

Standard Operating Procedure (SOP)

For Preparation, Verification and Submission of Utilization Certificate (UC)

Step-by-Step Procedure

A. Action by the Project Division

Step 1: Start the process - The Project Division shares the Sanction Order, MoU or Agreement of the project with the Accounts Division.

Step 2: Confirm the work done - The Project Division confirms the physical progress and milestones achieved. This should match the money spent.

Step 3: Explain unspent money - If any money is unused, the Project Division gives a clear reason for this in writing.

Step 4: Share project details - The Project Division sends the Project Name, Sanction Order Number and Date, total amount received (with TDS/GST details), and the exact period of utilization to the Accounts Division.

B. Action by the Accounts Division

Step 5: Prepare the Statement of Expenditure (SoE) - The Accounts Division prepares a head-wise list of all expenses, along with opening balance, closing balance, amount received, advance received and interest income, if any.

Step 6: Match all figures - The Accounts Division checks that the opening balance, funds received, interest earned and actual expenditure all add up correctly.

Step 7: Collect supporting documents - The Accounts Division gathers invoices, payment vouchers, purchase orders, AMCs and manpower bills to support the figures in the SoE.

Step 8: Record interest earned - If interest has been earned on unspent funds, it is recorded and, as required under GFR Rule 230(8), either sent back to the Consolidated Fund of India, adjusted against future releases, or credited to the project fund.

C. Action by the UC Cell

Step 9: Verify the SoE - The UC Cell checks the SoE prepared by the Accounts Division against the financial records and supporting documents.

Step 10: Review earlier UCs - The UC Cell looks at any UCs submitted earlier for the same project, to keep the figures consistent.

Step 11: Check against the Sanction Order - The UC Cell confirms that all expenditure matches the terms and conditions of the Sanction Order.

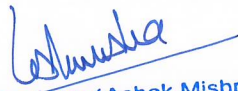
Step 12: Prepare the UC - The UC Cell fills the Utilization Certificate in the prescribed format - Form GFR-12A for CAN/ GIA Projects and Form GFR-12C for other projects.

UC Cell prepare the draft UC only in case of CNA Projects.

Step 13: Final Preparation - The UC Cell finalise the UC and send it to the Competent Authority for concurrence and approval.

Step 14: Final Submission - After approval, the UC Cell submit the Final UC to the Project Manager or Coordinator through email from uc-nicsi@nic.in.

Step 15: Correct if needed - If the Project Manager, Coordinator or User Department raises any query, the UC Cell corrects the UC accordingly.


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