

Government of West Bengal
Irrigation & Waterways Department
Jalasampad Bhavan, 3rd Floor, Salt Lake City, Kolkata- 700091

No. 87-IA/IW-14016(13)/1/2024 (E 948793)

Date:19/07/2024

From: Shri B. Chattopadhyay
Deputy Secretary to the Government of West Bengal,
Irrigation & Waterways Department.

To:

1. Executive Engineer,
Investigation & Planning Division(SOUTH).
2. Executive Engineer,
Metropolitan Drainage Mechanical Division.
3. Executive Engineer ,
Purulia Investigation Planning Division.
4. Executive Engineer ,
Howrah Irrigation Division.
5. Executive Engineer ,
Damodar Head Work Division.
6. Registrar, I&W Department.

Subject: UC against grant in aid (31-02-V) from F.Y 2015-16 to 2023-24 through WBifms.

In reference to the above subject, the undersigned is directed to request above mentioned DDO's to follow the "SOP cum Guidelines regarding Online UC Submission" (enclosed) to submit Utilization Certificate (U.C) against grant in aid (31-02-V) online through WBifms portal.

This is urgent.

Enclo: As stated.

B
19/7/24
Deputy Secretary to the
Govt. of West Bengal

No. 87-IA/1(1)/IW-14016(13)/1/2024 (E 948793)

Date:19/07/2024

Copy forwarded for information to:

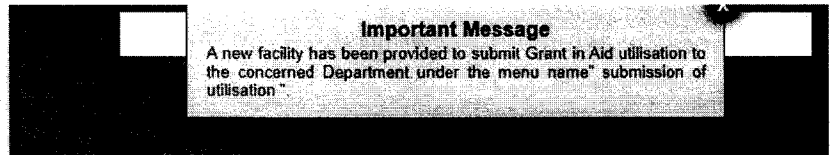
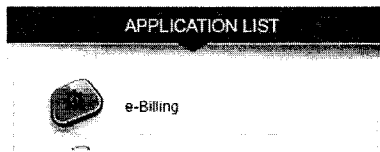
- ✓ 1. The Executive Engineer, DVC Study Cell & Public Relation Officer & Statistical Cell, I&W Dte.

To take necessary action to upload this with enclosure in department's website.

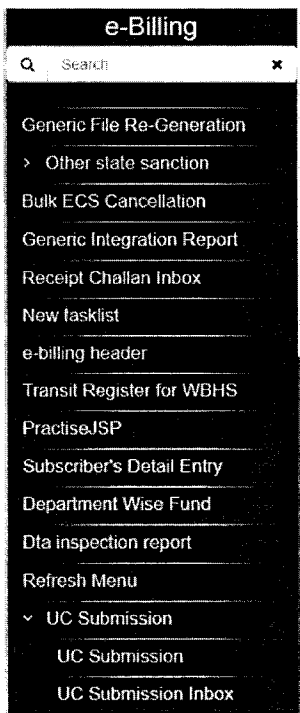
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19/7/24
Deputy Secretary to the
Govt. of West Bengal

