



सत्यमेव जयते

विश्वविद्यालय अनुदान आयोग
University Grants Commission
शिक्षा मंत्रालय, भारत सरकार
(Ministry of Education, Govt. of India)
बहादुरशाह जफर मार्ग नई दिल्ली -110002
Bahadurshah Zafar Marg, New Delhi-110002
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ज्ञान-विज्ञान विमुक्तये

By Email

21 MAR 2024
March, 2024

F. No. 1-11/2023 (CU)

The Finance Officer,
All NER Central Universities

Subject : Submission of Provisional Utilisation Certificate for the financial year 2023-24 under Recurring head (31), Capital Assets (35) and Salary Head (36)-reg.

Madam/Sir,

With reference to the subject mentioned above, I am directed to say that the provisional Utilisation Certificate / Statement of Expenditure is required for release of grant under Recurring (31) head, Capital Assets (35) and Salary Head (36) for the financial year 2024-25. Therefore, you are requested to furnish the provisional utilization certificate in the prescribed format GFR 12A alongwith statement of expenditure (copy enclosed) towards the grant paid during 2023-24 under Recurring (31) head, Capital Assets (35) and Salary Head (36) failing which first installment of grant for the financial year 2024-25 will not be released.

This may be treated as **MOST URGENT.**

Yours faithfully,


(Lokesh Kumar Jangra)
Under Secretary

Encl. as above

Copy to:-

The Registrar,
All NER Central Universities

GFR 12 – A
[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE
PROVISIONAL UTILIZATION CERTIFICATE FOR THE YEAR 2023-24 IN RESPECT OF
SALARY (36) GRANT

1. Name of the Scheme **Block Grant to Central Universities**
 2. Whether Salary/Recurring/Creation of Capital Assets: **Salary**
 3. Grants position at the beginning of the Financial year
 (i) Cash in Hand/Bank
 (ii) Unadjusted advances
 (iii) Total
 4. Details of grants received, expenditure incurred and closing balances: (Actuals)

(Rs. In lakhs)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Income from other sources	Grants received during the year			Total Available funds (1 + 2 + 3 + 4)	Expenditure incurred	Interest deposited back to the UGC *	Amount pull-back by the RBI on 31.03.2024	Closing Balances (5-6-7-8)
1	2	3	4			5	6	7	8	9
			Sanction No. (i)	Date (ii)	Amount (iii)					

- Bank details in which interest earned by University grant deposited in UGC bank accounts as under:-

Name of the bank	Name of the account holder	Saving bank account No.	IFSC code	Amount deposit through RTGS	UTR No. & Dated

Component wise utilization of grants:

S. No.	Name of the head	General	SC	ST	Total
1	Opening Balance				
2	Grant received from UGC for 2023-24				
3	Income other sources				
4	Interest Earned				
5	Total Funds available (1+2+3+4)				
6	Expenditure incurred				
7	Interest refunded to UGC				
8	Amount pull back by the RBI on 31.03.2024				
9	Amount transferred to Commercial Bank as on 31-03-2024				
10	Unspent balance available (5-6-7-8-9)				

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
 (ii) Unadjusted advances
 (iii) **Total**

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under Salary/Recurring/Creation of Capital Assets has been according to the requirements, as prescribed in the guidelines issued by UGC and the performance/targets achieved for the year to which the utilization of the fund resulted.

Date :

Place :

Signature with seal of the University
Finance Officer

Signature with seal of the University
Vice-Chancellor

Statement of expenditure of Salary (36) Grant for the financial year 2023-24

It is certified that salary grant of Rs.....(Rupees) was released by the University Grants Commission for the financial year 2023-24, to the towards salary (36) grant as detailed below :-

Head		Amount (Rs.)
Opening Balance as on 1.4.2023		
(+) Grant paid during the year 2023-24		
Sub-Total		
Internal Receipts without interest earned on the UGC grant (2023-24)		
Interest Earned on the grant received during the year 2023-24		
Total		
Less: Interest remit to UGC bank account		
Less : Expenditure incurred during 2023-24		
	Allocation	Expenditure
Regular Faculty Salary		
7 th CPC arrear on Faculty Salary		
Regular Non-Faculty Salary		
7 th CPC arrear on Non-Faculty Salary		
Other Components for the items which is not included in the salary namely leave encashment, LTC, Children Education Allowance, Retirement Benefit and Medical Reimbursement.		
Total		
Amount pull back by the RBI		
Amount transferred to Commercial Bank as on 31-03-2024		
Balance available as on 1.4.2024		

