

**PART-I**

**Utilization Certificate for Cash Component for the year 2011-2012 under MGNREGA for...Madarihat-Birpara...Block for...Birpara-I...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. **41068.25**.

2) Allotment Received during the year 2011-12 Under MGNREGA Rs. **16747500.00**.

Allotment Order Memo No & date	Amount of Allotment received from District MGNREGA Cell
437 dt. 03.06.2011	20,30,000=00
507 dt. 23.06.2011	20,30,000=00
583 dt. 12.07.2011	20,30,000=00
689 dt. 26.07.2011	20,30,000=00
816 dt. 29.08.2011	20,30,000=00
1315 dt. 22.12.2011	15,22,500=00
283 dt. 06.02.2012	40,60,000=00
601 dt. 23.03.2012	10,15,000=00

3) Miscellaneous Receipts of the Agency, if any, Under MGNREGA=Rs. **33,843.00**.

4) Fund received from Block, if any=Rs. **8,46,700=00**.

5) Total fund available (1+2+3+4) = Rs. **1,76,69,111=25**.

Certified that a sum of Rs. **1,67,47,500=00** 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. **41,068=25** 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. **33,843=00**.

It is also certified that out of the above mentioned total funds of Rs. **1,76,69,111=25** only a sum of Rs. **1,73,55,071=00** only has been utilized during 2011-12 for the purpose for which it was sanctioned, out of which, an amount of Rs. **2,93,410=00** has been utilized on administrative expenses permissible under the NREGA. It is further certified that the unspent balance of Rs. **20,630=25** only remaining as on reporting date...**31.03.2012**... 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...Birpara-I.....Memo No...82/BRP-I..... Date.....09.04.2012....

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...Madarihat-Birpara...Memo No...132/MGNREGA/12...Date...18.04.12.....

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 Prodhan 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.

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

District Jalpaiguri, West Bengal State Year 2011-12

- 1) A.E. Opening Balance as on 01.04.2011, if any, Rs. 25,935 = 25  
 2) Allotment Received during the year 2011-12 Under MGNREGA AE fund Rs. 2,47,500 = 00  
 3) Total fund available (1+2) = Rs. 2,73,435 = 25 + 33,843 = 00  
 4) Total utilization of A.E. fund Rs. \_\_\_\_\_  
 5) Closing balance of A.E.(3-4) = Rs. 13,868 = 25

Allotment Order No. Memo No & date	Amount of Allotment received from District MGNREGA Cell for AE fund
437, H. 3/6/11	30,000 = 00
507, V 23/6/11	30,000 = 00
583, V 12/7/11	30,000 = 00
689, V 26/7/11	30,000 = 00
816, V 29/8/11	30,000 = 00
1315, V 22/12/11	22,500 = 00
601, V 23/3/12	15,000 = 00
283, V 6/2/12	60,000 = 00

*Rs. 2,47,500 = 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(PI), 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. 82/BRP-J dated 9/4/12

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

*Jyoti Chakrabarti*  
**Predban**  
 Signature of G.P. Mahan  
 with official Seal and date

## ANNEXURE B

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

Name of the Block: **MADARI HAT**  
Name of the GP:- **BIRPARA-I**

**SECTION-A-(FINANCIAL)**

Sl. No.	Particulars	Amount (in Rs. Lakhs)
1	Opening balance	41068.25
2	Fund received during the financial year from the District	16747500.00
3	Fund received from Block during the financial year, if any	8,46,700.00
4	Misc. receipts credited during the year	33843.00
5	Total funds available (1+2+3+4) during the financial year under MGNREGA	17669111.25
6	<b>Total funds utilized during the financial year</b>	
	(a) Expenditure on administrative expenses	293410.00
	(b) Expenditure on unskilled labour component	12068679.00
	(c) Material cost including semi-skilled and skilled labour	5286392.00
7	Closing balance	20630.25
8	Percentage of utilization to total funds available (6/5 x100)	99.88%

**SECTION-B (PHYSICAL PROGRESS)**

1 No. of households issued Job Cards:-

SCs	STs	Others	Total
1370	627	2201	4198

- 2 No. of households who have demanded employment 2034  
3 No. of households that have been provided employment 2034  
4 No. of households that have completed 100 days employment 30  
5 No. of Mandays generated 0.61867 (in lakh)

Memo No. 82/BRP-I Date 9/4/12

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

*Jyoti Chhetri*  
Pradhan  
Birpara-I G.P.  
Signature of GP Pradhan  
with official Seal and date