

**PART-I**

**Utilization Certificate for Cash Component for the year 2011-2012 under MGNREGA for 31st March Block for Khagrabari-II GP**

District Jalpaiguri, West Bengal State Year 2011-12

- 1) Opening Balance as on 01.04.2011 Rs. 2402.00/-  
 2) Allotment Received during the year 2011-12 Under MGNREGA Rs. 1,09,95,495.00/-

| Allotment Order Memo No & date | Amount of Allotment received from District MGNREGA Cell |
|--------------------------------|---|
| 367/MGNREGS<br>13/04/11        | 4,06,000.00   |
| 746/MGNREGS<br>04/08/11        | 33,495.00   |
| 859/MGNREGS<br>05/09/11        | 10,15,000.00  |
| 1108/MGNREGS<br>15/11/11       | 10,15,000.00  |
| 1248/MGNREGS<br>08/12/11       | 14,21,000.00  |
| 83/MGNREGS<br>05/01/12         | 20,30,000.00  |
| 234/MGNREGS<br>31/01/12        | 25,37,500.00  |
| 424/MGNREGS<br>23/02/12        | 25,37,500.00  |

- 3) Miscellaneous Receipts of the Agency, if any. Under MGNREGA Rs. 20,564.00/-  
 4) Fund received from Block, if any. 36,707.00/-  
 5) Total fund available (1+2+3+4) = Rs. 1,10,55,168.00/-

Certified that a sum of Rs. 1,09,95,495.00/- 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. 2402.00/- 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. 57271.00/-

It is also certified that out of the above mentioned total funds of Rs. 1,10,55,168.00/- only a sum of Rs. 1,08,77,242.00/- only has been utilized during 2011-12 for the purpose for which it was sanctioned, out of which, an amount of Rs. 2,33,899.00/- has been utilized on administrative expenses permissible under the NREGA. It is further certified that the unspent balance of Rs. 1,77,926.00/- only, remaining as on reporting date 31-04-2012 which will be utilized for the programme in 2012-13.

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 Khagrabari-II Memo No. 131/MGNREGS Date 05/04/12

*[Signature]*  
 Signature of Executive Assistant/ Secretary  
 Nirman Sahayak (With Official Seal)  
**Khagrabari-II GP**

885.4.12  
 Signature of GP Pradhan  
 with Official Seal and date

Block Maynaguri Memo No. 1885 Date 16/04/12

Copy forwarded for information and necessary action to:-

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

*[Signature]*  
 Checked & Signed by APO/JPO/Block Officials  
 Asstt. Programme Officer  
 (MGNREGS)  
 Maynaguri, Jalpaiguri

*[Signature]*  
 Counter Signature & Seal of the P.O & B.D.O  
 Programme Officer, NREGS  
 Block Development Officer  
 Maynaguri, Dt.- Jalpaiguri

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

District Jalpalguri, West Bengal State Year 2011-12

- 1) A.E. Opening Balance as on 01.04.2011, if any, Rs. 2402.00/-
- 2) Allotment Received during the year 2011-12 Under MGNREGA AE fund Rs. 1,10,52,766.00/-
- 3) Total fund available (1+2) = Rs. 1,10,55,168.00/-
- 4) Total utilization of A.E. fund Rs. 1,08,77,242.00/-
- 5) Closing balance of A.E. (3-4) = Rs. 1,77,926.00/-

| Allotment Order No. Memo No & date | Amount of Allotment received from District MGNREGA Cell for AE fund |
|------------------------------------|---|
| 507/MGNREGA W, 23/06/11            | 4,06,000/-  |
| 746/MGNREGA W, 04/08/11            | 33,4952/-   |
| 859/MGNREGA W, 05/09/11            | 10,15,000/-   |
| 1108/MGNREGA W, 15/11/11           | 10,15,000/-   |
| 1248/MGNREGA W, 08/12/11           | 14,21,000/-   |
| 83/MGNREGA W, 05/01/12             | 20,30,000/-   |
| 234/MGNREGA W - 31/01/12           | 25,37,500/-   |
| 424/MGNREGA W, 23/02/12            | 25,37,500/-   |

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. 136/MGNREGS ..... dated 05/04/12 .....

Signature of Executive Assistant/ Secretary/

Nirman Sanyal (With Official Seal)

Secretary  
Khagrabari-II G.P.

Signature of GP Pradhan  
with official Seal and date

8-8-2012

Pradhan  
Khagrabari-II G.P.

**ANNEXURE B**

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

**Name of the Block:** *Mayrajuri,*  
**Name of the GP:-** *Khagrabari-II.*

**SECTION-A-(FINANCIAL)**

| Sl. No. | Particulars   | Amount (in Rs. Lakhs) |
|---------|---|-----------------------|
| 1       | Opening balance   | 2,402.00/-            |
| 2       | Fund received during the financial year from the District               | 1,09,95,495.00/-      |
| 3       | Fund received from Block during the financial year, if any              | 36,707.00/-           |
| 4       | Misc. receipts credited during the year                                 | 20,564.00/-           |
| 5       | Total funds available (1+2+3+4) during the financial year under MGNREGA | 1,10,55,168.00/-      |
| 6       | <b>Total funds utilized during the financial year</b>                   |                       |
|         | (a) Expenditure on administrative expenses                              | 2,33,899.00/-         |
|         | (b) Expenditure on unskilled labour component                           | 88,40,780.00/-        |
|         | (c) Material cost including semi-skilled and skilled labour             | 1,80,2563.00/-        |
| 7       | Closing balance   | 1,77,926.00/-         |
| 8       | Percentage of utilization to total funds available (6/5 x100)           | 98.39 %               |

**SECTION-B (PHYSICAL PROGRESS)**

1 No. of households issued Job Cards:-

| SCs  | STs | Others | Total |
|------|-----|--------|-------|
| 2019 | 18  | 1202   | 3339  |

- 2 No. of households who have demanded employment 2767
- 3 No. of households that have been provided employment 2767
- 4 No. of households that have completed 100 days employment 06
- 5 No. of Mandays generated 0.68006 (in lakh)

Memo No. 137/02266S Date 05/04/12

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

Secretary  
Khagrabari-II G.P

Signature of G.P. Pradhan  
with official Seal and date

05/04/12