UTILIZATION CERTIFICATE PORTAL

http://necucportal.nic.in

USER MANUAL FOR IMPLEMENTING AGENCIES OF N.E STATES

North Eastern Council Secretariat

Ministry of Development of North Eastern Region

Government of India

NEC Secretariat, Nongrim Hills, Shillong-793003

Amendment Log

Version Number	Date	Change Number	Summary of Changes	Sections Changed
1.0	20 th June 2017	-	First Release	-

Abbreviations

- 1. NIC National Informatics Centre
- 2. NEC North Eastern Council
- 3. UC Utilization Certificate

Table of Contents

1.	Im	plementing Agency	
	>	Introduction	5
		Update Details	6
		Change Password	9
		Login Page	10
	\triangleright	Home Page	10
	\triangleright	Notifications	11
		Generate UC	13
		Generate GFR19	- 17
	\triangleright	Upload UC	19
		Upload Photos	21
	\triangleright	Upload Reports	23
		Logout	23
2.		eports	2.4
		Report Page	
		Status of outstanding UCs	
		Status of outstanding UCs(Sector/State-wise)	
		Completed UCs	
		NEC Project Listing	
		NEC project Listing by Searching	
		Agency Listing	
		Agency Listing by Searching	
		NEC UC Report	
		NEC UC Status(Agency-wise)	40
_	~		
3.	Cc	ontact Us	41

Workflow

The North Eastern Council is the nodal agency for the economic and social development of the North Eastern Region which consists of the eight States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura.

NEC funds the implementation of different schemes and projects in NER.

Once the project is approved for financial support, the funds are released in installments of the approved project cost based on the availability of budget.

When the fund is released and utilized, Utilization Certificate (UC) is to be submitted in the form of GFR 12-C specifying the amount that has been utilized for the concerned project.

The subsequent installments will normally be released on submission of UCs (for both NEC and State Share in case of major head 3601-Grants to State Governments) for the previous release.

Implementing Agency

File UC with counter signature of the Implementing Agency & Secretary of the concerned Department.



Planning Department

The filed UC is checked and then forwarded with the counter signature of Planning Department of the concerned State or returned back with comments.



NEC

The uploaded UC is checked by the concerned NEC Sector and approved or returned with comments to concerned Planning Department which in turn will forward it to the concerned Implementing Agency for rectification and re-submission of the UC

Released: June 2017

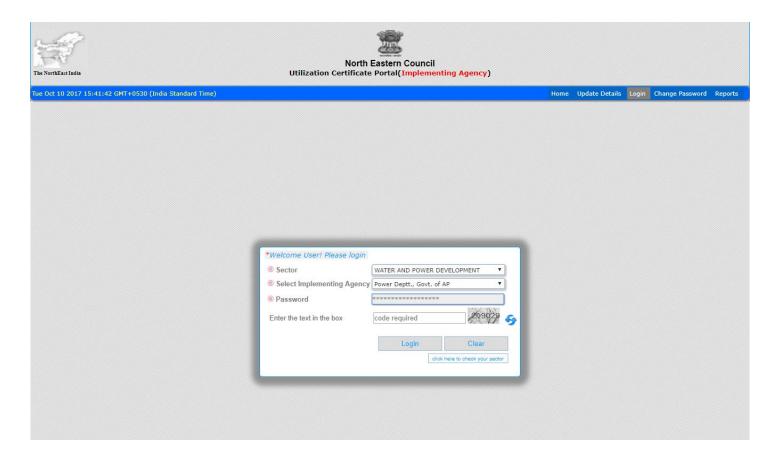


Utilization Certificate Portal User Manual for Implementing Agency (Only for NEC Schemes & Projects falling under Major Head 3601)

An implementing agency which has not filed Utilization Certificates for the amounts released by NEC can file the same through this portal.



Click on the **Implementing Agency** to get the Agency Home Page.



In the home page there are 3 other links:

- 1. **Update Details**: To change the Agency details.
- 2. Change Password: To change the Agency Password.
- 3. **Reports**: To check the reports.

All the Agency will be provided a letter by NEC regarding the login details in the UC portal before the Launch of this portal.

Generation of Agency Code:

The respective Planning Departments of the State are authorized to generate the Letter regarding the Login Details. The steps include

- 1. First go to http://necucportal.nic.in
- 2. Click on Planning link
- 3. Select Planning Department from dropdown
- 4. Enter Username and Password
- 5. Provide Captcha as displayed and Login
- 6. Click on Generate Agency ID at the top

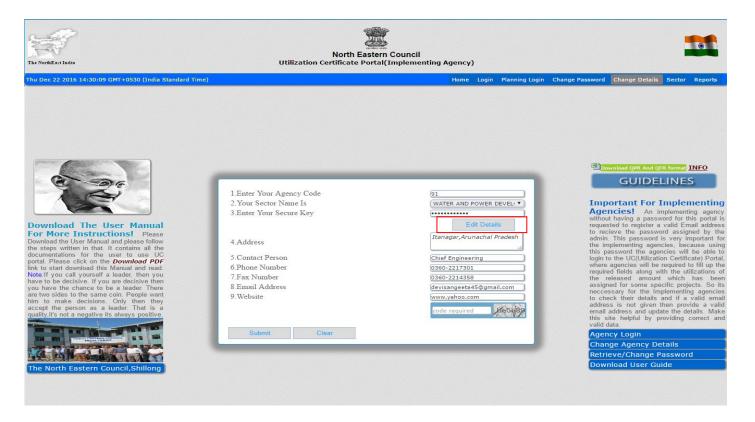
6 | 4 0 Version 1.0.0 Released: June 2017 7. Select any agency and click on Submit

A PDF file will be generated which you can then print and send to concerned agency.

Note: Make sure not to send this to the wrong agency!

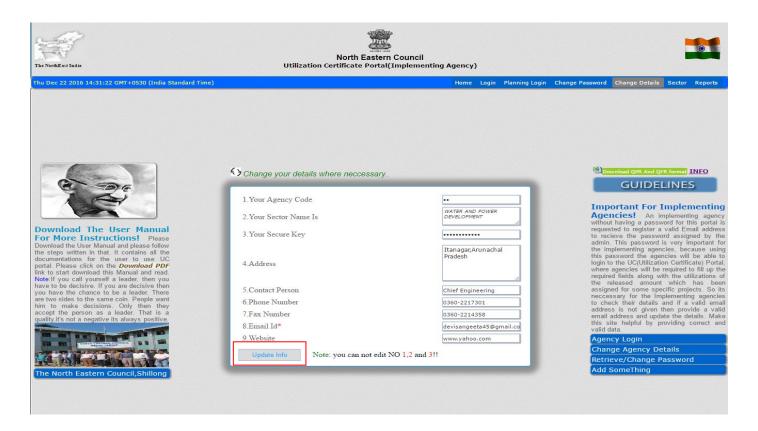
In the letter you have your implementing agency code and the secure key which is very important. In Change Details link the agency has to provide the agency code and secure key in the respective field to check whether all the information about the agency is correct or not and most importantly to check whether the email id is provided or not. The agency need to provide their email id because all the information (eg: Password/notifications etc) will be forwarded via their email id. The agency can provide their email id by filling up the email address box as shown below:

Click on the **Update Details** link and provide the Agency Code and the Secure Key.



