राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.)-177005
[An Institute of National Importance under Ministry of Education (शिक्षा मंत्रालय)]

क्रमांक एनआईटी/एचएमआर/एबी-4/2024/ १०९५   दिनांक- 13/09/2024

STANDARD OPERATING PROCEDURE FOR PROJECT UTILIZATION CERTIFICATION

1. Principal Investigators (PI) shall prepare the statement of expenditure / Utilization certificate for respective projects.

   List of key documents –

   A) Project expenditure register along with duly head wise maintained by PI consisting recurring & non-recurring expenditure along with subheads details respectively.

   B) Interest Sheet duly certified by the bank.

   C) Statement of Expenditure / Utilization Certificate

   D) Project File duly maintained by PI.

2. The PI concerned will submit the statement of expenditure / utilization along with relevant documentation to the concerned Head of Department.

3. Concerned Head of Department shall forward the same to the Dean (Research and Consultancy) on the **same day of submission**.

4. The R&C section will exercise check and verify the same and forwards it to DR (F&A) within **two days of submission.**

5. Accounts section will scrutinize the Utilization certificate / Statement of Expenditure with relevant records submitted and Project expenditure registers duly maintained by PI. The accounts section will scrutinize the utilization certificate to Registrar Office **within five (05)** days of receipt for single UC. The time limit can exceed **upto seven days (07) days** in case of submission of bulk UCs in same time in accounts section.

6. The Utilization Certificate / Statement of Expenditure shall follow the reverse path from competent authority to Principal Investigator on the same day as certified by competent authority.

7. Necessary entry for the asset created out of project grant may be got carried out by the PI in the asset register of the institute for the proper accounting and to avoid audit ojection.

8. Further, it is the sole responsibility of Project Investigator to maintain the project record at his/her own end and submission of UC/SE as per actual expenditure booked in concerned head.

                                                            Registrar,
                                                            NIT, Hamirpur (HP).

CC;

1. The Director, NIT Hamirpur for kind information please.
2. All Deans/HODs/PIs(Through HoDs) for necessary action please.
3. Deputy Registrar (F&A) / Astt. Registrar (R&C) for necessary action.
4. F.I. (Computer Centre), NIT Hamirpur H.P. for uploading the same on Institute website.