# Government of West Bengal Irrigation & Waterways Department Jalasampad Bhavan, 3<sup>rd</sup> 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:

- Executive Engineer, Investigation & Planning Division(SOUTH).
- 2. Executive Engineer, Metropolitan Drainage Mechanical Division.
- 3. Executive Engineer , Purulia Investigation Planning Division.
- 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.

Deputy Secretary to the Govt. of West Bengal

Date:19/07/2024

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

Copy forwarded for information to: 2. 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.

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.



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

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UC Submissio	n		Ale Andread Land and a state					
Financial year:	Select	HOA:	Select Y	Module	Select 🗸	Request REQUEST ID	Q Search	
	Select 2024-2025 2023-2024 2022-2023		Select Salary Grants 31-01 Other Grants 31-02 Not Available 35-00 Grants-in-aid-Salaries 36-00	Refr	Solect e-bill e-pradan integrated HRMS			
	2021-2022 2020-2021 2019-2020 2018-2019							
	2016-2018							

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



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.

howing	1 to 9 of 9	entries Search:		Total N	et Sanction Amount: 10	534454		NA DU	mount: 10	12000	
include Ali	Department Name	HOA	Sanction No	Sanction Date	Sanction Authority	Sanction Amount A (C)	Withstrawał Amount B (7)	Lapsen) Annount C(1)	Utilized Amount D (C)	Balance Sanction (A. (8+(+D))) (9)	UC San Amount in
12	Environment (EN)	16-3435-04-103- 004-31-02-V	904-EN/8- 13/2018	11/04/2018	Environment (DEPLITY SECRETARY)	25060	c	) o	•	25000	12000
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	Environment	15-5235-04-105-	670-EN/6-	10/04/2015	Environment	4980954		e (	0	0 4980954	

\*\*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 (	<b>Details</b> Drawal D	ietails Sr	inction Amoun	t against which user is	, providing l	UC An	iount of w	hich UC is	being prepa	red by User
Showing	1 to 5 of 9	entries Search:	nal ann aithe an fè	· Total No	et Sanction Amount: 1	625000	j ere	UCA	<b>10</b>	2000	
tne bade Ali	Department None	нси	Sanction He	Sase tion Date	Saucians Authority	Sumition Automati a.co	Withdrawal Amcord B (R)	Lapsed Autourn 1/13	Utilized Ancount D 73	Balanyon Sametron SA (B) (T_1B)) (T)	HE Samture Association
	Environment (EN)	16-3485-09-101- 001-31-02-V	U3802/2018	12,64/2018	Environment (DEPUTY SECRETARY)	1000000			652000	(35056	650000 W
8	Enaronment (EN)	16-3433-06-103- 004-31-02-V	884-EN/8- 13/2016	11/04/2015	Enveronment (DEPUTY SECRETARY)	25000	0	0	12000	15000	12900
۵	Gewinonement (EN)	16-3435-03-101- 002-31-02-V	52.6- EN/8- 11/2018	05/04/2018	Environment (DEPUTY SECRETARY)	400050		٥	150000	250000	150000
۵	Environment (EN)	16-3435-03-101- 091-33-02-V	1/3020/2018	12/04/2018	Environment (DEPUTY SECRETARY)	200900	¢	0	205000	9	200000

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

UC Submission	Sanction D	etails <b>Oreanal Details</b>	ja nako	·	Total UC /	Linoviti 10	enda di Sedana a 11 <b>2000</b>	Si <b>To</b>	tal Orawa	Amount: 0	)		
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	Environment @ND	18-3435-63-193-007-51-92- v	34	25/04/2018	290826	200808	069805	c	14.35/8	27/04/2018	view	<b>→</b> ⊕	
	Environmet (ENI)	16-3935-03-101-001-31-02- V	33	25,04/2018	414500	414900	414500	9. TS 19	9435/7	27/04/2018	View	• Đ	
	Environment (EN)	16-3435-60-101-001-31-02- v	31	25/04/2016	1900030	1009630	1000000	ć	3435/9	27/04/201B	4004	<b>→</b> ⊕	
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	Encrement (ENI	16-3435-05-501-502-14-02- V	14	12,04;2016	1616030	1616000	1615200	c	M\$675	16/04/2016	view	<b>⇒</b> ⊕	
	Environment	16-3435-03-101-002-01-02-	· 			- Allenter		in a start		Frank S.S.		$\sim$	

