

### **Guidelines for filling the UC/SoE**

- a. Form 1 should provide details of the expenditure done through company contribution only.
- b. Form 2 should provide the details of expenditure done through BIRAC contribution only
- c. Form 3 is the statement of expenditure and should include details of expenditure done head wise. Please note that the contribution, expenditure and carried forward amounts mentioned in UC should be in sync with the amounts mentioned in the SoE.
- d. Totalling is to be thoroughly checked before submitting the documents
- e. Details of the equipment purchased should be clearly indicated in the asset acquired certificate (form 4). The amount of expenditure mentioned in form 4 and the equipment column of SoE should be in sync with each other.
- f. Equipment purchase should be strictly in accordance with the GLA.
- g. Manpower hiring should be in accordance to the details submitted in the final proposal.

**Utilization Certificate for Company Contribution**  
(For the period from \_\_\_\_\_ to \_\_\_\_\_)

		(Amount in Rs.)
1.	Proposal/GLA Ref. No.	
2.	Title of the Project	
3.	Name of the Company	
4.	Name of Project Coordinator	
5.	Date of start of the project	
6.	Company's Contribution during this period to the no-lien account	Bank account no:
		Rs.
7.	GST input credit availed through company contribution, if any	
8.	Actual expenditure from company's contribution to the no-lien account <i>(expenditure made by the company from any account other than no lien would not be considered towards the project cost)</i>	
<p><b>Certified that an amount of Rs. _____ lakhs mentioned against Sl. No. 8 has been utilized on the project for the purpose as per the agreement executed by the Company with BIRAC.</b></p> <p><b>Date:</b></p>		

(Project Coordinator)

(Finance Officer of the Company)

(Head of the Company)

(Chartered Accountant)

Membership No:

UDIN No:

**Utilization Certificate for BIRAC Contribution**  
(For the period from \_\_\_\_\_ to \_\_\_\_\_)

		(Amount in Rs)
1.	Proposal/GLA Ref. No.	
2.	Title of the Project	
3.	Name of the Company	
4.	Project Coordinator	
5.	Date of start of the Project	
6.	No lien Bank Account No.	
7.	Amount brought forward from the previous period	
8.	Amount received from BIRAC during this period	
9.	Other receipts on the BIRAC grant, if any a. GST Input Tax Credit availed b. Interest earned	
10.	If no interest earned, then the reason for same may be provided	
11.	Total amount that was available for expenditure during this period (Sl nos. 7+8+9)	
12.	Actual expenditure (excluding commitments) Incurred during the period (Statement of Expenditure is enclosed)	
13.	Unspent Balance, if any (= Sl No. 11-12)	
<p>Certified that an amount of Rs. _____ lakhs mentioned against Sl. No.11 has been utilized on the project for the purpose for which it was sanctioned. Certified that the conditions on which the grants in aid and/or loan was sanctioned have been duly fulfilled / are being fulfilled and that the checks have been exercised to see that the money was actually utilized for the purpose for which it was sanctioned.</p> <p>Date: _____</p>		

(Project Coordinator)

(Finance Officer of the Company)

(Head of the Company)

(Chartered Accountant)

Membership No:

UDIN No:

Statement of Expenditure

(For the period from \_\_\_\_\_ to \_\_\_\_\_)

(Amount in Rs.)

Item	Part A: Receipt details						Part B: Expenditure details			Part C: Balance/ Unspent amount		
	Unspent balance brought forward from the previous period			Contribution by company during this period	Contribution by BIRAC during this period	Total amount available during this period	Actual Expenditure incurred during the period			Balance/Unspent amount (Amount to be carried forward to the next period)		
	by company	by BIRAC	Total				by company	by BIRAC	Total	by company	by BIRAC	Total
1	2a.	2b.	2 (2a.+2b.)	3a.	3b.	3 (2 + 3a+3b)	4a.	4b.	4 (4a.+4b.)	5a (2a.+3a.-4a.)	5b (2b.+3b.-4b.)	5(5a+5b)
<b>(A) Non –Recurring (Details of items procured and/or ordered to be provided in form 4)</b>												
(1) Equipments												
(2) Accessories												
<b>Total A</b>												
(1) Manpower (Details in form 6)												
(2) Consumables												
(3) Travel												
(4) Contingency												
(5) Outsourcing												
<b>Total B</b>												
Interest earned (C)												
GST Input Tax Credit availed (D)												
<b>Net Total (A+B+C+D)</b>												

(Project Coordinator)  
Company seal

(Finance Officer)

(Head of the Company)

(Chartered Accountant)

**Detail of Capital Assets**

**Form 4**

<b>Details of Capital Assets acquired and Insurance Status (as a part of the project)</b>							
Date of procurement	Invoice No.	Amount (Rs)	Name and Particulars of Capital Assets (as per GLA)	Period of Insurance	Amount insured	Coverage	Date of Renewal
<b>A. THROUGH BIRAC FUNDS</b>							
<b>B. THROUGH COMPANY'S CONTRIBUTION</b>							

**Date:**

**(Project Coordinator)**

**(Finance Officer)**

**(Head of the Company)**

**(Chartered Accountant)**

Company seal

Membership No:

UDIN No:

**Details of Committed Expenditure  
Form 5**

<b>S. No.</b>	<b>Head of Expenditure</b>	<b>Particulars</b>	<b>Tentative Amount (Amount in Rs.)*</b>	<b>Tentative date of Actual Expenditure</b>
<b>BIRAC contribution</b>				
1.	Equipment			
2.	Accessories			
3.	Manpower			
4.	Consumables			
5.	Travel			
6.	Contingency			
7.	Outsourcing			
<b>Company contribution</b>				
1	Equipment			
2	Accessories			
3	Manpower			
4	Consumables			
5	Travel			
6	Contingency			
7	Outsourcing			

**\* Supporting documents like purchase order, quotation, performa invoice etc. has to be annexed.**

\*should include only those expenditure which are done during the course of the project and for which the payment is still to be made