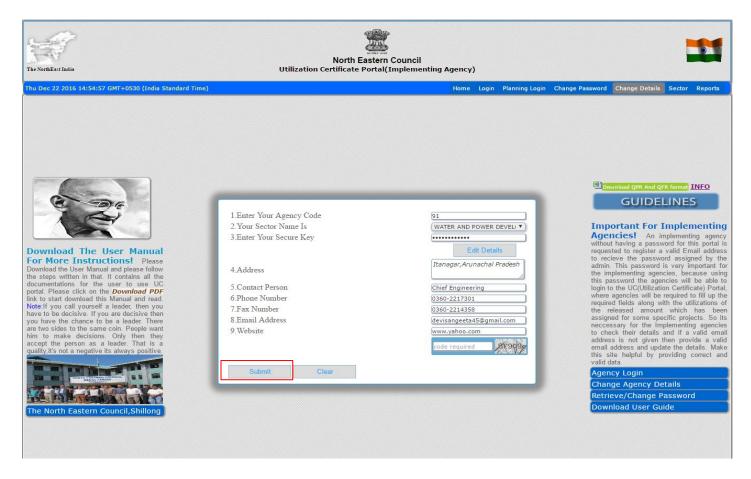
Click the Edit Details button if you need to update your email id and other information.

The following page will appear and the details can be edited. Once edited, click on the Update Info button.

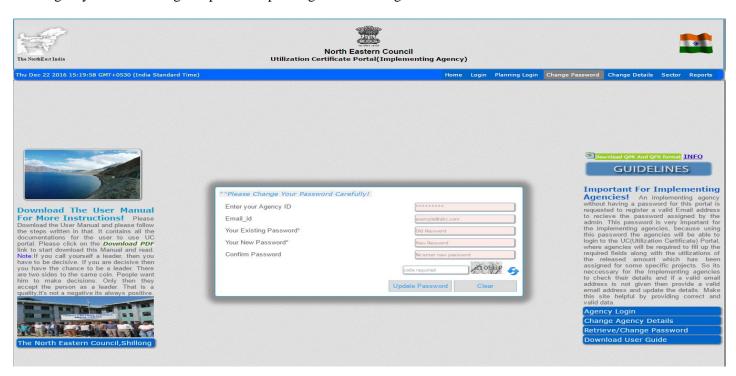


After updating, the page will be redirected to the Change Details link. Please make sure all the data you have fed is correct by giving the agency code and secure key again in the Change Details page and if it is so then please click Submit button to save the updated information as well as to get the password via email.

You will be getting a system generated mail containing the password and other information through the email address you have provided.

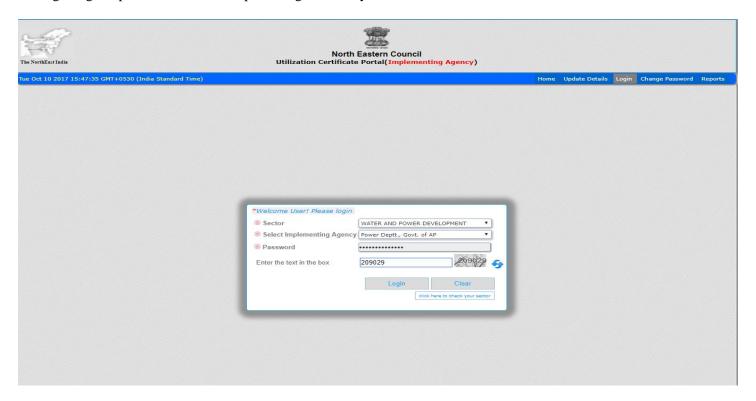


If the agency wants to change its password please go to the Change Password link to do so.



Here the agency needs to provide the secure key and the email id which is confidential and the new password. If any provided data mismatches, you will not be able to change your password. So be careful when you are changing your password. A confirmation mail will be sent to you with the new password.

After getting the password the next step is to login to the system.



In this login page, the agency needs to select sector and implementing agency and provide the password and captcha to login. After login the system will lead you to the Agency Dashboard displaying the details of the Projects with pending UC and on-going UC. On clicking the buttons the respective list will be displayed.

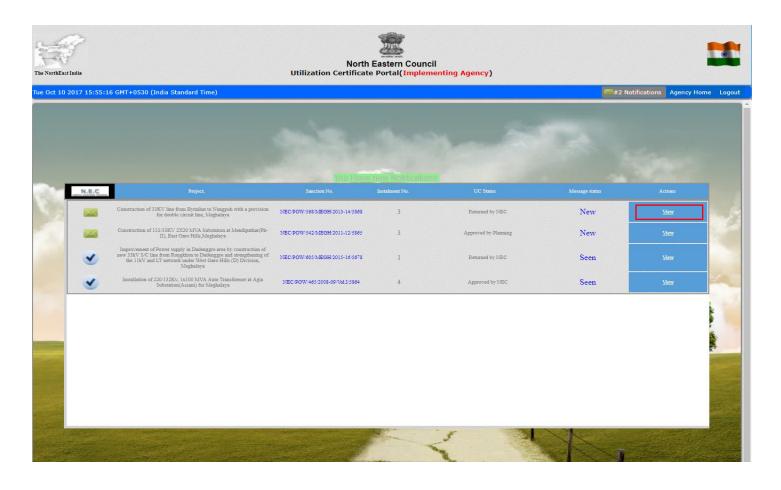


The Home Page displays a list of menus.

A. Notifications

The UC approval or rejection by Planning Deptt. Or NEC will be notified to the Agency by the Notification Menu. On clicking the **Notification** link we get the following page listing the approved and rejected UCs.

Then click on the **View** option to see the details.



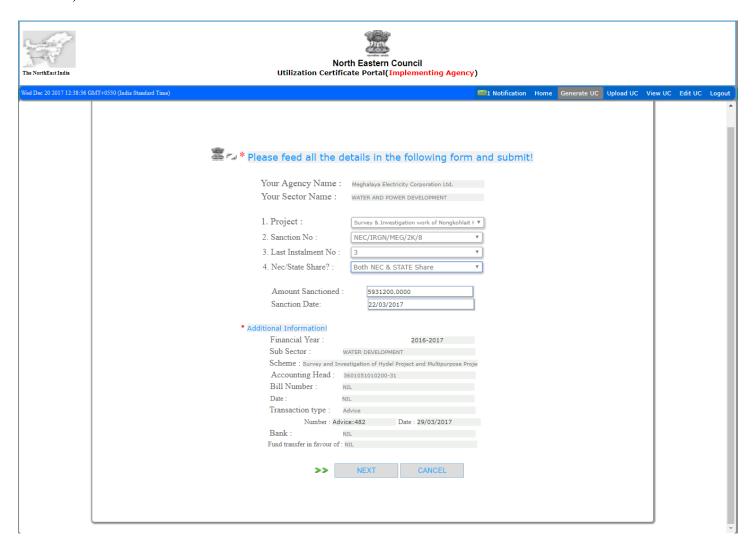


B. Generate UC

Click on this link to generate UC. Choose the appropriate project with the sanction details, **NEC/State Share** and then click **NEXT**

