

Format for Annual Statement of Accounts

(Period.....)

- 1. Sanction Letter No. :
- 2. Total Project Cost : Rs.....
- 3. Sanction /Revised Project cost (if applicable) : Rs.....
- 4. Date of Commencement of Project :
- 5. Proposed Date of Completion :
- 6. Statement of Expenditure : From.....To.....

S. No.	Sanctioned / Heads	Funds Allocated	Expenditure Incurred			Balance as on (Date)	Remarks
			I Year	II Year	III Year		
1.	Salaries						
2.	Contingencies						
2.1.	Non-recurring (Equipments)						
2.2	Recurring (Supplies, Materials, Consumables, etc.)						
3.	Travel						
4.	Overhead Expenses						
5.	Others (if any)						
	Total						

Signature of Principal Investigator
with date

Signature of Accounts Officer
With date

Check list for covering note to accompany Utilization Certificate of grant for the project for the period

- 1) Title of the Project
- 2) Name of the Institutions
- 3) Principal Investigator
- 4) ICMR letter No. and date sanctioning the project.
- 5) Head of account as given in the original sanction letter
- 6) Amount received during the year (Please give No. & Date of ICMR's sanction letter for the amount and period)
- 7) Total amount that was available for expenditure (excluding commitments) during the year (Sl.No.6+7)
- 8) Actual expenditure (excluding commitments) incurred during the year.
- 9) Balance amount available at the end of the year.
- 10) Amount already committed, if any.
- 11) Amount to be carried forward to the next year (if applicable). Indicate the amount already committed with supporting documents.

Format for Utilization Certificate

(Annual/Final)

Certified that out of Rs..... of grants-in-aid sanctioned during the year in favour of under ICMR Letter No..... and Rs..... on account of unspent balance of the previous year, a sum of Rs has been utilized for the purpose of for which it was sanctioned and that the balance of Rs. remaining unutilized at the end of the year has been surrendered to ICMR (vide cheque No Dated..... / will be adjusted towards the grants-in-aid payable during the next year i.e.

Signature of
Principal Investigator
with date

Signature of Registrar/
of the Institute with date

Signature of Accounts Officer
of the Institute with date