

MAULANA AZAD EDUCATION FOUNDATION

(Ministry of Minority Affairs, Govt. of India) Chelmsford Road, New Delhi -110055

Utilization Certificate in respect of Grant-in-aid utilized on construction work.

- 1) Name & address of the Society/Trust :
- 2) Name & address of the Institution/Project :
- 3) Total cost of the Project : `.....(Rupees.....only)
- 4) Grant-in-aid sanctioned by the Foundation : `.....(Rupees.....only)
- 5) Grant-in-aid released by the Foundation : `.....(Rupees.....only)
- 6) Purpose for which Grant-in-aid was sanctioned. :
- 7) (a) Value of building material lying at site for :
Which full payment has already been made.
- (b) Value of building material for which :
Payment is outstanding.
- 8) The Society/Trust has made the following expenditure from the Grant-in-aid sanctioned/released by the Foundation:

	Description of work done	Number/details of rooms etc.	Rate in Sq. ft.	Value in rupees
Construction work completed				
Construction work to be completed				

- 9) The total value of the construction work completed as per books of accounts of the Society/Trust, posted up to Datewas `..... (Rupees.....only)

Name with Signature & Seal
of the Chartered Architect/Engineer

Name with Signature & Seal
of the Chartered Accountant

Name with Signature & Seal
of the President/Secretary/Manager of NGO

List of Enclosures to be attached with UC:

- Photographs from different outside/inside views of the construction work done/in-progress after affixing a Stone stating “(name of building/block) FUNDED BY MAULANA AZAD EDUCATION FOUNDATION, M/o MINORITY AFFAIRS, Government of India, New Delhi”.
- List as per attached format along with certified copies of bills & vouchers/receipts pertaining to payments made against the amount of first/second installment.
- Minutes of monitoring committee meetings held on _____ (which are not submitted earlier).
- Certified copy of the updated passbook or computerized statement of the Bank A/c maintained for MAEF grant, w.e.f. date of depositing the MAEF cheque/transfer of the amount in the account to till date, reflecting the details of cheques issued in the name of contractor/cash withdrawn.

Note: - All the details/information should be filled properly

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Name & address of the Society/Trust :

Name & address of the Institution/Project :

LIST OF BILLS & VOUCHERS/RECEIPTS TO BE ATTACHED WITH THE UTILIZATION CERTIFICATE

Sl. No.	Bill No. & Date	Received From (Name of contractor/ supplier etc.)	For (Purpose)	Paid to (name of recipient)	No. of receipt given by recipient	Date of Payment	Mode of Payment By Cheque (Write cheque no.) or By Cash	Amount ([₹])
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
TOTAL AMOUNT								

Name with Signature & Seal
of the President/Secretary/Manager of NGO

Note: - Use continuations sheets if required

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Utilization Certificate in respect of Grant-in-aid utilized on Purchase of Computers/Equipments/Machines/Tools/Furniture.

- 1) Name & address of the Society/Trust :
- 2) Name & address of the Institution/Project :
- 3) Total cost of the Project : `.....(Rupees.....only)
- 4) Grant-in-aid sanctioned by the Foundation : `.....(Rupees.....only)
- 5) Grant-in-aid released by the Foundation : `.....(Rupees.....only)
- 6) Purpose for which Grant-in-aid was sanctioned. :
- 7) The Society/Trust has made the following expenditure from the Grant-in-aid sanctioned/released by the Foundation:

	Name of the Agency/Firms from which purchase are made	Description of items purchased	Quantity	Value in rupees
Computers/Equipments /Machines/Tools/Furniture purchased				
Computers/Equipments /Machines/Tools/Furniture to be purchased				

- 8) The total value of the purchases made as per books of accounts of the Society/Trust, posted up to Date was `..... (Rupees.....only)

Name with Signature & Seal
of the President/Secretary/Manager of NGO

Name with Signature & Seal
of the Chartered Accountant

List of Enclosures to be attached with UC:

- Photographs from different angles of the computers/tools/equipments/machines/furniture purchased/installed after affixing a plaque /Stone stating “(name of labs/class) **EQUIPPED BY MAULANA AZAD EDUCATION FOUNDATION, M/o MINORITY AFFAIRS, Government of India, New Delhi**”.
- List as per attached format along with certified copies of bills & vouchers/receipts pertaining to payments made against the amount of first/second installment.
- Minutes of monitoring committee meetings held on _____ (which are not submitted earlier).
- Certified copy of the updated passbook or computerized statement of the Bank A/c maintained for MAEF grant, w.e.f. date of depositing the MAEF cheque/transfer of the amount in the account to till date, reflecting the details of cheques issued in the name of contractor/cash withdrawn.

Note: - All the details/information should be filled properly

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Name & address of the Society/Trust :

Name & address of the Institution/Project :

LIST OF BILLS & VOUCHERS/RECEIPTS TO BE ATTACHED WITH THE UTILIZATION CERTIFICATE

Sl. No.	Bill No. & Date	Received From (Name of contractor/ supplier etc.)	For (Purpose)	Paid to (name of recipient)	No. of receipt given by recipient	Date of Payment	Mode of Payment By Cheque (Write cheque no.) or By Cash	Amount ()
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
TOTAL AMOUNT								

Name with Signature & Seal
of the President/Secretary/Manager of NGO

Note - Use continuations sheets if required