



GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
BUDGET BRANCH
NABANNA, HOWRAH

No. 782 - F.B.

Dated: Howrah, 5th September, 2017

Memorandum

Sub: - Introduction of online system for submission of Utilization Certificate for Centrally Sponsored Schemes

It was under active consideration of State Government for some time past to introduce online system for submission of Utilization Certificate of Centrally Sponsored Schemes for better understanding of utilization of funds and release of subsequent instalments by Finance Department.

2. Accordingly, a new functionality for preparation of Utilisation Certificate for the funds received from Government of India has been introduced in the **"Online Credit Confirmation-cum-Release of Funds for Centrally Sponsored Schemes"** portal. The functionality can be operated using the same user I.D. and password of "Online Credit Confirmation-cum-Release of Funds for Centrally Sponsored Schemes". **Henceforth, all utilisation certificates for funds released by the Government of India should be prepared by using this functionality.**

3. The Approving Official's Name, Designation has first to be entered. This is a **Master Record** and it has to be entered **once** only. Then the Utilisation Certificate has to be prepared using the **next menu named "utilisation preparation"**. During preparation of the Utilisation Certificate the name of the scheme, the online file No. against which the fund was originally released and G.O. No. of the Government Of India under which the fund was released have to be captured from the drop-down menu. The Head of Account -wise amount of fund utilised for both State share and Central share have to be entered.

4. Subsequently, the Utilisation Certificate has to be generated from the next menu and printed. After signature of the Approving Authority the Utilisation Certificate is to be uploaded using **"Utilisation upload menu"**.

Another copy of the Utilisation Certificate has to be sent to respective Ministry of Government of India.

5. No fund will be released until Utilization Certificates for last Financial Year is uploaded by concerned Administrative Department.

6. Utilization Certificates sent to Government of India upto 31st July, 2017 should be uploaded by concerned Administrative Department immediately.


(H. K. Dwivedi)

**Principal Secretary
to the Government of West Bengal
Finance Department**

No.782/1(300) - FB

Dated: Howrah, 5th September, 2017

Copy forwarded for information & necessary action to :

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001,
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001,
3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064,
4. The Sr. P.S. to the Chief Secretary, Government of West Bengal.
5. The Additional Chief Secretary/Principal Secretary/Secretary, Department.
6. The Director of Treasuries & Accounts, West Bengal, Mitra Building, 8 , Lyons Range, Kolkata - 700 001.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I 81/2/2, Phears Lane Kolkata 700 012
8. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II P-1 Hyde Lane Kolkata 700 012

9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III IB Market, 1st Floor, Salt Lake, Sector-III Kolkata 700 106.
10. The Commissioner,Division
11. District Magistrate, District.
12. The Treasury Officer,Treasury.
13. Shri Sumit Mitra, Network Administrator, Finance Department, for uploading this order in the Finance Department's Website.



(D. Bhattacharyya)
Joint Secretary
to the Government of West Bengal
Finance Department