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

UC Submissio	n Sanction	Details Drawal Details								Click on the	PDF sign to		he bill
	Showing 1 to	9 of 9 entries Search	r.	enn Shilling Astro	Total UC	Amounti 10	012000	Te	tal Drawa	Ampune 0	finiting t		
includ Ail	e Department	ноа	89) No	Bill Date	Grats Arnount (1)	Net Ansount (1)	tin- Litilized Atrount (1)	LIC Aniourt (t)	TVNo	TV Date	Bill Parpose	Bill 's	nt BenefWise
	Environment (EN)	16-3435-03-101-001-31-02- V	34	25/04/2018	200000	200000	269000		3435/8	27/04/2018	view	1	Ð
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	Environment (EN)	16-3435-03-101-001-31-02- V	31	STAT	US SURVEY	OF FRESH	IWATER PR	AWN DIVE	RSITY IN	220078018	view	2	Ð
	Environment (EN)	16-3435-04-103-004-31-02- V	13	PUR	BA MEDINIF	UR PASCH	IM MEDINI	PUR & JHA	RGRAM	16/04/2018	view	- <b>6</b>	Ð
	Environment (EN)	16-3435-03-101-002-31-02- V	14	12/04/2018	1516000	1616000	OK 1616000	. (	3435/5	16/04/2018	view	<b>.</b>	Ð

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 ti	o 9 of 9 entries Search:			Total U	C Amount:	1012000	]	Total Draws	Amount: 0		
Include All	Department	HOA	Bill No	Bill Date	Gross Amount (7)	Net Amount (₹)	Un- Utilized Amount (5)	UC Amount (3)	1¥ No	TV Date	Bill Purpose	Bill PrintBenefWise
-	(EN)	16-3435-03-101-001-31-02-V	34	25/04/2018	200000	200000	200000		0 3435/8	27/04/2018	view	<u>به</u>
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		ECS Benf Name	Paymen Type	t Benef A	mount	Unutilized Amount	Utili Subi	zation mitted	Voucher De	tails 🖓	ck on the	€ sian to
		WEST BENGAL BIODIVERSITY BOARD	ECS		200000		200000	2000do		vie	w benefeci	ny details
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On clicking save button, bill wise UC amount will be updated.

	UC Submission	Sanction [	Details Drawal Details											
5/2mm		Showing 1 to	9 of 9 entries Search:			Total UC	Amount: 10	12000	) To	tel Orinva	Amount: 101	2000		
10100 F2 5 2 8	include All	Department	ноа	Bill No	Bill Date	Gross Amount (₹)	Net Amount (1)	Un Utilized Amount (1)	UC Annount (S)	TV No	T¥ Date	Bill Purpose	Bill Print	BenetWisc
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APPENDING STORES		Environment (EN)	16-3435-03-101-001-31-02- V	31	25/04/2018	1000000	1000000	188000	812000	3435/9	27/04/2018	view	د	Ð
		Environment (EN)	16-3435-03-101-001-31-02- V	34	25/04/2018	200000	200000	0	200000	3435/8	27/04/2018	view	4	Ð

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

								1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1			
$\mathbf{A}$	UC Subi	mission Form									
	Financial Year.	2018-2019	HOA Othe	r Grants 31-02		Module Type	•-581		Request lit	20240611570	
en Satur					UC Hea	der Details					
		Total Sanction Amo	ount:	1625000		Total Dra	wal:	10	12000		will be
		Total Approved Util	lization:	1200000	haanaan in the state of the sta	Total Not	Approved	18	8000		
		Total Utilization (To UnApproved):	otal Approved + Tota	<sup>11</sup> 1012000		C In Law					
			Appro	ve O	Sanction Deta	ils 🛛 🖸 Ge	enerate Repo	1	Back	5 5 1 1	
		Click on the	Approve" butto	n will		Click on	generate bu	itton will ge	enerate a	t.	
		annrove the	request			report fr	om the DDO	end			
		approve the	e request			report fr	om the DDO	end			
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In the UC Submission inbox, the e-billing approver will find the request forwarded by the operator or the tasks initiated by the approver.



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

UC Subanasan Senction UC Suban UC Suban Nema Yee	Details Drawal Details			Annual Environmental	
		UC Header	Details		
	Total Sanction Amount :	1525500	Total Drawat	1012060	s 🐨 general sector de la companya de la comp
	Total Approved Utilization:	1259009	Total Not Approved Uphysicon:	16000	
	Tetal Utilization (Total Approved + Totar UnApproved):	1012000			Request approved by aBilling Approver
	Cäck on the "Approve" button a approve the request	G Seriction Details	Click on generale but report from the DDD e	en will generate •	CK J

