RAJADANGA**

**SECTION-A-(FINANCIAL)**

Sl. No.	Particulars	Amount (in Rs. Lakhs)
1	Opening balance	244709.00
2	Fund received during the financial year from the District	11428000.00
3	Misc. receipts credited during the year	52568.00
4	Total funds available (1+2+3) during the financial year under MGNREGA	11725277.00
5	<b>Total funds utilized during the financial year</b>	
	(a) Expenditure on administrative expenses	Rs.145165.00
	(b) Expenditure on unskilled labour component	Rs.6191142.00
	(c) Material cost including semi-skilled and skilled labour	Rs. 5382041
6	Closing balance	6929.00
7	Percentage of utilization to total funds available (5/4 x100)	99.94%

**SECTION-B (PHYSICAL PROGRESS)**

- 1 No. of households who have demanded employment \_\_\_\_\_ 2427
- 2 No. of households that have been provided employment \_\_\_\_\_ 2427
- 3 No. of households that have completed 100 days employment \_\_\_\_\_ 6
- 4 No. of Mandays generated \_\_\_\_\_ 0.81549 (in lakh)

**Memo No... 5/MGNREGS/13-14 Date:8/4/13**



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

Signature of GP Pradhan  
with official Seal and date