SOP cum Guidelines regarding Online UC Submission

Once Login, DDO will get this notification message for online UC Submission

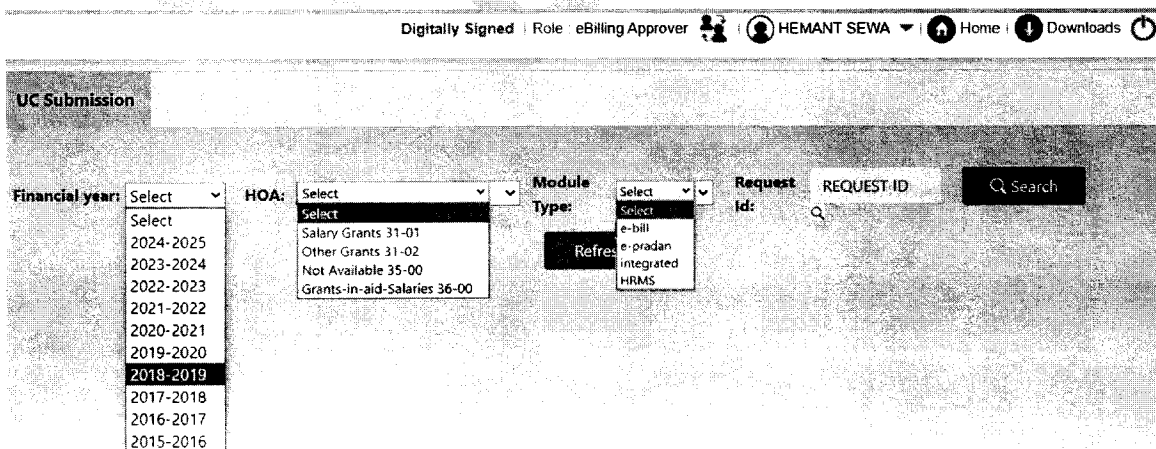


DDO will get UC Submission functionality under e-billing menu.



- From UC Submission Menu, concerned DDO operator/Approver may initiate and complete UC Submission Process.
- From UC Submission Inbox, User will get task (UC ID) in progress

User first select Financial Year, HoA, Type of Bill for which they want to submit UC and click on search Button.



User will get synopsis of total sanction amount, total drawl amount etc.

Financial year: 2018-2019 HOA: Other Grants 31-02 Module Type: e-bill Request Id: REQUEST ID

UC Header Details

Total Sanction Amount :	10534454	Total Drawal:	10534454
Total Approved Utilization:	0	Total Not Approved Utilization:	0
Total Utilization (Total Approved + Total UnApproved):	0		

User has to insert sanction wise UC amount they want to prepare from the sanction details tab. In addition, user can view sanction wise withdrawal amount, unutilized amount, and they can download and view Sanction letter in original.

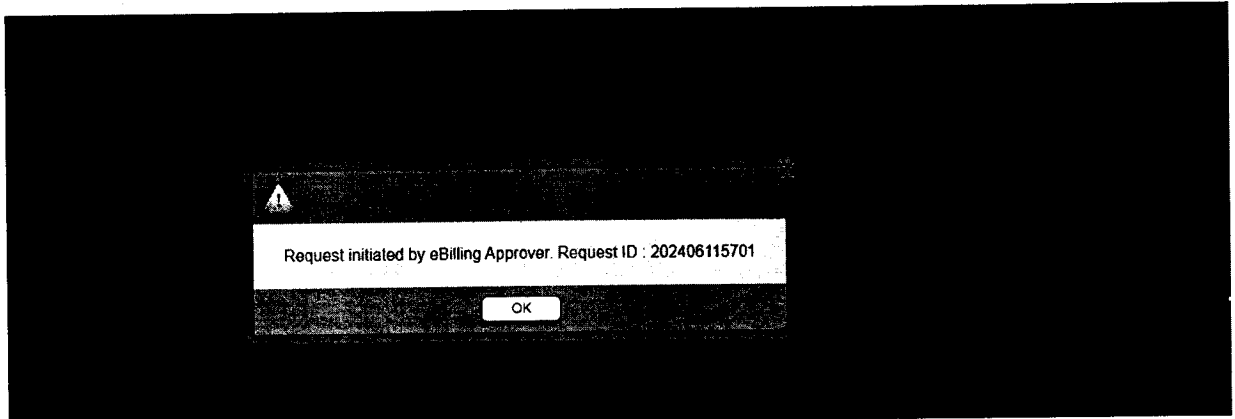
UC Submission **Sanction Details** Drawal Details

Showing 1 to 9 of 9 entries Search: Total Net Sanction Amount: 10534454 UC Amount: 1012000

