

**ANNEXURE-A**

**PART-I**

Utilization Certificate for Cash Component for the year 2011-2012 under MGNREGS for Chengmari Block

District Jalpaiguri, West Bengal State Year 2011-12

- 1) Opening Balance as on 01.04.2011 Rs. 3,36,744.32  
 2) Allotment Received during the year 2011-12 Under MGNREGS Rs. 1,35,46,500.00

Allotment Order Memo No & date	Amount of Allotment received from District MGNREGS Cell
20.05.2011	8,12,000.00
07.06.2011	20,30,000.00
01.07.2011	20,30,000.00
15.08.2011	20,30,000.00
02.10.2011	20,30,000.00
24.11.2011	13,19,500.00
24.11.2011	2,50,000.00
20.01.2012	30,45,000.00

- 3) Miscellaneous Receipts of the Agency, if any, Under MGNREGS Rs. 38,262.00  
 4) Fund received from block, if any: NIL

5) Total fund available (1+2+3+4) = Rs. 1,39,21,506.32

Certified that a sum of Rs. 1,35,46,500.00 only was received as sub-allotment during 2011-12 from District NREGS Cell Letter no. & date given on the margin under NREGS.  
 Further a sum of Rs. 3,36,744.32 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. 38,262.00  
 It is also certified that out of the above mentioned total funds of Rs. 1,39,21,506.32 only a sum of Rs. 1,38,68,311.00 only has been utilized during 2011-12 for the purpose for which it was sanctioned, out of which, an amount of Rs. 2,00,380.00 has been utilized on administrative expenses permissible under the NREGS. It is further certified that the unspent balance of Rs. 53,195.32 only remaining as on reporting date, which will be utilized for the programme in 2012-13.

Certified that I have fulfilled all the conditions on which funds was sanctioned and that I have exercised checks as declared in prescribed requisition form part II to ensure that the money has been actually utilized in the block/OP for the purpose for which it was sanctioned. Hence, the P.O. & B.D.O. is being given social audit/inspection for as such schemes as completed. Form 3 and 4 are updated and data entry done for the OP against scheme.

OP... Chengmari Memo No. 220/CGP/12 Date: 18/04/12

Signature of Executive Assistant Secretary  
 Nirmal Sarayak (With Official Seal)  
**Secretary**  
**Chengmari Gram Panchayat**

Signature of Pradhan  
**Pradhan**  
**Chengmari Gram Panchayat**

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

Copy forwarded for information and necessary action to:-

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

Checked & Signed by A.P.O./B.D.O. Block Official.

Counter Signature & Seal of the P.O & B.D.O

PART-II

Utilization Certificate for Administrative fund for the month .....of 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. Nil
- 5) Allotment Received during the year 2011-12 Under MGNREGA AE fund Rs. 196,500 = 00
- 6) Misc Receipts (i.e. Bank Interest) Rs. 38,262 = 00
- 7) Total fund available (1+2+3) = Rs. 234,762 = 00
- 4) Balance as on reporting date...31/03/2012 Rs. .... 31,382 = 00

Allotment Order No, Memo No & date	Amount of Allotment received from District MGNREGA Cell for AE fund
20.05.2011	12,000 = 00
07.06.2011	30,000 = 00
01.07.2011	30,000 = 00
11.08.2011	30,000 = 00
02.10.2011	30,000 = 00
24.11.2011	19,500 = 00
20.01.2012	45,000 = 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/18S-01/06(Pl), 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.

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

Chengnari Gram Panchayat

Pradhan  
Chengnari Gram Panchayat  
with official Seal and date

## ANNEXURE B

FORMAT FOR FINANCIAL AND PHYSICAL POSITION FOR GRAM PANCHAYET  
UNDER MGNREGA FOR 2011-12

Name of the Block: Kumaragram  
Name of the GP:- Chengmari

SECTION-A-(FINANCIAL)

Sl. No.	Particulars	Amount (in Rs. Lakhs)
1	Opening balance	3,36,744.32
2	Fund received during the financial year from the District	1,35,46,500.00
3	Fund received from Block during the financial year, if any	-
4	Misc. receipts credited during the year	38,262.00
5	Total funds available (1+2+3+4) during the financial year under MGNREGA	1,39,21,506.32
6	Total funds utilized during the financial year	
	(a) Expenditure on administrative expenses	2,00,380.00
	(b) Expenditure on unskilled labour component	88,65,090.00
	(c) Material cost including semi-skilled and skilled labour	44,36,841.00
	<u>Loan Recovery to the Fund of 2nd S.F.C</u> 366,000.00	
7	Closing balance	53,195.32
8	Percentage of utilization to total funds available (6/5 x 100)	99.62 %

SECTION-B (PHYSICAL PROGRESS)

1 No. of households issued Job Cards:-

SCs	STs	Others	Total
1545	983	502	3030

2 No. of households who have demanded employment 24583 No. of households that have been provided employment 2458

4 No. of households that have completed 100 days employment

5 No. of Mandays generated 0.68193 (in lakh)Memo No. 221/CGP/12 Date 18/04/12

[Signature]  
Signature of Executive Assistant/Secretary  
Nirman Sahayak (With Official Seal)  
**Secretary**  
Chengmari Gram Panchayat

[Signature]  
**Pradhan**  
Chengmari Gram Panchayat  
Signature of G.P. Pradhan  
with official Seal and date