The NEC/State Share has 3 following options

- a) NEC Share has to be selected when the UC to be filed is for the NEC Share alone.
- b) State Share has to be selected when the UC to be filed is for the State Share alone.
- c) Both NEC & State Share has to be selected when the UC to be filed is for both the NEC & State Share.



a) If the **NEC Share** is selected then the following page displays



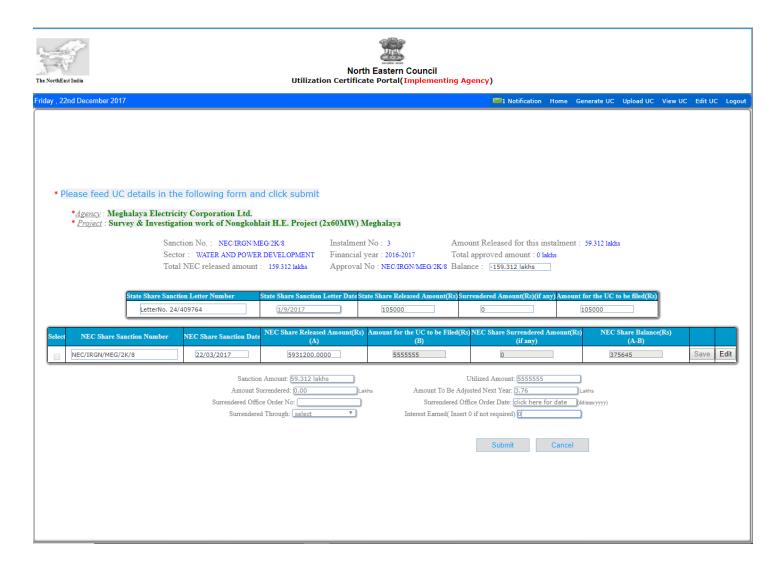
Here select the check option then enter the Amount for which the UC is to be filed and the Surrendered Amount (if any) and then click on the **Save** button. Then finally click the **Submit** button.

b) If the **State Share** is selected then the following page displays.

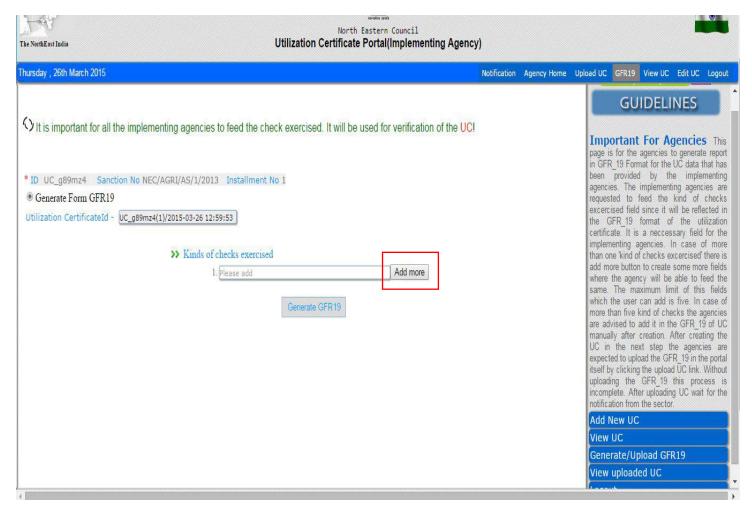


Here enter the State Share letter No, Date and the released Amount and the amount for which the UC is to be filed and the Surrendered Amount (if any) and then click on the **Submit** button.

c) If **Both NEC & State Share** is selected then the following page displays



Here enter the State Share letter No, Date and the released Amount and the amount for which the UC is to be filed and the Surrendered Amount (if any) and then select the check option and enter the Amount for which the UC is to be filed and the Surrendered Amount (if any) and then click on the **Save** button. Then finally click the **Submit** button.



After successful submission of the UC this page will appear where the agency needs to provide the type of check done on the utilization certificate, please add type of check in the GFR which you are going to generate. It could be one or could be many, so according to your preferences please add type of check in the GFR which you are going to generate. Click on **Add more** button for adding more than one type of checks.

The next step is to generate the GFR:

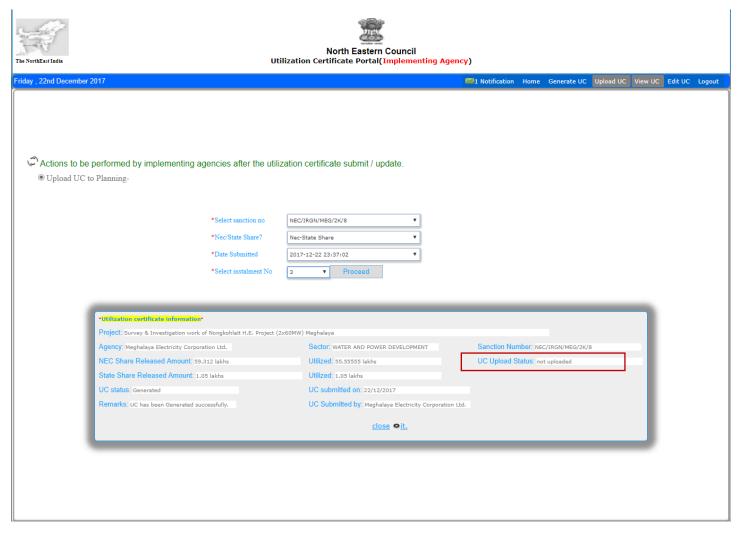
Click on the button Generate GFR19 button

10/10/2017

		FORMS	
	F	ORMS GFR 1	9-A
	(See Governmen	t of India's Decision	(1) below Rule 150)
	FORM OF	JTILIZATION (CERTIFICATE
			1.Certified that out of Rs. 75.44 Lakhs of Grants-in-Aid sanctioned during the year 2015-2016 in favour of under the North
Sl.No Letter l	No. & Date	Amount	Eastern Council Secretariat's Letter No. NEC/POW/605/MEGH/2015-16/5678 date:
	05/MEGH/2015- ted 18/03/2016	7544000.00	18/03/2016 and Rs on account of unspent balance of the previous year, a sum of Rs. 6.68 Lakhs has been utilized for the purpose of Improvement of Power supply in Dadenggre area by construction of new 33kV S/C line from Rongkhon to Dadenggre and strengthening of the 11kV and LT network under West Garo Hills (D) Division, Meghalaya for which it was sanctioned and that the balance of Rs. 68.76 Lakhs remaining unutilized at the end of the year which will be adjusted
Plan Scheme have been see that the money was a	duly fulfilled are bein actually utilized for the	ng fulfilled and t	towards the grants-in-aid payable during the next year. which the Grants-in-Aid was sanctioned unde hat I have exercised the following checks to hich it was sanctioned.
Kinds of checks excerci-			
 sfdsg ergregre 			
1. sfdsg ergregre			Signature
1. sfdsg ergregre			Signature Designation
1. sfdsg ergregre			
l. sfdsg ergregre)/73 Dated	Designation
	. F.114(I) E.11(A)/73 Dated	Designation Date