Include All	Department Name	HOA	Sanction No	Sanction Date	Sanction Authority	Sanction Amount (A)	Withdrawal Amount (B)	Apprent Amount (C)	Utilized Amount (D)	Balance Sanction (A - (C + D)) (E)	UC Amount	Sanction letter
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-04-103-004-31-02-V	804-EN/B-13/2018	11/04/2018	Environment (DEPUTY SECRETARY)	25000	0	0	0	25000	12000	<input type="button" value="UC Details"/>
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	19302/2018	12/04/2018	Environment (DEPUTY SECRETARY)	200000	0	0	0	200000	200000	<input type="button" value="UC Details"/>
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	13002/2018	12/04/2018	Environment (DEPUTY SECRETARY)	1000000	0	0	0	1000000	650000	<input type="button" value="UC Details"/>
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-02-101-002-31-02-V	821-EN/B-11/2018	05/04/2018	Environment (DEPUTY SECRETARY)	400000	0	0	0	400000	150000	<input type="button" value="UC Details"/>
<input type="checkbox"/>	Environment (EN)	16-3435-03-101-002-31-02-V	971-EN/B-06/2018	10/04/2018	Environment (DEPUTY SECRETARY)	1616000	0	0	0	1616000		<input type="button" value="UC Details"/>
<input type="checkbox"/>	Environment (EN)	16-3435-04-103-104-31-02-V	872-EN/B-14/2018	11/04/2018	Environment (DEPUTY SECRETARY)	438000	0	0	0	438000		<input type="button" value="UC Details"/>
<input type="checkbox"/>	Environment (EN)	16-3435-04-103-102-31-02-V	865-EN/B-10/2018	11/04/2018	Environment (DEPUTY SECRETARY)	1400000	0	0	0	1400000		<input type="button" value="UC Details"/>
<input type="checkbox"/>	Environment (EN)	16-3435-04-103-104-31-02-V	873-EN/B-14/2018	10/04/2018	Environment (DEPUTY SECRETARY)	4980054	0	0	0	4980054		<input type="button" value="UC Details"/>

****Selection of sanctions of multiple Departments at a time is restricted. Please select sanctions from the same Department at a time.**

On providing sanction wise UC amount, user needs to confirm and a system generated reference number will be generated. In future, User can track their task on the basis of this reference number.



After that user can see total sanction amount he selected for UC generation, and the amount for which DDO has committed to submit UC

UC Submission Sanction Details Drawal Details Sanction Amount against which user is providing UC Amount of which UC is being prepared by User

Showing 1 to 9 of 9 entries Search: Total Net Sanction Amount: 1625000 UC Amount: 1012000

Include All	Department Name	HOA	Sanction No	Sanction Date	Sanction Activity	Sanction Amount (₹)	Withdrawal Amount (₹)	Unutilized Amount (₹)	Utilized Amount (₹)	Balance Sanctioned (₹)	UC Amount	Save/Print/View
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	13002/2018	12/04/2018	Environment (DEPUTY SECRETARY)	102000	0	0	65000	35000	65000	
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-103-004-31-02-V	884-EN/8-13/2018	11/04/2018	Environment (DEPUTY SECRETARY)	25000	0	0	12000	13000	12000	
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-103-002-31-02-V	521-EN/8-11/2018	05/04/2018	Environment (DEPUTY SECRETARY)	400000	0	0	150000	250000	150000	
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-031-21-02-V	1/3020/2018	12/04/2018	Environment (DEPUTY SECRETARY)	200000	0	0	200000	0	200000	

Then move to Drawal Details Tab, to view details of all the bills passed against those HoAs mentioned in the sanctions selected

UC Submission Sanction Details Drawal Details

Showing 1 to 9 of 9 entries Search: Total UC Amount: 1012000 Total Drawal Amount: 0

Include All	Department	HOA	Bill No	Bill Date	Gross Amount (₹)	Net Amount (₹)	Un-Utilized Amount (₹)	UC Amount (₹)	TV No	TV Date	Bill Purpose	Bill Print/View
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	34	25/04/2018	200000	200000	200000	0	3435/8	27/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	33	25/04/2018	414500	414500	414500	0	3435/7	27/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	31	25/04/2018	1000000	1000000	1000000	0	3435/9	27/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-04-103-004-31-02-V	13	12/04/2018	4980954	4980954	4980954	0	3435/5	16/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-002-31-02-V	14	12/04/2018	1616000	1616000	1616000	0	3435/5	16/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-002-31-02-V										

User can view Purpose of the Bill from the View Button, and even he can view the PDF copy of the Bill.

UC Submission Sanction Details Drawal Details

Showing 1 to 9 of 9 entries Search: Total UC Amount: 1012000 Total Drawal Amount: 0

Click on the PDF sign to view the bill

Include All	Department	HOA	Bill No	Bill Date	Gross Amount (₹)	Net Amount (₹)	Un-Utilized Amount (₹)	UC Amount (₹)	TV No	TV Date	Bill Purpose	Bill Print/View
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	34	25/04/2018	200000	200000	200000	0	3435/8	27/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	33							27/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-001-31-02-V	31							27/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3485-04-103-004-31-02-V	13							16/04/2018	view	+
<input checked="" type="checkbox"/>	Environment (EN)	16-3435-03-101-002-31-02-V	14	12/04/2018	1616000	1616000	1616000	0	3435/5	16/04/2018	view	+

STATUS SURVEY OF FRESHWATER PRAWN DIVERSITY IN PURBA MEDINIPUR PASCHIM MEDINIPUR & JHARGRAM

OK

On clicking plus button against each row, User can view the grantee details and may insert the grantee wise Utilization amount. For integrated bills, Total number of beneficiaries will be shown in a clubbed manner.

