

FORM GFR 12 - A

[(See Rule 238 (1)]

FORM OF UTILIZATION CERTIFICATE FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION

UTILIZATION CERTIFICATE FOR THE YEAR 2016-2017 in respect
of recurring/non-recurring
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme: **Environmental Information System (ENVIS)**
2. Whether recurring or non-recurring grants : **Recurring**
3. Name of the Grantee Org.: **Department of Environmental Science, University of Kalyani, Nadia, West Bengal, India**
4. Grants position at the beginning of the Financial year
 - (i) Cash in Hand/Bank: **0.00**
 - (ii) Unadjusted advances: **0.00**
 - (iii) Total: **0.00**
5. Details of grants received, expenditure incurred and closing balances: [Actuals]

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govt.	Grant received during the year			Total Available funds (1+2-3+4)	Expenditure incurred	Closing Balances (5-6)
			1	2	3			
			Sanction No. (i)	Date (ii)	Amount (iii)			
Nil	n/a	n/a	: Sanction No11/060 /2004-EI (Vol. II)	27 th April, 2016 and	50,000	11,52,300	11,28,383	23,917
Nil	n/a	n/a	and Sanction No11/060 /2004-EI (Vol. II)	16 th June, 2016	11,02,300			

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total
4,50,000	7,02,300	Nil.	11,52,300

Details of grants position at the end of the year

(i) Cash in Hand/Bank: **23,917.00**

(ii) Unadjusted Advances: **0.00**

(iii) Total: **23,917.00**

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 **ENVIS Scheme** has been according to the requirements, as prescribed in the guidelines issued by Govt. of India and the performance/targets achieved statement for the year to which the utilization of the fund resulted in outcomes given at Annexure - I duly enclosed.
- (viii) The utilization of the fund resulted in outcomes given at Annexure - I duly enclosed (to be formulated by the Ministry/ Department concerned as per their requirements/ specifications.)
- (ix) Details of various schemes executed by the agency through grants-in-aid received from the same Ministry or from other Ministries is enclosed at Annexure -II (to be formulated by the Ministry/Department concerned as per their requirements/ specifications).

Date:

Place: *Kalyani*

[Signature]
Signature with seal *17.5.17*

Finance Officer
University of Kalyani

Name: *Mridul Kundu*
Chief Finance Officer
(Head of the Finance)

Signature with seal

Name: *[Signature]*
Head of the Organisation

REGISTRAR
University of Kalyani
Kalyani, Nadia-741236
West Bengal

(Strike out inapplicable terms)

FORM GFR 19-A
[See Rule 212(1)]

Form of Utilization Certificate

Sl. No.	Letter / Sanction No. and date	Amount (Rs.)
1	Sanction No. 11/60/2004-EI(Vol. II) dated 27th April 2016 dated 16th June 2016	Rs. 50,000 Rs. 11,02,300

Certified that out of Rs. 11,52,300/- (Rupees Eleven lakh Fifty Two thousand and Three hundred only) of grants-in-aid sanctioned for the year 2016-17 in favour of ENVIS Centre at Kalyani University, West Bengal, under this Ministry/Dept. letter/order no. given 11/60/2004-EI(Vol. II) dt 27/04/2016 and 16/06/2016 respectively, in the margin and Rs. N.A. on account of unspent balance of the previous year a sum Rs. 11,28,383/- (Rupees Eleven lakh Twenty Eight thousand Three hundred and Eighty Three only) has been utilised for the purpose for which it was sanctioned and that the balance for Rs. 23,917/- (Rupees Twenty Three thousand Nine hundred and Seventeen only) remaining unutilized at the end of the year has been surrendered to the Government (vide cheque/DE No. dated) / will be adjusted towards grant-in aid payable during the next financial 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 I have exercised the following checks to see that the money was actually utilised for the purpose for which it was sanctioned.


Kinds of checks exercised :-

1. Ledger
2. Voucher
3. Bank Account
4. Stock Register

Signature 
 Designation **Prof. Debasish Das**
 Coordinator (In-Charge)
 Enviro Center on Environmental Bio Technology
 Department of Environmental Science
 University of Kalyani

Signature 
 Designation **Finance Officer**
 Date
 University of Kalyani

Signature 
 Designation **REGISTRAR**
 Date
 University of Kalyani
 Kalyani, Nadia-741235
 West Bengal


 J. Bandyopadhyay, Proprietor
 M. No.- 057861
 for DEBASIS BANDYOPADHYAY & CO.
 Chartered Accountants




AUDITOR'S REPORT

We have audited the attached Statement of Income and Expenditure Account for the year ended 31st March 2017 in respect of the **ENVIS Centre on ENVIRONMENTAL BIOTECHNOLOGY** in the Department of Environmental Science, University of Kalyani, sanctioned by the Ministry of Environment & Forests, vide letter no. 11/60/2004-EI(Vol. II) dated 27th April 2016 and 16th June 2016 and report that :

1. The Income and Expenditure Account have been audited on the basis of books of accounts and vouchers made available and explanations furnished to us.
2. The expenditures have been incurred by the university as per financial terms and conditions, as appears from the records produced before us.

