

**LIST OF DOCUMENTS REQUIRED FOR RELEASE OF 2<sup>ND</sup> OR FINAL  
INSTALLMENTS.**

1. Utilization Certificate in prescribed format 19A,
2. Performa-cum-Achievement Report of Training/Course Programme,
3. Completion Report or Progress Report(format available on [www.mdoner.gov.in](http://www.mdoner.gov.in))  
of Training/Course Programme,
4. List of trainees in prescribed format,
5. Photographs of Training/Course Programme,
6. Feedback form must be signed by Trainees,
7. Original Bills for TA reimbursement with verified by department for
8. Audited Expenditure Statement.
9. Selection and Advertisement along with paper cutting and bills
10. Pre-receipt,
11. All above documents must be submitted to Ministry of Development of North  
Eastern Region in both hard and soft (signal pdf format) copy.

FORM GFR 19-A

Form of Utilization Certificate for the financial year 2017-18

Sanction No. & Date	Amount
G. .... dated .....	Rs. ....
<b>Total:</b>	

Certified that out of ₹..... grants-in-aid sanctioned during the year 2017-2018 Under Capacity Building & Technical Assistance scheme of Ministry of Development of North Eastern Region vide Sanction Order No.....dated..... , a sum of ₹..... only has been utilised for which it was sanctioned and that the balance of ₹..... remaining unutilized as on .....

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised:

- I.
- II.

Utilization Certificates furnished

Signatures.....

Head (Finance & Accounts)

Signatures.....

Mission/Programme Director

As per our checking of relevant books of accounts and vouchers:

**Auditors/CA**

Ministry of Development of North Eastern Region  
 ( Plan Scheme – Capacity Building and Technical Assistance )  
 (Grantee agency must submit progress report of the sanctioned project in the prescribed format)

**PROGRESS REPORT**

**I. Physical**

1. Period \_\_\_\_\_ to \_\_\_\_\_
2. Recipient \_\_\_\_\_
3. Purpose \_\_\_\_\_

S.No.	Name of course	No. of courses to be run	Duration of the course	No. of students to be covered per course	Total no. of students to be covered under the course

4. Duration of the project period
5. Total amount sanctioned Date and order no.
6. Releases upto \_\_\_\_\_

S.No.	Sanction Number and Date	Amount

7. Process of selection of trainees
8. Total no. of trainees selected
9. Break-up of trainees

S.No.	State	Male	Female	Total	Educational background

10. Conduct of proposed courses

S.No.	Name of course	No. of courses to be run	Start of the course	End of the course	No. of trainees	Nature of evaluation	Month of completion of evaluation	No. of successful trainees
Total								

11. No. of dropouts and reasons

12. Remarks and suggestion of the institution

**II. Financial**

13. Releases and Utilisation Certificates

Sanction order No. and Date	Total Amount Sanctioned	Release			Utilisation Certificate	
		Order No.	Date	Amount	Date of certificate	Amount

14. Future requirement of funds

Date:

Signature of authorized person