1. **Certified that out of Rs..... of grants in aid sanctioned during the year 2023-24 in favour of under UGC's letter No. given as above and Rs..... on account of unspent balance of the previous year, and a sum of Rs..... internal generation, a sum of Rs..... has been utilized for the purpose of salary (36) of the University for which it was sanctioned and that the balance of Rs..... remaining unutilized towards the grant in aid payable during the next year 2024-25.**
2. **Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that the money was actually utilized for the purpose for which it was sanctioned.**

**Finance Officer
Seal of the University**

**Vice Chancellor
Seal of the University**

GFR 12 – A
[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE
PROVISIONAL UTILIZATION CERTIFICATE FOR THE YEAR 2023-24 IN RESPECT OF
RECURRING (31) GRANT

1. Name of the Scheme **Block Grant to Central Universities**
2. Whether Salary/Recurring/Creation of Capital Assets: **Recurring**
3. Grants position at the beginning of the Financial year
(i) Cash in Hand/Bank
(ii) Unadjusted advances
(iii) **Total**
4. Details of grants received, expenditure incurred and closing balances: (Actual)

(Rs. In lakhs)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Income from other sources	Grants received during the year			Total Available funds (1 + 2 + 3 + 4)	Expenditure incurred	Interest deposited back to the UGC *	Amount pull back by the RBI on 31.03.2024	Closing Balances (5-6-7-8)
			Sanction No. (i)	Date (ii)	Amount (iii)					
1	2	3	4			5	6	7	8	9
			Sanction No. (i)	Date (ii)	Amount (iii)					

• Bank details in which interest earned by University grant deposited in UGC bank accounts as under:-

Name of the bank	Name of the account holder	Saving bank account No.	IFSC code	Amount deposit through RTGS	UTR No. & Dated

Component wise utilization of grants:

S. No.	Name of the head	General	SC	ST	Total
1	Opening Balance				
2	Grant received from UGC for 2023-24				
3	Income other sources				
4	Interest Earned				
5	Total Funds available (1+2+3+4)				
6	Expenditure incurred				
7	Interest refunded to UGC				
8	Amount pull back by the RBI on 31.03.2024				
9	Amount transferred to Commercial Bank as on 31-03-2024				
10	Unspent balance available (5-6-7-8-9)				

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
(ii) Unadjusted advances
(iii) **Total**

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under Salary/Recurring/Creation of Capital Assets has been according to the requirements, as prescribed in the guidelines issued by UGC and the performance/targets achieved for the year to which the utilization of the fund resulted.

Date :

Place :

Signature with seal of the University
Finance Officer

Signature with seal of the University
Vice-Chancellor

**STATEMENT OF EXPENDITURE OF RECURRING (31) GRANT FOR THE FINANCIAL YEAR
2023-24**

It is certified that Recurring grant of Rs..... (Rupees) was released by the University Grants Commission for the financial year 2023-24, to the towards Recurring (31) grant as detailed below :-

Head		Amount (Rs.)
Opening Balance as on 1.4.2023		
(+) Grant paid during the year 2023-24		
Sub-Total		
Internal Receipts excluding interest earned on the UGC grant (2023-24)		
Interest Earned on the grant received during the year 2023-24		
Total		
Less: Interest remit to UGC Bank account		
Less Expenditure incurred during 2023-24		
	Allocation	Expenditure
Regular Pension including Pensionary Benefits		
Scheme namely (i) Travel Grant, (ii) Conference /Seminars / Workshops / Symposia / Short Term Training Programmes, (iii) Publication Grant, (iv) Visiting Professors/Visiting Fellows, (v) Day Care Centre, (vi) Basic Facilities for Women, (vii) Faculty Development Programme (FDP) and (viii) Establishment of Career and Counselling Cell in Universities.		
Non-Salary (against UGC allocation)		
Non-Salary (against Internal Receipts)		
Non-NET Fellowship for M. Phil. / Ph.D.		
One Time Special Grant if any		
Total		
Amount pull back by the RBI		
Amount transferred to Commercial Bank as on 31-03-2024		
Balance available as on 1.4.2024		

1. Certified that out of Rs..... of grants in aid sanctioned during the year 2023-24 in favour of under UGC's letter No. given as above and Rs..... on account of unspent balance of the previous year, and a sum of Rs..... internal generation, a sum of Rs..... has been utilized for the purpose of recurring (31) of the University for which it was sanctioned and that the balance of Rs..... remaining unutilized towards the grant in aid payable during the next year 2024-25.
2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that the money was actually utilized for the purpose for which it was sanctioned.