Place : Kalyani
Date : 06/05/2017




Debasis Bandyopadhyay, Proprietor,
(M. No. – 057861)
For DEBASIS BANDYOPADHYAY & CO.
Chartered Accountants
Firm Registration No. – 324338E

STATEMENT OF INCOME & EXPENDITURE

for the financial year ended 31st March 2017

Audited Statement of Income and Expenditure in respect of the **ENVIS Centre on ENVIRONMENTAL BIOTECHNOLOGY** in the Department of Environmental Science, University of Kalyani, sanctioned by the Ministry of Environment & Forests vide sanction letter ref. 4/1/WB/2002/2NVIS(PT) dated 14th March, 2002

<u>INCOME</u>		<u>EXPENDITURE</u>	
Particulars	Amount (Rs)	Particulars	Amount (Rs)
Unspent balance c/f	-	Manpower	7,02,300.00
Grant received from the Ministry of Environment & Forests letter no. 11/60/2004-EI(Vol. II) dated 27th April 2016 dated 16th June 2016	50,000.00 11,02,300.00	Othres (Data Collection & Contingency)	2,97,719.00
		Mobile Apps developing and Outreach Activity	43,065.00
		Travelling and Training	85,299.00
		<i>Total Expenditure for the year</i>	11,28,383.00
		Unspent Balance in hand	23,817.00
	11,52,300.00		11,52,300.00


Place : Kalyani
Dated : 06/05/2017


.....
Coordinator
Prof. Debasish Das
Coordinator (In-Charge)
Envis Center on Environmental Bio Technology
Department of Environmental Science
University of Kalyani


.....
Audit & Accounts Officer/Finance Officer
Finance Officer
University of Kalyani


.....
Registrar
REGISTRAR
University of Kalyani
Kalyani, Nadia-741235
West Bengal

In terms of our report of even date


Debasis Bandyopadhyay, Proprietor
For Debasis Bandyopadhyay & Co.
Chartered Accountants



UTILISATION CERTIFICATE

(TO BE SENT IN DUPLICATE TO MINISTRY OF ENVIRONMENT AND FORESTS)

For the Financial year 2016-17(April, 2016 to March, 2017)

1. Title of the Project	ENVIS Centre on 'Environmental Biotechnology'
2. Name of the Organization/ Institute where ENVIS Centre is located	Dept. of Environmental Science University of Kalyani Kalyani, Nadia - 741235, West Bengal
3. Principal Investigator/ Coordinator of ENVIS Centre	Prof. Debasish Das, ENVIS Coordinator(I/C)
4. Ministry of Environment & Forests letter No. and date of establishment of Centre	: MoU signed between MoEF and Univ. 4/1/WB/2002/ ENVIS (PT), 14th March 2002 Date : 14.03.2002
5. Amount brought forward from the previous year quoting Ministry of Environment & Forests letter no. and date on which the authority to carry forward the said amount was given.	₹ Nil
6. a) Amount sanctioned/received from Ministry of Environment & Forests during the financial year 2016-17 (Please give No. and dates of sanction showing the amount paid)	: Sanction No11/060/2004-EI (Vol. II) Sanction Dt: 27.04.2016 ₹50,000/- and-Sanction No11/060/2004-EI (Vol. II)- Sanction Dt: 16.06.2016 ₹11,02,300/-
b) Interest earned during the year, if any, on Saving Bank A/c.	N/A
7. Total amount that was available for expenditure (including commitments) incurred during the financial year (S.No.5+ S.No.6)	₹ 11,52,300/-
8. Actual expenditure incurred from April' 01, 2016 to March' 31, 2017 (excluding/including commitments)	₹11,28,383/-
9. Balance amount available at the end of financial year (upto 31 st March)	₹23,917/-
10. Unspent balance refunded if any (Please give- details of Cheque/DD No. etc.)	N/A
11. Amounts allowed to be carried forward to the next Financial year vide - letter No. and date	N/A

Certified that the expenditure ₹11,28,383/- (Rupees Eleven lakhs twenty eight thousand three hundred eighty-three only) as mentioned against Column 8 was actually incurred on the Project/Scheme for the purpose for which it was sanctioned.