Showing 1 to 9 of 9 entries Search: Total UC Amount: 1012000 Total Drawal Amount: 0

Include All	Department	HOA	Bill No	Bill Date	Gross Amount (₹)	Net Amount (₹)	Un-Utilized Amount (₹)	UC Amount (₹)	TV No	TV Date	Bill Purpose	Bill Print/View
<input checked="" type="checkbox"/>	(EN)	16-3435-03-101-001-31-02-V	34	25/04/2018	200000	200000	200000	0	3435/8	27/04/2018	view	+

ECS Benf Name	Payment Type	Benf Amount	Unutilized Amount	Utilization Submitted	Voucher Details
WEST BENGAL BIODIVERSITY BOARD	ECS	200000	200000	200000	
			Total	200000	

click on the + sign to view beneficiary details and put the utilization amount

Save

On clicking save button, bill wise UC amount will be updated.

UC Submission Sanction Details Drawal Details

Showing 1 to 9 of 9 entries Search: Total UC Amount: 1012000 Total Drawal Amount: 1012000

Include All	Department	HOA	Bill No	Bill Date	Gross Amount (₹)	Net Amount (₹)	Un-Utilized Amount (₹)	UC Amount (₹)	TV No	TV Date	Bill Purpose	Bill Print/Benefit Wise
	Environment (EN)	16-3435-03-101-001-31-02-V	31	25/04/2018	1000000	1000000	188000	812000	3435/9	27/04/2018	view	+
	Environment (EN)	16-3435-03-101-001-31-02-V	34	25/04/2018	200000	200000	0	200000	3435/8	27/04/2018	view	+

Now DDO can see the Total Utilized amount, sanction amount etc. in a nutshell in the UC submission tab. From where Operator can forward the request to the approver and generate the report.

UC Submission Sanction Details Drawal Details

UC Submission Form

Financial Year: 2018-2019 HOA: Other Grants 31-02 Module Type: e-bill Request No: 202408115701

UC Header Details

Total Sanction Amount :	1625000	Total Drawal:	1012000
Total Approved Utilization:	1200000	Total Not Approved Utilization:	188000
Total Utilization (Total Approved + Total UnApproved):	1012000		

Click on the "Approve" button will approve the request Click on generate button will generate a report from the DDO end

The report at DDO level will look be as follows:

Government Of West Bengal
Annexure-I
Financial Year: 2018-2019

Account Head: 0100
DDO Code & Name: CAFFENAGI-REGISTRAR ENVIRONMENT DEPTT Request No: 202408115701

Sanction Details				Utilization Details		
Request No	Sanction Date	Sanction Code/Type	Amount	Request No	TV No	Request Amount
191-ENB-112018	11/06/2018	Environment	120000	191ENB	14318	260000
1302/2018	12/04/2018	Environment	200000	191ENB	14318	190000
1706/2018	12/04/2018	Environment	860000			
821-ENB-112018	08/04/2018	Environment	150000			
Total						1912000

In the UC Submission inbox, the e-billing approver will find the request forwarded by the operator or the tasks initiated by the approver.

e-Billing

Generic Help for Generation
Other Staff sanction
Bulk UCs Generation Report
Generic Registration Report
Request Chukran Intax
New Request
e-Billing Header
Transfer Register for WBHS
PractisusSP
Subscribers's Detail Entry
Department Wise Fund
Data inspection report
Refresh Menu
UC Submission
UC Submission
UC Submission Intex