C. <u>Upload UC</u>

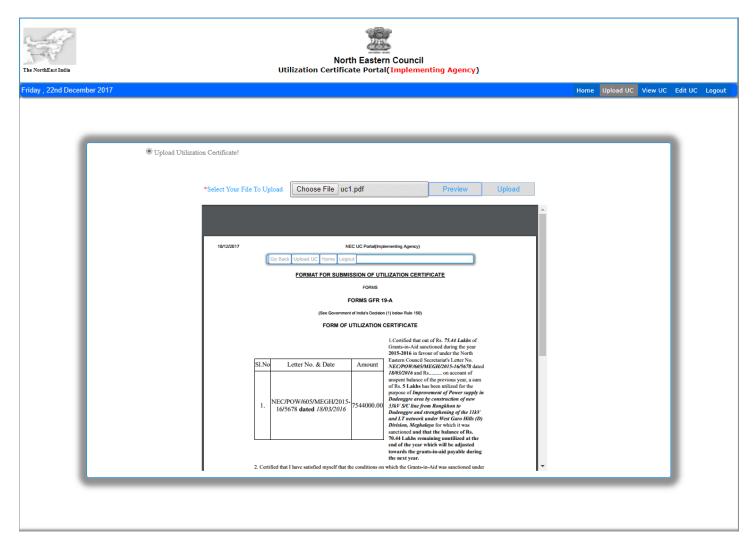
So after generating the GFR, please don't forget to print it and take signature of the concerned officials. In the next step the GFR needs to be uploaded to the system so that the Planning can verify on the uploaded UC.



Click the upload utilization certificate radio button as shown above and fill up the form. Provide the information for which you want to upload the UC.

*Other two links

- 1. Regenerate Utilization Certificate: To regenerate the GFR, Provide the necessary information.
- 2. View/Download Utilization Certificate: To View or Download the GFR which has been uploaded and to view other details about a particular UC.



Here you will be uploading the GFR for the UC you have created above. Please always preview the GFR upload. Only PDF documents are supported

Once the UC is uploaded an email is forwarded to the respective Planning Dept.



GOVERNMENT OF INDIA MINISTRY OF DEVELOPMENT OF NORTH EASTERN REGION NORTH EASTERN COUNCIL SECRETARIAT NONGRIM HILLS: SHILLONG

Note: This is a system generated mail from NEC UCPORTAL

Dear Planning Dept. Govt. of Meghalaya,

The UC has been uploaded for the Sanction no: NEC/POW/568/MEGH/2013-14/5868 dated 19/06/2017 on 10-10-2017 10:42:54

Installment no: 3 UC Status: submitted Upload Status: uploaded

Project: Construction of 33KV line from Byrnihat to Nongpoh with a provision for double circuit line, Meghalaya

Additional Details-

Implementing Agency: Meghalaya Electricity Corporation Ltd.

Financial Year: 2017-2018

Sector- WATER AND POWER DEVELOPMENT

Sub Sector- POWER DEVELOPMENT

Scheme- Upgradation/Improvement/Construction of Power Transmission and Distribution Lines (132x11KVA & 133x11KVA)Sub-Stations

UC Generated On- 2017-10-10 10:42:54

UC Submitted by- Meghalaya Electricity Corporation Ltd.

This mail is for your kind information and necessary Action!

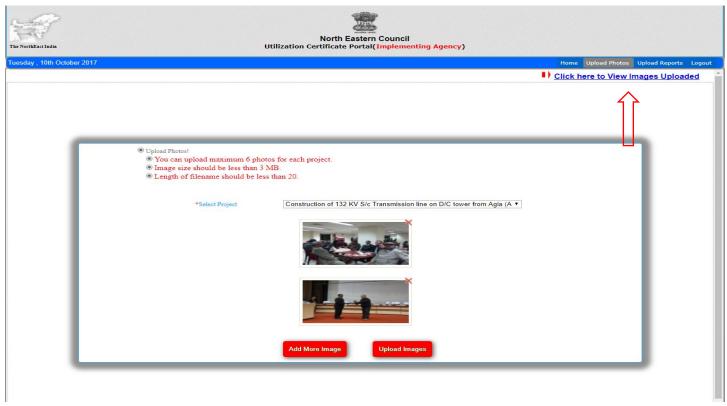
Regards,

Meghalaya Electricity Corporation Ltd.

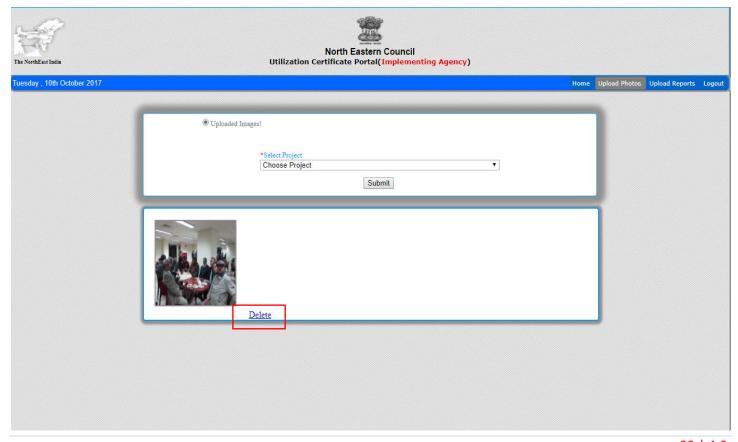
And here you are done. Now you have to wait for the notification from the Planning Dept.

D. <u>Upload Photos</u>

Click this to upload the photos to NEC. Select the images and then click on the **Upload Image** button. Maximum 6 photos can be uploaded per project and an email will be send to the Sector regarding the upload of the photos.



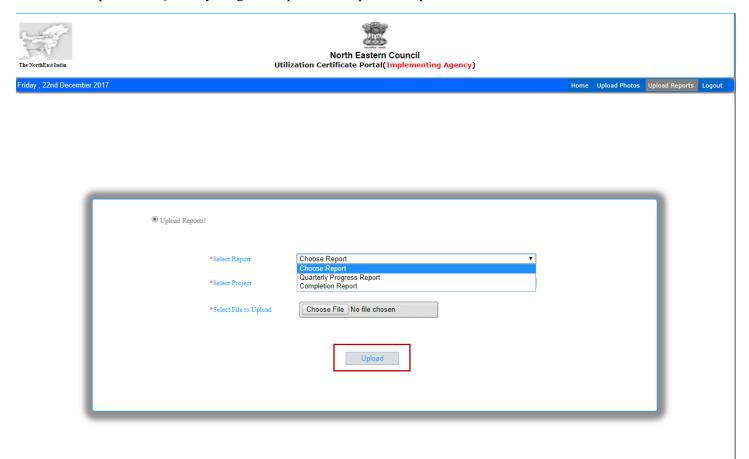
Once upload is successful, the user can view the images uploaded by clicking on the **Click here to view Images Uploaded** link (see screenshot below). Also the images can be deleted by clicking the **Delete** button



22 | 4 0 Version 1.0.0 Released: June 2017

E. Upload Reports

Click this to upload the Quarterly Progress Report or Completion Report to NEC.



