

ANNEXURE-A



Utilization Certificate for Cash Component for the year 2011-2012 under MGNREGA for Matiali Block for Matiali Hat GP

District Jalpaiguri, West Bengal State Year 2012-13

- 1) Opening Balance as on 01.04.2012-Rs. 18,483.00
- 2) Amount Received during the year 2011-12 Under MGNREGA Rs. \_\_\_\_\_

Allocation Order Memo No & date	Amount of Allocation received from District MGNREGA Cell
699/MGNREGA dt. 30.04.12	Rs. 25,37,500 = 00
1066/MGNREGA dt. 26.06.2012	Rs. 15,15,000 = 00
1346/MGNREGA dt. 14.08.12	Rs. 25,25,000 = 00
1776/MGNREGA dt. 19.10.2012	Rs. 45,45,000 = 00
2069/MGNREGA dt. 11.12.2012	Rs. 20,20,000 = 00
1331/MGNREGA dt. 26.03.13	Rs. 27,27,000 = 00

Certified that a sum of Rs. 15,86,9500=00 only was received as sub-allocation during 2012-13 from District NREGA Cell Letter no. & date given on the margin under NREGA.

Further a sum of Rs. 18,483=00 only being unspent balance of the previous year 2010-12 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. 72,934=00

It is also certified that out of the above mentioned total funds of Rs. 1,59,60,917=00 only a sum of Rs. 159,01,112.50 only has been utilized during 2011-12 for the purpose for which it was sanctioned, out of which, an amount of Rs. 2,37,790.50 has been utilized on administrative expenses permissible under the NREGA. It is further certified that the unspent balance of Rs. 59,804.50 only remaining as on reporting date 31.03.13 which will be utilized for the programme in 2013-14

- 3) Miscellaneous Receipts of the Agency, if any, Under MGNREGA-Rs. 72,934.00
- 4) Fund received from Block, if any NIL
- 5) Total fund available (1+2+3+4) = Rs. 159,60,917=00

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 Matiali Hat Memo No. 05/MHGP/13-14 Date 03.04.13

Signature of Executive Assistant Secretary  
Nirman Saha (MATIALI Official Seat)

Signature of GP Pradhan with official stamp

Block Matiali Memo No. 236/MGNREGS Date 12.04.13

Copy forwarded for information and necessary action to:-

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

Checked & Signed by APO/JPO/Block Officials  
MATIALI BLOCK

Counter Signature & Seal of the P.O & B.D.O  
Programme Officer (M.G.N. R.E.C)  
&  
Block Development Officer  
Matiali Development Block

**PART-II**

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

District Jalpaiguri, West Bengal State Year 2012-13

- 1) A.E. Opening Balance as on 01.04.2012 if any, Rs. NIL
- 2) Allotment Received during the year 2012-13 Under MGNREGA AE fund Rs. 169500.00 + 72,934.00 (Misc Receipt)
- 3) Total fund available (1+2) = Rs. 2,42,434.00
- 4) Total utilization of A.E. fund Rs. 2,37,790.50
- 5) Closing balance of A.E. (3-4) = Rs. 4643.50 On 03.03.13

Allocation Order No. Memo No & date	Amount of Allotment received from District MGNREGA Cell for AE fund
699/MGNREGA, 30.04.12	Rs. 37,500 = 00
1066/MGNREGA, 26.06.12	Rs. 15,000 = 00
1346/MGNREGA, 14.08.12	Rs. 25,000 = 00
1776/MGNREGA, 19.10.12	Rs. 45,000 = 00
2069/MGNREGA, 11.12.12	Rs. 20,000 = 00
433/MGNREGA, 26.03.13	Rs. 27,000 = 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 order no.3337(10)/P&RD/P/185-01/06(P1). 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/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.

Memo no. 05/MH&P/13-14

dated 03.04.13

*Dewan*  
03/04/13

Signature of Executive Assistant/  
Nirman Sahasr (T.A. & S.O.)  
**MATELI HAT G.P.**

Signature of GR Pradhan  
with official stamp and date  
**Pradhan**  
**MATELI HAT G.P.**  
**MATELI, DIST. JALPAIGURI**





ANNEXURE B

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

Name of the Gram Panchayat:

SECTION-A-(FINANCIAL)

Sl. No.	Particulars	Amount (in Rs. Lakhs)
1	Opening balance	0.18483
2	Fund received during the financial year from the District	158.695
3	Misc. receipts credited during the year	0.72934
4	Total funds available (1+2+3) during the financial year under MGNREGA	159.60917
5	<b>Total funds utilized during the financial year</b>	
	(a) Expenditure on administrative expenses	Rs. 2,37,790.50
	(b) Expenditure on unskilled labour component	Rs. 1,43,56,744.00
	(c) Material cost including semi-skilled and skilled labour	Rs. 1,30,65,750.00
6	Closing balance	Rs. 59,804.50
7	Percentage of utilization to total funds available (5/4 x100)	0.598045
		99.63%

SECTION-B (PHYSICAL PROGRESS)

1	No. of households who have demanded employment	2415
2	No. of households that have been provided employment	2415
3	No. of households that have completed 100 days employment	27
4	No. of Mandays generated	1.06909 (in lakh)

Memo No. 06 / MHGP / 13-14 Date 03.04.13

Signature of Executive Assistant  
Nirman S

Signature of GP Pradhan  
with official Seal and date

MATIALI HAT G.P.  
MATIALI, JALPAIGUR.

03/04/13

Executive Assistant  
MATIALI HAT G.P