Inbox Details

Show: 10 v. 10 entries Search

Request ID	Request Created Date	Request Amount	Request Status	Sanction Year	HOA	Date in Class	UC Request
202408115701	10/06/2024	900	Request initiated by e-billing Approver UC Submission data modified by DDO Approver - MEMANT 28/05/2018	2018-2019	31-02	1	view
232456193105	10/04/2024	500	Request initiated by e-billing Approver UC Submission data saved by DDO Approver - MEMANT 28/05/2018	2018-2019	31-02	1	view
20281020255	10/06/2024	900	Request initiated by e-billing Approver UC Submission data saved by DDO Approver - MEMANT 28/05/2018	2018-2019	31-02	1	view
202408115701	10/06/2024	18000	Request initiated by e-billing Approver UC Submission data modified by DDO Approver - MEMANT 28/05/2018	2018-2019	31-02	1	view
102408115701	10/06/2024	900	Request initiated by e-billing Approver UC Submission data saved by DDO Approver - MEMANT 28/05/2018	2018-2019	31-02	1	view
202408115701	11/06/2024	1012000	Request initiated by e-billing Approver UC Submission data saved by DDO Approver - MEMANT 28/05/2018	2018-2019	31-02	0	view

Showing 1 to 6 of 6 entries

On clicking Approve, a success message will be shown like this:

UC Submission Selection Details Drawal Details

UC Submission Form

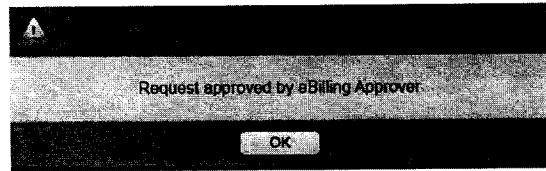
Financial Year: 2018-2017 HOA: CWR Drawl 11-02 Module Type: 4-40 Request ID: 202406115701

UC Header Details

Total Sanction Amount:	1829400	Total Drawal:	1012000
Total Approved Utilization:	1270000	Total Not Approved Utilization:	160000
Total Utilization (Total Approved + Total Unapproved):	1012000		

Click on the "Approve" button will approve the request.

Click on generate button will generate a report from the DDO end.



In future to regenerate the report, DDO can find the Request ID from the Request ID LoV under UC submission menu and can generate the report

Financial year: Select HOA: Select Module Type: Select Request ID: 202406115701 Search

Refresh

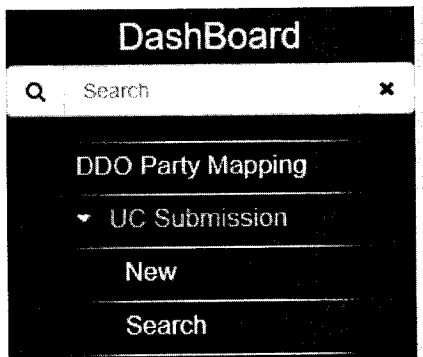
UC Request Details

Showing 1 to 7 of 7 entries Search

Request Id	Request Date	Request Hoa	Request Amount
202406106656	2024-06-10 00:00:00.0	31-02	19000
202406115701	2024-06-11 00:00:00.0	31-02	1012000
202406115703	2024-06-11 00:00:00.0	31-02	28434

Select & Close Cancel

At Department approver end, Authority will find the menu under MIS Dash Board role:



Approver will select Financial Year, HoA Code and click on Search to find the DDO wise requests.

Role: MIS-Fin | TAPAS NANDA GOSWAMI | Home | Downloads

UC Submission

Financial Year: 2024-25 Department Code: EN Environment

NEW HOA Code: [Dropdown]

Refresh

On Clicking No of sanction, User will get the sanction details for which DDO has submitted UC and will get the respective Drawl Details

Sanction Details

Sanction Pdf	No. of Sanction	Sanction Date	Sanction Authority	Net Sanction Amount	UC Amount
	884-ENB-13/2018	11/04/2018	Environment	25000	12000
	U3020/2018	12/04/2018	Environment	200000	200000
	U3002/2018	12/04/2018	Environment	100000	650000
	821-ENB-11/2018	05/04/2018	Environment	400000	150000

Drawal Details

Bill Pdf	TV No	TV Date	Net Drawal Amount	UC Amount
	3435-8	27/04/2018	200000	200000
	3435-0	27/04/2018	1000000	812000

If satisfied, User will generate the Report

UC Submission

Financial Year: 2018-19 Department Code: EN Environment

NEW

HOA Code: 31-02 Other Grants

Result of UC Submission Details

DDO	No. of Sanction	Net Sanction Amount	UC Amount	No. of Drawal	Select All
CAFENA001-REGISTRAR,ENVIRONMENT DEPT.	4	1012000	1012000	2	