Select the report type, the project for which the report is to be submitted, file to upload and then click **Upload**.

The file will be submitted and an email will be forwarded to the respective Planning Department.

F. Logout

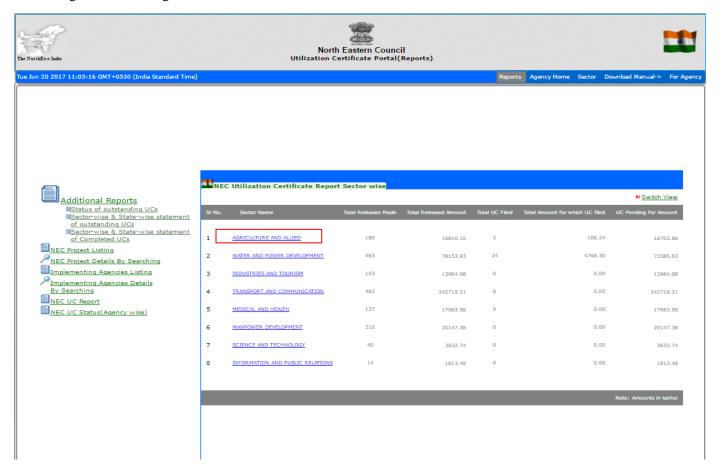
Do not forget to Logout from the UC Portal after finishing your work by clicking on Logout button.



Utilization Certificate Portal User Manual for NEC Report (Only for NEC Schemes & Projects falling under Major Head 3601)

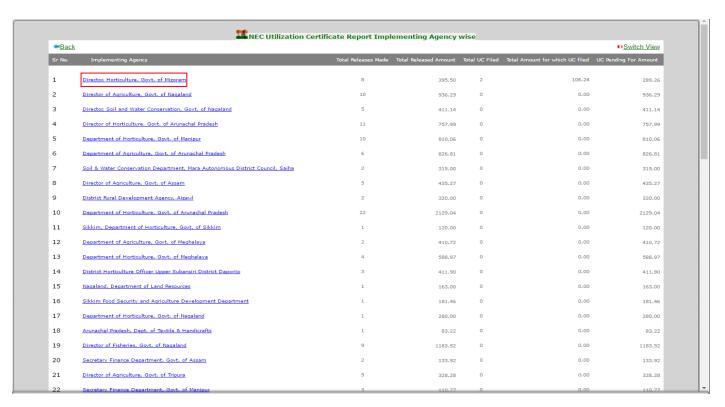
To check the Reports, please type this URL in your browser: http://necucportal.nic.in and click on **Reports** or you can go directly to it by typing this URL in your browser: http://necucportal.nic.in/reports/index.php

You will get the following screen:

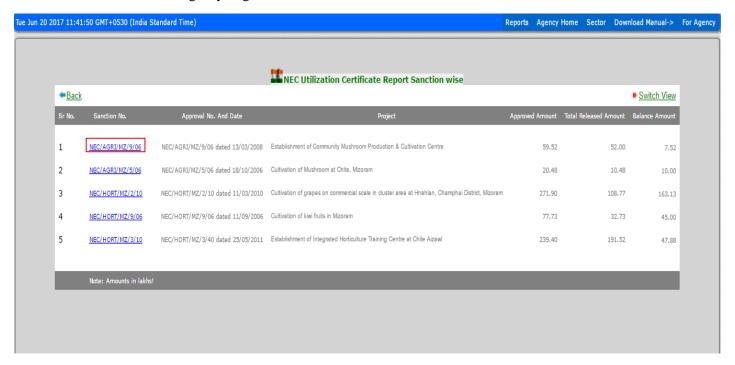


The left side consists of the list of the reports that can be viewed.

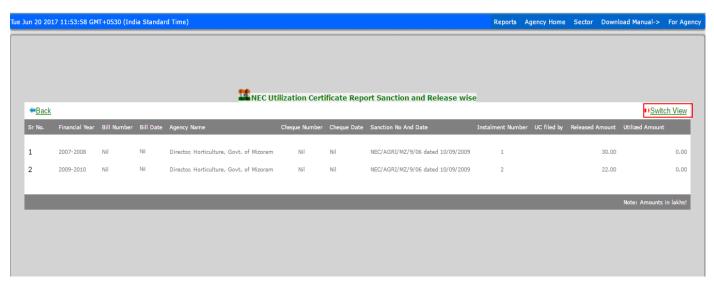
On the right, you can see NEC UC Reports Sector Wise. On clicking the sector, you will get the detail report as following page



You can further click on the agency to get the information.



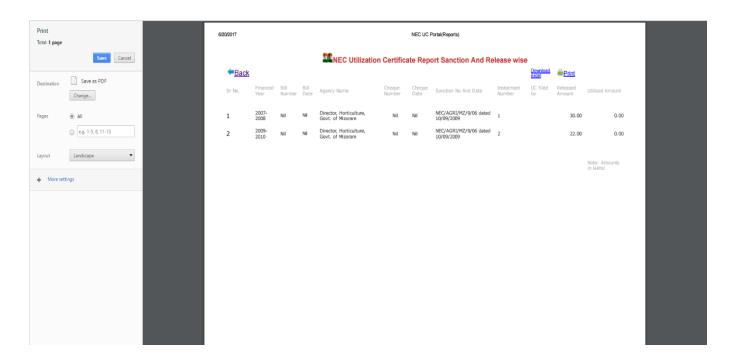
On clicking the Sanction No, you will get the following report



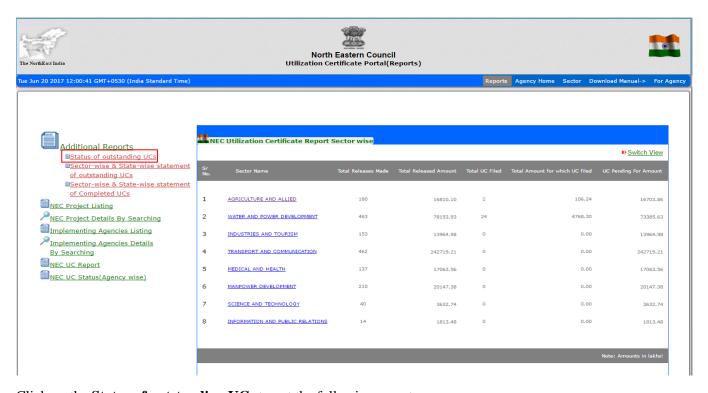
You can click on the Switch View to either download the report in **excel** format or to **print**.



Click on the **Download excel**, the report will be downloaded. And click on the **Print** to print it or to save it in PDF format.



