



**OFFICE OF THE**  
**VIVEKANANDA-I GRAM PANCHAYAT**  
 BADAL NAGAR, P.O: BHOLARDABRI, DIST: JALPAIGURI  
 E-Mail: vivekananda1gp@rediffmail.com

ANNEXURE-A

**PART-I**

Utilization Certificate for Cash Component for the year 2011-2012 Under MGNREGA for Alipurduar-I  
 Dev. Block for Vivekananda-I GP

District Jalpaiguri, West Bengal state year 2011-12

- 1) Opening Balance as on 01.04.2011 Rs. 11647.00
- 2) Allotment Received during the year 2011-12 under MGNREGA Rs. 4364500.00

Allotment Order Memo No. & Date	Amount of Allotment received from District MGNREGA Cell
Memo No. 352/1(125)/MGNREGS, Dated 18.05.11	Rs. 406000.00
Memo No. 437/MGNREGS, Dated 03.06.11	Rs. 406000.00
Memo No. 963/MGNREGS, Dated 29.09.11	Rs. 1015000.00
Memo No. 234/MGNREGS, Dated 31.01.12	Rs. 1522500.00
Memo No. 549/MGNREGS, Dated 15.03.12	Rs. 1015000.00

- 3) Miscellaneous Receipts of the Agency, if any Under MGNREGA Rs. 19214.00
- 4) Fund received from Block, if any, Rs. 4966.00
- 5) Total Fund available ( 1+2+3+4) = Rs. 4400327.00

Certificate that a sum of Rs. 4364500.00 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. 11647.00 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. 19214.00

It is also certified that out of the above mentioned total funds of Rs. 4400327.00 only a sum of Rs. 4395834.00 Only has been utilized during 2011-12 for the purpose for which it was sanctioned, out of which, an amount of Rs. 84335.00 has been utilized on administrative expenses permissible under the NREGA. It is further certified that the unspent balance of Rs. 4493.00 only remaining as on reporting Date 31.03.2012 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. Vivekananda-IMemo No. 103/VGPI/2012 Date :- 11-04-2012

Signature of Executive Assistant/Secretary/  
 Nirman Sahayak (with official seal)  
 Vivekananda-I GP

Signature of Pradhan  
 with official seal Vivekananda-I Gram Panchayat

Block APD-IMemo No. 820Date 18/04/12

Copy forwarded for information and necessary action to :-

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

Checked &amp; Signed by APO/JPO/Block officials

**Asstt. Programme Officer**  
**Alipurduar - I**

Counter Signature &amp; Seal of the PO &amp; BDO

**Programme Officer,**  
**Alipurduar-I**

## PART-II

### 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. 11647.00
- 2) Allotment Received during the year 2011-12 under MGNREGA AE fund Rs. 64500.00
- 3) Total fund available (1+2) = Rs. 76147.00
- 4) Total utilization of A.E. fund Rs. 84335.00
- 5) Closing balance of A.E. (3-4) = Rs. -8188.00

Allotment Order No, Memo No & Date	Amount of Allotment received from District MGNREGA Cell for AE fund
Memo No. 352/1(125)/MGNREGS, Dated 18.05.11	Rs. 6000.00
Memo No. 437/MGNREGS, Dated 03.06.11	Rs. 6000.00
Memo No. 963/MGNREGS, Dated 29.09.11	Rs. 15000.00
Memo No. 234/MGNREGS, Dated 31.01.12	Rs. 22500.00
Memo No. 549/MGNREGS, Dated 15.03.12	Rs. 15000.00

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.

Memo no. 103/VGP-I/2012 ..... dated 11/04/2012...

Signature of Executive Assistant/Secretary/  
Nirman Sahayak (With Official seal)  
**Executive Assistant**  
**Vivekananda-I G. P.**

Signature of **Pradyuman**  
with Official seal and date  
**Pradyuman**  
**Panchayat**



FORMAT FOR FINANCIAL AND PHISICAL POSITION FOR GRAM PANCHAYET  
UNDER MGNREGA FOR 2011-2012

Name of the Block : ALIPUR DUAR -I DEVELOPMENT BLOCK

Name of the GP : VIVEKANANDA -I

SECTION - A (FINANCIAL)


Sl. No.	Particulars	Amount ( Rs. in Lakhs)
1	Opening Balance	0.11647
2	Fund received during the financial year from the District	43.64500
3	Fund received from Block during the financial year, if any	0.04966
4	Misc. receipts credited during the year	0.19214
5	Total funds available (1+2+3+4) during the financial year under MGNREGA	<del>44.91327</del> 44.90327
6	Total funds utilized during the financial year	43.95834
	(a) Expenditure on administrative expenses	0.84335
	(b) Expenditure on unskilled labour component	33.1435
	(c) Material cost including semi-skilled and skilled labour	9.97149
7	Closing Balance	0.04493
8	Percentage of utilization to total funds available (6/5x100)	99.90

SECTION- B (PHYSICAL PROGRESS)

1. No. of households issued Job Cards :-

SCs	STs	Others	Total
596	17	1978	2591

2. No. of households who have demanded employment 850.3. No. of households that have been provided employment 850.4. No. of households that have completed 100 days employment 00.5. No. of Mandays generated 0.25495 (in lakh).Memo No. 103/VGP-I/2012 ..... Date 11-04-2012 .....

  
 Signature of Executive Assistant/Secretary/  
 Nirman Saha (With Assent Seal)  
 Vivekananda-I G. P.

  
 Signature of Gram Panchayat  
 with official Seal and date