Finance Officer
Seal of the University

Vice Chancellor
Seal of the University

GFR 12 – A

[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE

PROVISIONAL UTILIZATION CERTIFICATE FOR THE YEAR 2023-24
IN RESPECT OF CREATION OF CAPITAL ASSETS-35

1. Name of the Scheme : **Block Grant to Central Universities**
2. Whether Salary/Recurring/Creation of Capital Assets : **Creation of Capital Assets-35**
3. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank
 - (ii) Unadjusted advances
 - (iii) **Total**
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

(Rs. In lakhs)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the UGC*	Grants received during the year			Total Available funds (1 + 2 – 3 + 4)	Expenditure incurred	Closing Balances (5 - 6)
			Sanction No. (i)	Date (ii)	Amount (iii)			
1	2	3	4			5	6	7

*Bank details of Interest deposited back to the UGC.

Name of the bank	Name of the Account holder	Saving Bank account No.	IFS Code	Amount (in Rs) Deposited through RTGS	UTR No. & dated

Component-wise utilization of grants:

Sr. No.	Details	General	SC	ST	Total
1	Opening Balance				
2	Grant received from UGC for 2023-24				
3	Income from other sources				
4	Interest Earned				
5	Total Funds available (1 +2+3+4)				
6	Expenditure incurred during the year				
7	Interest refunded to UGC				
8	Unspent balance available (5-6-7)				

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted advances
- (iii) **Total**

Certified that I have satisfied myself that the conditions on which grants were sanctioned have been duly fulfilled/are being fulfilled and that I have exercised following checks to see that the money has been actually utilized for the purpose for which it was sanctioned:

- (i) The main accounts and other subsidiary accounts and registers (including assets registers) are maintained as prescribed in the relevant Act/Rules/Standing instructions (mention the Act/Rules) and have been duly audited by designated auditors. The figures depicted above tally with the audited figures mentioned in financial statements/accounts.
- (ii) There exist internal controls for safeguarding public funds/assets, watching outcomes and achievements of physical targets against the financial inputs, ensuring quality in asset creation etc. & the periodic evaluation of internal controls is exercised to ensure their effectiveness.
- (iii) To the best of our knowledge and belief, no transactions have been entered that are in violation of relevant Act/Rules/standing instructions and scheme guidelines.
- (iv) The responsibilities among the key functionaries for execution of the scheme have been assigned in clear terms and are not general in nature.
- (v) The benefits were extended to the intended beneficiaries and only such areas/districts were covered where the scheme was intended to operate.
- (vi) The expenditure on various components of the scheme was in the proportions authorized as per the scheme guidelines and terms and conditions of the grants-in-aid.
- (vii) It has been ensured that the physical and financial performance under ~~Salary/Recurring~~ Creation of Capital Assets has been according to the requirements, as prescribed in the guidelines issued by UGC and the performance/targets achieved for the year to which the utilization of the fund resulted.

Date :

Place :

Signature with seal of the University
Finance Officer

Signature with seal of the University
Vice-Chancellor

**STATEMENT OF EXPENDITURE UNDER CAPITAL ASSETS (35) GRANT FOR THE FINANCIAL
YEAR 2023-24**

It is certified that Capital grant of Rs. (Rupees.....) was released by the UGC for the Financial Year 2023-24 to thetowards Capital Assets (35) grant as detailed below:-

Head		Amount (Rs in lakhs)	
Opening Balance as on 01.04.2023			
Grant received during the year			
Sub Total			
Internal Receipts excluding interest earned on the UGC grant during the year			
Total			
Less Expenditure incurred during the year			
		Allocation	Expenditure
I	Books / Journal E-resource (perpetual)		
II	ICT enabled infrastructure for online learning		
III	Small Equipments/ laboratory		
IV	Campus Development (for construction of roads, providing electricity, water, laying/renovating sewerage lines, plantation and development of the land etc.)		
V	Other infrastructure which are not included (i) to (iv) (Please specify)		
VI	Additional grant, if any		
	TOTAL Expenditure incurred (35) - I to VI		
	Less: Interest on grant deposited back to UGC		
	Balance available as on 01.04.2024		

1. Certified that out of Rs..... of grants-in-aid sanctioned during the year in favour of (Name of University) under UGC's letter No. dated and Rs. on account of unspent balance of the previous year, and an amount of Rs.....as internal generation, a sum of Rs. has been utilized for the purpose of Capital Assets (35) of the university for which it was sanctioned and that the balance of Rs....., after depositing the interest on Grant of Rs.....back to UGC, is remaining unutilised grants will be adjusted towards the grants-in-aid payable during the next year
2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/ are being fulfilled and that the money was actually utilised for the purpose for which it was sanctioned.

Signature with seal of the University
Finance Officer

Signature with seal of the University
Registrar