Place: University of Kalyani, Kalyani

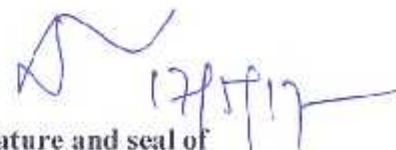
Date: 17/05/2017



Signature and seal of the
ENVIS Coordinator
Prof. Debasish Das
Coordinator (In-Charge)
Envis Center on Environmental Bio Technology
Department of Environmental Science
University of Kalyani



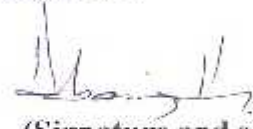
Signature and seal of the
Accounts Officer
Finance Officer
University of Kalyani



Signature and seal of
Head of the Organization

REGISTRAR
University of Kalyani
Kalyani, Nadia-741235
West Bengal

Ministry is kindly requested to accord permission to reimburse/carry forward the amount of ₹23,917/- from financial year 2016-17 to financial year 2017-18 for expenditure.



(Signature and seal of
Head of the ENVIS Centre Das
Coordinator (In-Charge)
Envis Center on Environmental Bio Technology
Department of Environment Science
University of Calicut

Note: The approval of the Ministry for carry forward of unspent balance of grants from one financial year to the next may kindly be obtained. This procedure is to be followed after every financial year i.e. after 31st March every year. For this purpose utilization certificate in the prescribed Proforma (in duplicate) should be submitted within thirty days from the end of the financial year i.e. 30th April of the year.

Accepted and countersigned

COMPETENT AUTHORITY
MINISTRY OF ENVIRONMENT & FORESTS

**Ministry of Environment & Forests
Environmental Information System (ENVIS)**

EXPENDITURE STATEMENT

(To be sent in duplicate to Ministry of Environment & Forests)


For the Financial year 2016-17 (April, 2016 to March, 2017)

I. Expenditure Statement


Sl. No.	Sanctioned Object Head	Amount Sanctioned (in ₹)	Expenditure incurred (in ₹)	Available balance (in ₹)
1	Manhours/ Manpower	7,02,300/-	7,02,300/-	Nil
2	Others (Database development, website maintenance, printing of Newsletters, contingency, stationery, consumables, AMC, Internet charges etc.)	3,00,000/-	2,97,719/-	2,281/-
	Mobile apps developing and outreach activity	50,000/-	43,065/-	6,935/-
3	Travel & Training	50,000/- (First Phase) – 50,000/- (Second Phase) – 1,00,000/-	85,299/-	14,701/-
	TOTAL	11,52,300/-	11,28,383/-	23,917/-

II. Further requirements of funds for the financial year 2017-18.

Sl. No.	Object Head	Amount sanctioned during last financial year 2016-17 (in ₹)	Amount required for the present financial year 2017-18 (in ₹)	Justification for additional budget
1	Manhours/ Manpower	7,02,300/- for two post (Program Officer and Information Officer)	13,08,800/- For three posts	[Dr. Anusaya Mallick, Programme Officer: @ Rs. 42,000/- p.m.] [Mr. Sourav Banerjee, Information Officer: @ Rs. 37,000/- p.m.] [One new post for GIS specialist, grid mapping, Bhuvan portal, remote sensing etc @ Rs. 30,000/-p.m.]
	<p>1. Our Program Officer is an experience and efficient person. She has more than 10 years research experience in various fields. She is working more than 6 years in this centre.</p> <p>2. Our Information Officer is really an efficient computer technician. He can manage entire web related matters pertaining to our project work since 2005. He is an experienced person more than 17 years in Envis activities.</p> <p>3. One new post of GIS specialist is required for additional works.</p>			
2	Others	3,00,000/-	3,60,000/-	
	(Database development, website maintenance, printing of Newsletters, contingency, stationery, consumables, AMC, Internet charges etc.)			
	Mobile apps development, preparation for Video clipping on thematic based (Documentary on Biotechnological applications) and outreach activity	50,000/-	1,00,000/-	Mobile apps preparation and to organized seminar, awareness and training programmes, school/village sensitization programme Video clipping on thematic based documentary on Biotechnological applications
3	Travel etc.	1,00,000/-	1,50,000/-	To attained the Seminar, Workshop, Training programme. Field Survey related to ENVIS Centre in National level
	Total	11,52,300/-	21,18,800/-	


**Signature and seal of the
ENVIS Coordinator
Prof. Debasish Das**

Coordinator (In-Charge)
Envis Center on Environmental Bio Technology
Department of Environmental Science
University of Kalyani


Head of the Organization

REGISTRAR
University of Kalyani
Kalyani, Nadia-741236
West Bengal