**ANNUAL UTILISATION CERTIFICATE**

For each year ending 31st March, 20…...

Sanction letter No: ………………………… Project Code: …………………

Name of the PI: ……………………… Designation …….………..Department ……………

Title of the Project ……………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………………

Total Project Cost: Rs………………………

\*Certified that out of Rs ........................ of grants-in-aid sanctioned during the year….......... in favour of ............................……………. under Vide official 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 AIIMS (vide cheque No........................... Dated…............ /will be adjusted towards the grants-in-aid payable during the next year i.e. ............................................

Budget Breakup Chart

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Sanctioned Head.** | **Funds Allocated** | **Expenditure incurred** | **Balance as on 31st March ….** | **Requirements** | **Remarks** |
| 1. | Assets |  |  |  |  |  |
| 2. | Consumables |  |  |  |  |  |
| 3. | Investigations |  |  |  |  |  |
| 4. | Travel |  |  |  |  |  |
| 5. | Contingency |  |  |  |  |  |
| 6. | Miscellaneous |  |  |  |  |  |
|  |  | (TOTAL) | (TOTAL) | (TOTAL) |  |  |

Signature of PI Signature of Accounts Officer

with date with date