For checking other reports, click the list of reports on the left

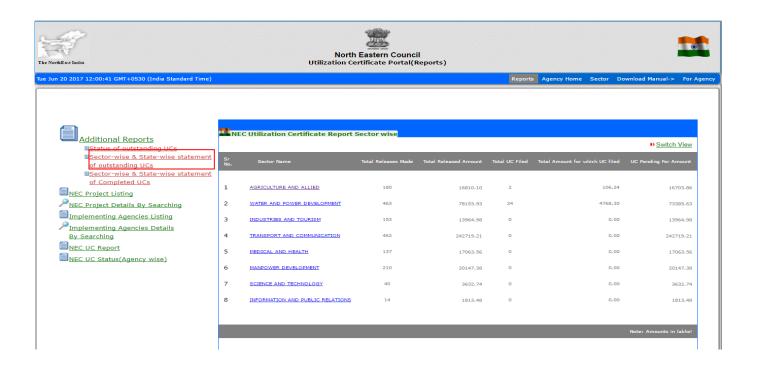


Click on the Status of outstanding UCs to get the following report

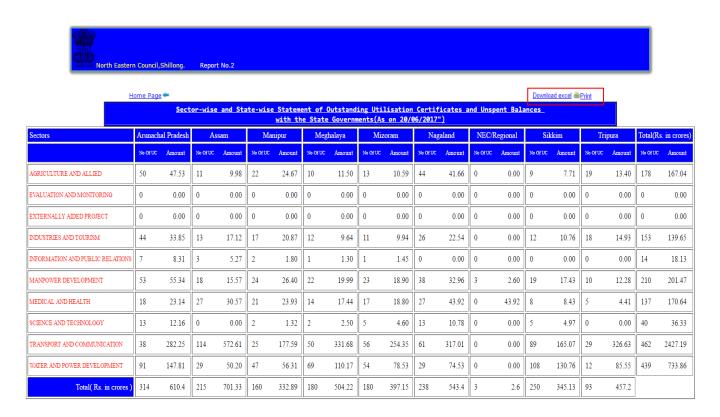


<u>Home Page</u> 🖛		<u>Download excel</u> <u>■ Print</u>						
STATUS OF OUTSTANDING UTILISATION CERTIFICATES(UCs) & UNSPENT BALANCES WITH THE STATE GOVERNMENTS(As on 20/06/2017)								
			(Rs. in crores)					
Sl.No.	States	No. of Outstanding UCs	Amount of Outstanding UCs / Unspent Balance					
1	Meghalaya	13	51.85					
2	Mizoram	12	23.22					
3	Assam	11	39.37					
4	Nagaland	22	86.22					
5	Manipur	16	43.25					
6	Tripura	12	43.82					
7	Arunachal Pradesh	32	52.03					
8	Sikkim	14	30.18					
9	NEC/Regional	0	0.00					
Total (Rs. in cror	es)	132	369.94					

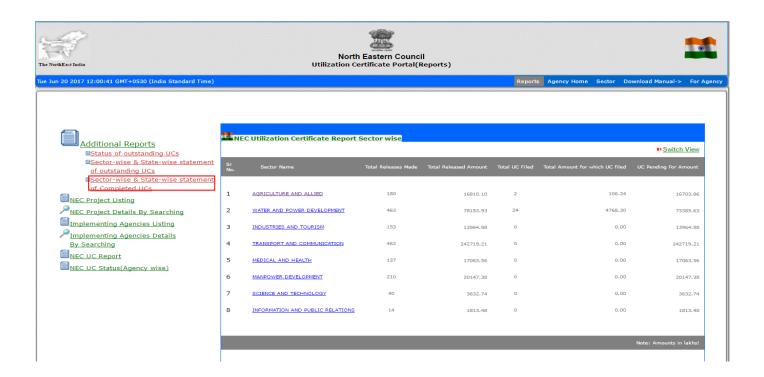
Download excel and Print options can be used for the same.



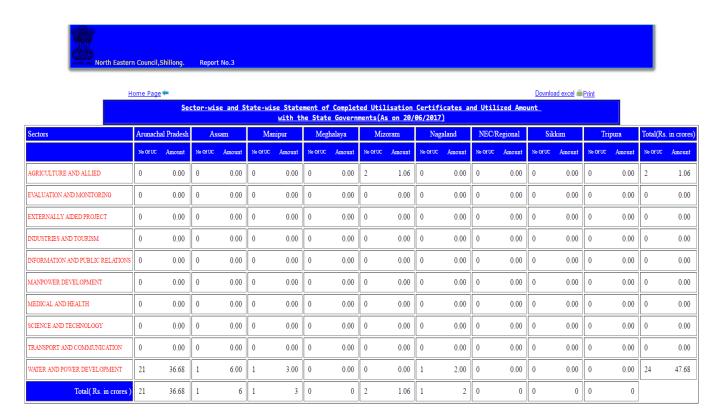
Click on the Sector-wise & State-wise statement of outstanding UCs to get the following report



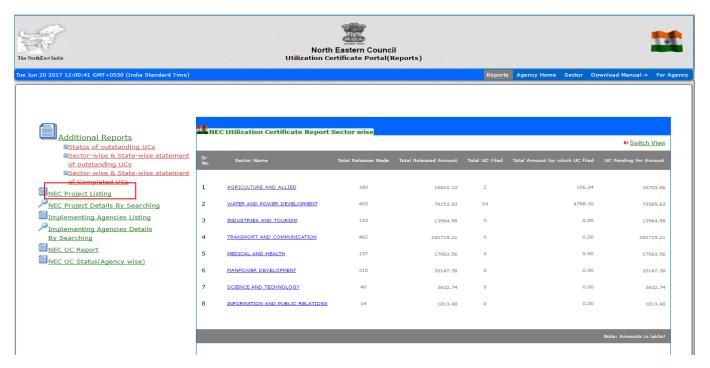
Download excel and Print options can be used for the same.



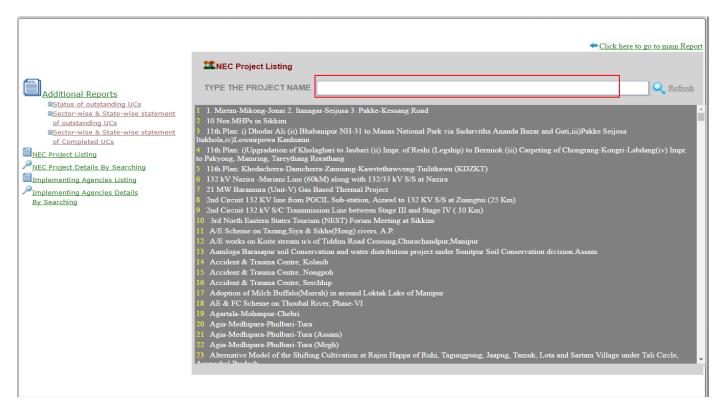
Click on the Sector-wise & State-wise statement of completed UCs to get the following report



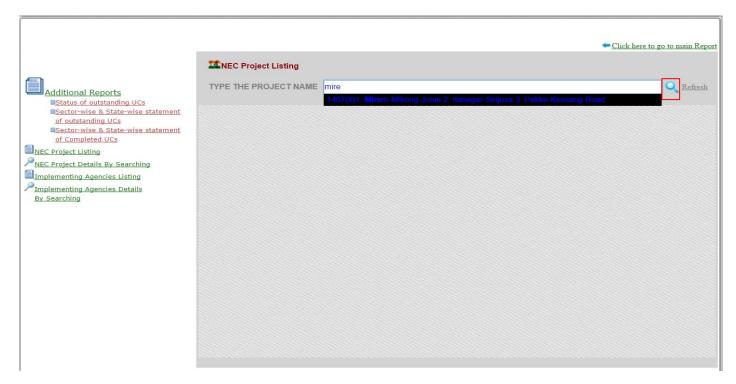
Download excel and Print options can be used for the same.



