

**PART-I**

**Utilization Certificate for Cash Component for the year 2011-2012 for the month of March under MGNREGA for Madarihat-Birpara Block for.....Hantapara..... 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. 833.00

2) Allotment Received during the year 2011-12 Under MGNREGA Rs. 13702500.00

Allotment Order Memo No & date	Amount of Allotment received from District MGNREGA Cell
437/MGNREGS/ 03/06/11	2030000.00
507/MGNREGS/ 23/06/11	2030000.00
689/MGNREGS/ 26/07/11	2030000.00
1090/MGNREGS/ 08/11/11	1015000.00
157/MGNREGS/ 07/01/12	2030000.00
331/MGNREGS/ 14/02/12	2537500.00
549/MGNREGS/ 15/03/12	2030000.00

3) Miscellaneous Receipts of the Agency, if any, Under MGNREGA=Rs. 34071.00

4) Total fund available (1+2+3) = Rs. 13737404.00

Certified that a sum of Rs. 13702500.00 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. 833.00 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. 34071.00

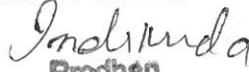
It is also certified that out of the above mentioned total funds of Rs. 13737404.00 only a sum of Rs. 13495876.00 only has been utilized during 2011-12 for the purpose for which it was sanctioned, out of which, an amount of Rs. 202500.00 has been utilized on administrative expenses permissible under the NREGA. It is further certified that the unspent balance of Rs. 39028.00 only remaining as on reporting date 31.03.12 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 Hantapara G.P Memo No. 62/12-13 Date 04.04.12

1) P.O & BDO.....Block for sanctioned the requisite fund as per technical vetted plan & estimate under AAP-2011-12.

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

  
**Indira Pradhan**  
 Upa-Pradhan  
 Signature of GP Pradhan  
 Hantapara Gram Panchayat  
 with official Seal and date

Block Madarihat-Birpara Memo No. 138/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  
**Madarihat-Birpara**

  
 Joint Programme Officer  
 MGNREGA (W.B.)  
 Counter Signature & Seal of the P.O & B.D.O  
 for Block & GP's Recommendation for fund.  
**MADARIHAT-BIRPARA**

**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 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.

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. 833 = 00 .
- 5) Allotment Received during the year 2011-12 Under MGNREGA AE fund Rs. 202500 = 00 .
- 6) Misc Receipts (i.e. Bank Interest) Rs. 34071 = 00
- 7) Total fund available (1+2+3) = Rs. 237404 = 00 .
- 5) Balance as on reporting date 31-03-12 Rs. 111 .....

Allotment Order No, Memo No & date	Amount of Allotment received from District MGNREGA Cell for AE fund
437/MGNREGS, 05/06/11	30000 = 00
507/MGNREGS, 23/06/11	30000 = 00
689/MGNREGS, 28/07/11	30000 = 00
1090/MGNREGS, 08/11/11	15000 = 00
157/MGNREGS, 17/01/12	30000 = 00
331/MGNREGS, 14/02/12	37500 = 00
549/MGNREGS, 15/03/12	30000 = 00

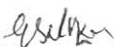
This is to certify that the above sanctioned administrative fund has been fully/ partly utilized against approved order of the P & RD, Govt. of West Bengal vide order no.3337(10)/P&RD/P/18S-01/06(Pt), Dated-15/06/2006. The administrative fund utilized for the following purpose as guided by the P & RD, Govt. of West Bengal.


- 1) Staff salary- Cost of additional staff engaged at various levels for the 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/  
Sahayak Recommendation for fund  
(With Official Seal)

  
Nirman Sahayak  
Hantapara G.P

  
Signature of GP President  
with official Seal  
Hantapara Gram Panchayat

## ANNEXURE B

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

Name of the Block:

Name of the GP:-

**SECTION-A-(FINANCIAL)**

Sl. No.	Particulars	Amount (in Rs. Lakhs)
1	Opening balance	833.00
2	Fund received during the financial year from the District	13702500.00
3	Fund received from Block during the financial year, if any	NIL
4	Misc. receipts credited during the year	34071.00
5	Total funds available (1+2+3+4) during the financial year under MGNREGA	13737404
6	<b>Total funds utilized during the financial year</b>	
	(a) Expenditure on administrative expenses	527600.00
	(b) Expenditure on unskilled labour component	9822025.00
	(c) Material cost including semi-skilled and skilled labour	3348751.00
7	Closing balance	39028.00
8	Percentage of utilization to total funds available (6/5 x100)	

**SECTION-B (PHYSICAL PROGRESS)**

1 No. of households issued Job Cards:-

SCs	STs	Others	Total
983	2881	652	4516

- 2 No. of households who have demanded employment 3331
- 3 No. of households that have been provided employment 3331
- 4 No. of households that have completed 100 days employment 6
- 5 No. of Mandays generated 98.22 (in lakh)

Memo No. 62/12-13 ..... Date 04.04.12 .....Signature of Executive Assistant/Secretary/  
Nirman Sahayak (With Official Seal)

*[Signature]*  
4/4/12

Signature of GP Proddhan  
with official Seal  
Hantapara Gram Panchayat

*[Signature]*  
Pradhan  
Hantapara Gram Panchayat