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

icial year: Select	- HOA1	Select	- Module Type:	Select	Request Id:	202406115701 Q	Q Search	
					Refresh			
		O LOV - Google Chrome					- <u>a</u> x	
		2 uat wbifms.gov.in/mul	i-lov/showMultiLo	Search.html?7eiA	ErOuNaT7SowKk	GNTFCpx2isXhZGh1xDjh	emDtWi9mnP25f	
				UC Reque	st Detalls			P
		Showing 1 to 7 of 7 entrie	s		Search			
		Requ	estid	Request Date		Request Hoa	Request Amount	
		202406105658	2	024-06-10 0:00.00.0	31-02		19000	
		0 202406115701	2	024-06-11 0:00 00:0	31-02		1012000	
		0 202406115703	2	024-06-11 0:00:00.0	31-02		29434	

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 I (	) TAPAS NANDA GOSW	
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nancial Year:- 2024-	25 👻	Department Code:-	, / Q		li li	
2015-	16					
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2018-	19					
HOA Code 2019-	20					
2020-	21	1:				
2022-	23	afrach				
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On Clicking No of sanction, User will get the sanction details for which DDO has submitted UC and will get the respective Drawl Details

			direktoruna, mandatu di turi diti.				
	Sanction Deta	ils					
	Sanction Pdf No.	of Sanction	Sanction Date	Sanction Authority	Net Sanction Amount	UC Amount	
	a) 884-1	EN/B-13/2018 1	1/04/2018	Environment	25000	12000	
	a) v	3020/2018 1	2/04/2018	Environment	200000	200000	
	a) v	3002/2018 1	2/04/2018	Envronment	1000000	650000	
	821-	EN/B-11/2018 0	5/04/2018	Environment	400000	150000	
	Ŷ					1958211.1-1.52	
- 10 - 10 - 10 - 10 - 10 - 10 - 10 - 10	a Santa I						
		Drav	val Details	3			ۍ ۱
> Receipt		Bill Pd	IF TV No		TV Date	Net Drawal Amount	UC Amount
> CIS		Ð	3435/8	27/04/20	18	200000	200000
> FBiling		ම	3435/9	27/04/20	18	1006096	812000
Lound		:				78F36.	

# If satisfied, User will generate the Report

a construction and a construction of the const			lot on Annual Annual	ectano natifica na man
UC Submission				
Financial Year:- 2018-19 - Department Code:- EN	Environment			
- NEW				
HOA Code:				
Search Refresh				
Result of UC Submission Details				
			Search:	
DDO No. of Serrection	Net Sanction Amount	UC Amount	No. of Drawat	Select All
CAFENADO1-	1012000	1012000	2	Ø

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

Unspent Amount for Previous Year:-	1		**Unspent Amount for Previous Year **
Kind of Checks-			
	500 Charac	cter(s) Remaining	
		Generate Rep	port

UC Report will look like this:

# Govt. of West Bengal

		UTILIZATION CENTIFICAT	C REALEST OF GRANT PERC	
No. 202406115711		Financial Year:	2018-2019	Date: 11/06/2024
1.Name of the Grantee Institution(s)	See Annexure			
[Attach seperate list for more than one grantee				
2.Sanctioning Authority	See Annexure			
3.Senction 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 santioned 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

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1

all necessary checks have been made

#### Annexure part of the Report:



Annexure-I Financial Year : 2018-2019 Environment/EN)

Account	31-02							Depa	rtment UC	2024061157	11
DDO Code &	CAFENA	001-REGISTRAR,EN	RONMENT DE	PTT.			Treasur	y Code & Name	CAF-PAO-III		
ſ		Sanction Details	3					Utilization D	zhate		
Senction No	Sanction	Senction Authority	UC Amount	Sanction net	TV No.	TV Date	Bill No. & Bill	Recipien	/Grentee	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 BO	. BIODIVERSITY ARD	200000	200000
1/3020/2018	12/04/2018	Environment	200000	200000	34359	27/04/2018	31 & 25/04/2018	WEST BENGAL BO	. BIODIVERSITY ARD	812000	1000000
1/3002/2018	12/04/2018	Environment	650000	100000		Total			2	1012000	1200000
821- EN/B- 11/2018	05/04/2018	Environment	150000	400000	-						
тс	otał	4	1012000	1625000							
Lucenter	ANDRO.	1	·转点的而G		- 						

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

Ш¢.,

Department

Financial Year:- 2018-19 V Department Code:- EN								
SEARCH	🕑 LOV - Google Chrome							
Utilization Certificate ID	2 uat.wbifms.gov.in/DashBoard/Lov?p/tAXPs10h03NhqcyZQA0TCN8zNttg2DHwYf4vb5c							
Search Refresh	Working please watt Enter Filter Criteria.	i Santi						
	Fotal records found: 1							
	202406115711 11700/2024	31-92						
	in de la companya de Companya de la companya de la company	Salar Class						

# **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.