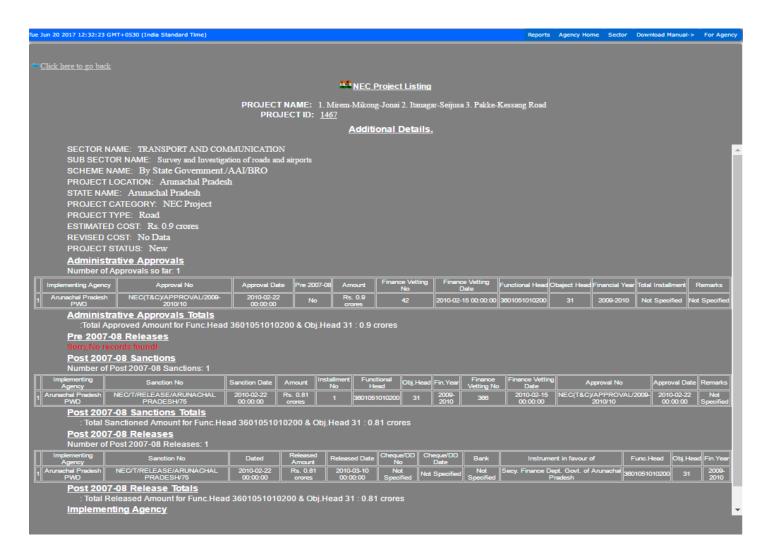
Click on **NEC Project Listing**

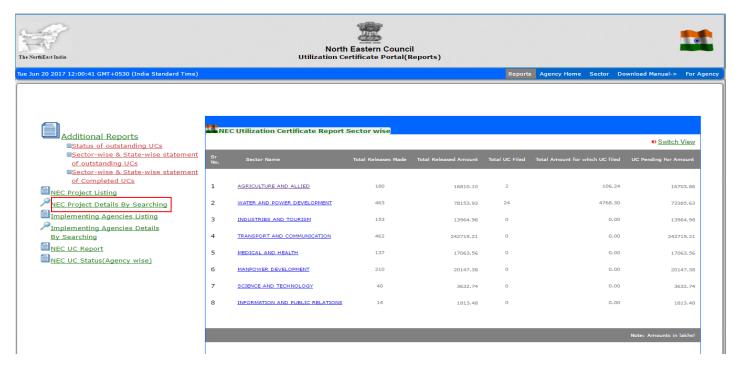


Then type the project name and click on **Search** icon

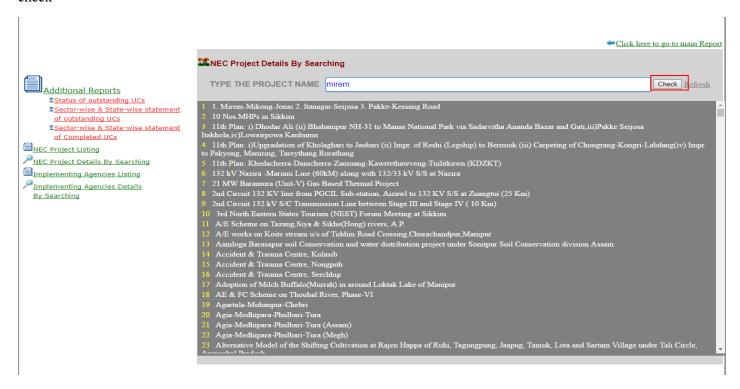


You will get the following report

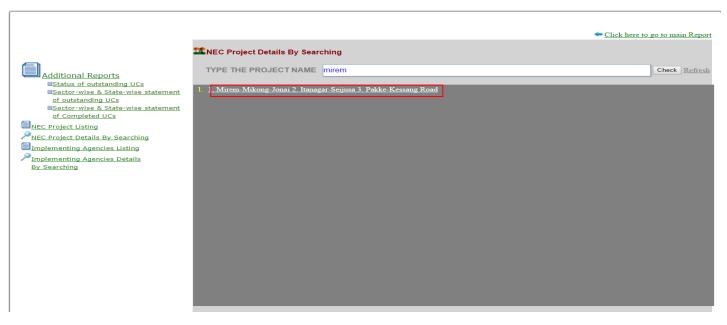




Click on the **NEC Project Details by Searching,** you will get the following page. Then type the project name and click check



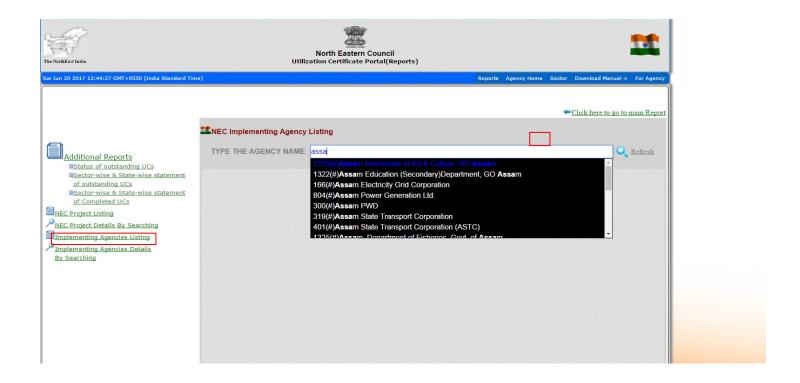
On clicking **Check** button, you will the project name as the following snapshot.



Now click on the project name to see the report.



Click on the **Implementing Agency Listing** to get the following page. Then type the agency name and select from the options displayed as under. Then click the Search icon