User may provide unspent amount of previous year and Kind of checks made by him before generation of the report

Approval & Report Generation

Unspent Amount for Previous Year - **Unspent Amount for Previous Year **

Kind of Checks -

500 Character(s) Remaining

UC Report will look like this:

Govt. of West Bengal
UTILIZATION CERTIFICATE IN RESPECT OF GRANT-IN-AID

- No. 202406115711 Financial Year 2018-2019 Date: 11/06/2024
1. Name of the Grantee Institution(s) : See Annexure
[Attach separate list for more than one grantee]
 2. Sanctioning Authority : See Annexure
 3. Sanction Order No. & Date : See Annexure
 4. Amount Sanctioned : 1625000
 5. Drawing and Disbursing Officer : See Annexure
 6. Treasury/PAO : See Annexure
 - [From where the bill was drawn]
 7. Bill No. & Date : See Annexure
 8. T.V No. & Date : See Annexure
 9. Amount Drawn : 1012000
 10. Unspent balance of previous year, if : 1000
 11. Amount utilized : 1012000
 12. Unspent balance, if any, in current year :
 13. Purpose of utilization : As per sanction

CERTIFICATE

Certified that I have satisfied myself that the condition 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 utilized for the purpose for which it was sanctioned [Applicable in case of unspent balance] The unspent fund has been surrendered to the Government under appropriate head of account vide challan No. Date: / will be adjusted against the grant-in aid to be sanctioned and paid in the current Financial year (applicable in case of returning grant only).

kinds of checks exercised
all necessary checks have been made

Annexure part of the Report:

Annexure-I
Financial Year : 2018-2019

Sanction Details					Utilization Details					
Sanction No	Sanction	Sanction Authority	UC Amount	Sanction net	TV No.	TV Date	Bill No. & Bill	Recipient /Grantee	UC Amount	Bill Amount
884-EN/B-13/2018	11/04/2018	Environment	12000	25000	34358	27/04/2018	34 & 25/04/2018	WEST BENGAL BIODIVERSITY BOARD	200000	200000
1/3020/2018	12/04/2018	Environment	200000	200000	34359	27/04/2018	31 & 25/04/2018	WEST BENGAL BIODIVERSITY BOARD	812000	1000000
1/3002/2018	12/04/2018	Environment	650000	1000000	Total			2	1012000	1200000
821-EN/B-11/2018	05/04/2018	Environment	150000	400000						
Total			4	1012000						

Account 31-02 Department Environment(EN) Department UC 202406115711
DDO Code & CAFENA001-REGISTRAR,ENVIRONMENT DEPTT Treasury Code & Name CAF-PAO-III

In future user will find the UC report from Search sub menu under UC Submission

UC Submission Search

Financial Year:- 2018-19 Department Code:- EN Environment

SEARCH

Utilization Certificate ID: _____

LOV - Google Chrome

uat.wbifms.gov.in/DashBoard/Lov?p/TAXPs10h03NhgcyZQA0TCN8zNhg2DHwYHvb5L...

Working please wait...

Enter Filter Criteria: %

Total records found: 1

Department UC No.	Sanction Date	UC Amount	Bill Amount
202406115711	11/06/2024	31-02	1012000

Search anywhere

Contact Details:

1. Sri Subhasis Mondal, WBA&AS (OSD, e-Governance Group)- 9051812736

2. Sri Subrata Chakraborty, WBA&AS (OSD, e-Governance Group)- 9830571013
3. Mail ID- ifmsuc100@gmail.com

Brief work flow:

For DDO:

1. Select the FY, HoA type, Bill type for UC submission
2. Select the sanction(s) (one department at a time) put UC amount to be submitted from sanction details tab.
3. **Confirm the sanctions to generate UC submission ID**
4. Then select the bills drawn for transferring budgetary funds to Grantee Institutions. Click the plus button against the bill rows. Put the amount of UC received from them.
5. In case integrated consolidated DBT amount will appear on click the plus button against the bill rows.
6. Both sanction UC total and Drawl total is to be matched.
7. Forward(operator)Approve(approver) the UC ID and generate report.

Admin Department:

1. From MIS-Dashboard role find the UC submission menu.
2. Select the FY and search for submitted UCs.
3. Check the DDO wise rows.
4. Generate report putting unspent amount of last FY and kinds of checks
5. Sign the physical report and submit to AGWB physically.