

ON CA's LETTER HEAD

UTILISATION CERTIFICATE

1.	Title of the Project/Scheme	Placement Linked Skill Development and Training Programme.
2.	Name of the Training Partner	Training Partner Name
3.	Address	Head office address.
4.	Authorised Person Name	Training Partner Main signatory.
5.	Batch ID's	Write different Batch ID's if more than one batch.
6.	TRTI Letter no. & date of sanctioning the project	Write sanction order no. with date of issue
7.	Amount received during the financial year 1 st Installment of 20% (Per batch) on validation of Candidates by Project Officer. 2 nd Installment of 40% (number of candidates certified) per batch	Write Total amount (Training as well as Boarding and lodging cost included only in case if Residential centre/ in case of Non - residential centre write Training cost only) received as Ist Installment received per batch (in case applying 2 nd Installment) Rs----in Figure--(in words) Write Total amount received as 2 nd Installment received per batch (in case applying Final /3 rd installment) Rs----in Figure--(in words)
8.	Adjustment of payment against dropout for releasing 2 nd Installment,	

Signature of Authorised Person
(Training Partner)
Name of the Person
Designation
Date

Signature and Stamp of Chartered Accountant
UDIN NO.

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UTILISATION CERTIFICATE

Certified that Rs. _____ received as Ist Installment under Placement Linked Skill Development and Training Programme Vide Sanction Order letter No. _____ a sum of Rs. _____ has been utilized for the purpose of Training and Boarding and Lodging of candidates (Write **only Training if it is Non-Residential**) for which it was sanctioned and that Rs _____ will be adjusted against dropouts in 2nd Installment.

Signature of Authorised Person

(Training Partner)

Name of the Person

Designation

Date

Signature of Chartered Accountant

Name of Chartered Accountant

Membership No:-

UDIN No.

Full Address with seal.

Details of expenditure

Expenses head	Break up of each cost	Amount
Mobilization		
Advertisement		
Printing & stationery		
Cost of Study materials		
Cost of tool kits		
Rent of Training Centre		
Rent of equipments/machineries		
Electricity charge		
Internet Charges(if any)		
Trainers cost		
Boarding &Lodging Cost.		
Any other expenses, please specify		
Total		

Certified that I have satisfied myself that the conditions on which the Project was sanctioned have been fulfilled/area 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:

1. Bank Statements
2. MoU with Service Provider
3. Invoice Copy of Payment made

Signature of Authorised Person
(Training Partner)

Signature and Stamp of Chartered Accountant
UDIN No:-

Name of the Person
Designation
Date

Documents/Details to be submitted at the time of U/C for release of 2nd Installment

- Counselling and Mobilization Pics
- Mandatory Training Batches Pics (5-6 Geo and Time tagged – in colored PDF format) ---**Batch Wise**
- Mandatory Residential Facility pics showing candidates at residential facility.(5-6 Geo and time tagged in colored pdf)
- Certification Distribution Pics (Batch Wise)
- Placement list supported by appointment letters of each trainee (only at the time of releasing 3rd installment)
- Each expenditure head should be justified with the break up.
- The payment will be made on the basis of actual expenditures.
- Utilization Certificate should be duly countersigned & sealed by authorized signatory

