



सत्यमेव जयते

विश्वविद्यालय अनुदानआयोग
University Grants Commission
मानवसंसाधनविकासमंत्रालय, भारतसरकार
(Ministry of Human Resource Development, Govt. of India)
बहादुरशाहजफरमार्गनईदिल्ली- 110 002
Bahadurshah Zafar Marg, New Delhi-110002
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ज्ञान-विज्ञान विमुक्तये

No. F. 72-5/2017 (CU)

02nd November, 2017

CIRCULAR

- 3 NOV 2017

The Ministry of Finance, Department of Expenditure vide its OM No.F. 14(3) /2015 – EII(A) dated 08th March, 2017 has formulated the General Financial Rules, 2017 (GFRs 2017) which take effect with immediate effect. The provisions of GFRs 2017 are deemed to be applicable to Autonomous Bodies except to the extent to the bye law of an Autonomous Body provides separate Financial Rules which have been approved by the Government.

Keeping in view of the above, all the UGC funded Central Universities and UCMS are requested to submit the Utilisation Certificate in the appended format.

Yours faithfully,

(Sushma Rathore)
Under Secretary

Copy to :-

- ✓ 1. The Publication Officer, UGC New Delhi for uploading on UGC website and CU Portal.
2. JS (IUCs/NFCs)/JS (DU)/JS(DC& BHU Colleges) for issuing similar instructions.

(Sushma Rathore)
Under Secretary

GFR 12 – A

[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR THE YEAR in respect of **Salary**

1. Name of the Scheme
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	Interest deposited back to the UGC	Grants received during the year			Total Available funds (1 + 2 – 3 + 4)	Expenditure incurred	Closing Balances (5 - 6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

	General	SC	ST	Total
Opening Balance				
Interest Earned/other sources				
Total Funds available (1+2)				
Expenditure incurred				
Unspent balance available (3-4)				

Details of grants position at the end of the year

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

P.T.O.

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

GFR 12 – A

[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR THE YEAR in respect of **Recurring**.

1. Name of the Scheme
2. Whether Salary/Recurring/Creation of Capital Assets:.....**Recurring**.....
3. Grants position at the beginning of the Financial year
 - (iv) Cash in Hand/Bank
 - (v) Unadjusted advances
 - (vi) 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)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

	General	SC	ST	Total
Opening Balance				
Interest Earned/other sources				
Total Funds available (1+2)				
Expenditure incurred				
Unspent balance available (3-4)				

Details of grants position at the end of the year

- (iv) Cash in Hand/Bank
- (v) Unadjusted advances
- (vi) Total**

P.T.O.

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

GFR 12 – A

[(See Rule 238 (1))]

FORM OF UTILIZATION CERTIFICATE

UTILIZATION CERTIFICATE FOR THE YEAR in respect of **Creation of Capital Assets**

1. Name of the Scheme
2. Whether Salary/Recurring/Creation of Capital Assets: **Creation of Capital Assets**
3. Grants position at the beginning of the Financial year
 - (vii) Cash in Hand/Bank
 - (viii) Unadjusted advances
 - (ix) 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)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

	General	SC	ST	Total
Opening Balance				
Interest Earned/other sources				
Total Funds available (1+2)				
Expenditure incurred				
Unspent balance available (3-4)				

Details of grants position at the end of the year

- (vii) Cash in Hand/Bank
- (viii) Unadjusted advances
- (ix) Total**

P.T.O.

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.
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Signature with seal of the University
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