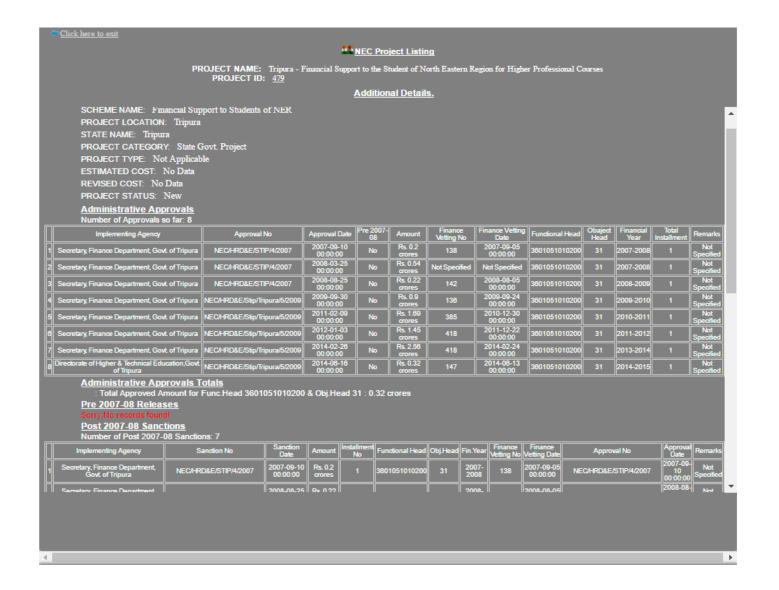


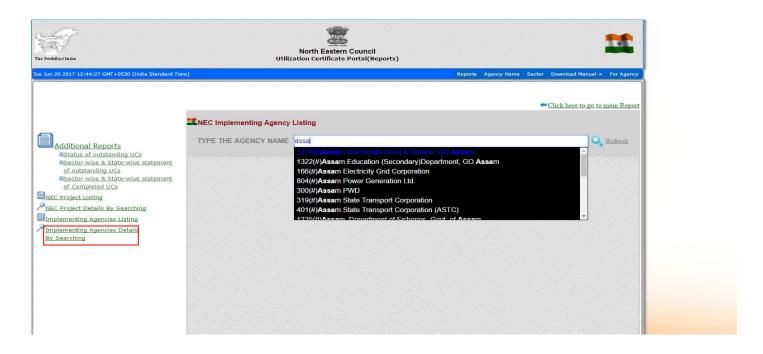
You will get the following report



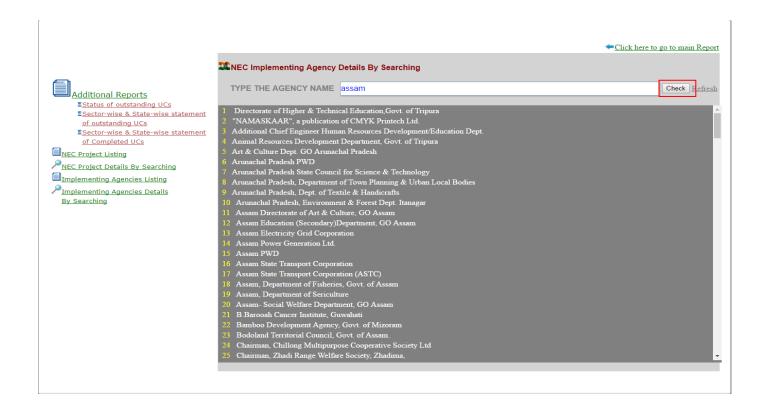
35 | 4 0 Version 1.0.0 Released: June 2017

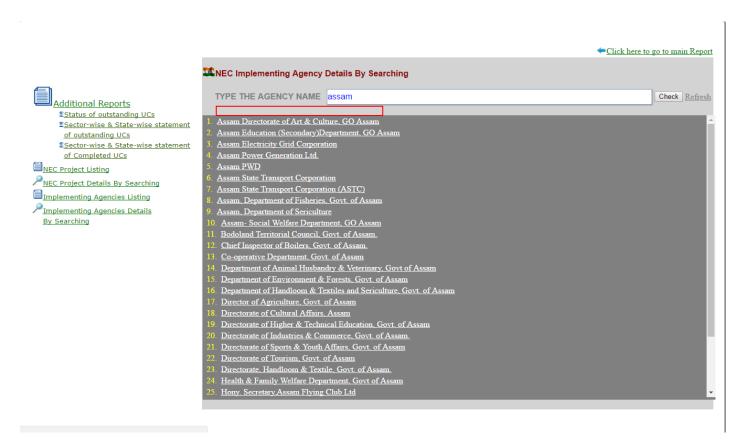
You can click on the projects to check further details.





Click on the **Implementing Agency Details by Searching** to get the following page. Then type the agency name and click the **Check** button.





Then click the agency from the list to check the following report.

```
Implementing Agency Details

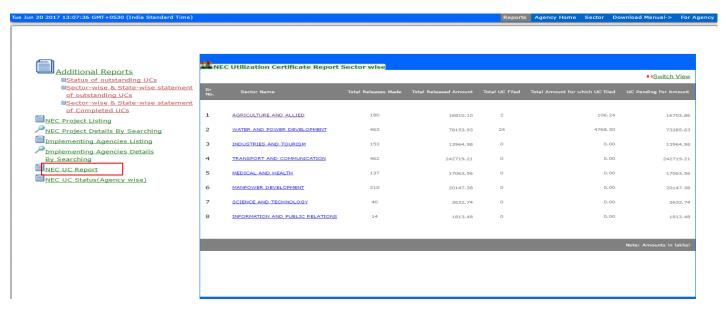
AGENCY NAME: Assem Directorate of Art & Culture, GO Assem
AGENCY ID: 1273

Additional Details,

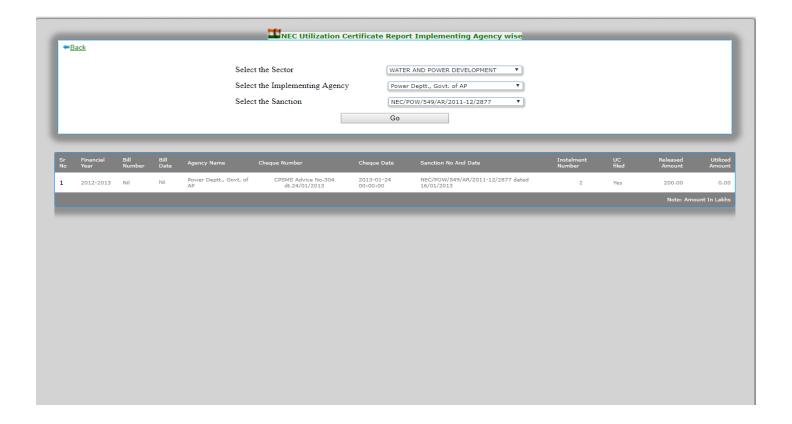
SECTOR NAME: INFORMATION AND PUBLIC RELATIONS
ADDRESS: Gowahati Assem
STATE NAME: Assem
CONTACT PERSON: Not available
PHONE NO: Not available
FAX NO: Not available
FAX NO: Not available
FAX NO: Not available
FAX NO: Not available
AGENCY CATEGORY: State Govt. Department
Administrative Approvals
Number of Approvals so far: 1
: Total Approved Amount for Func. Head 3601051010200 & Obj. Head 35: 4.47 cores
Pre 2007-08 Releases
Sony no records found!

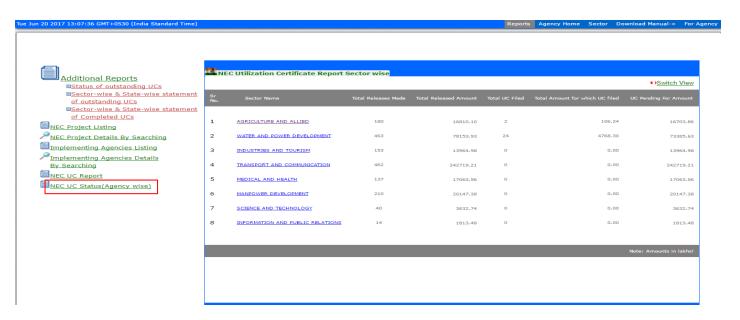
Post 2007-08 Sanctions
Number of Post 2007-08 Sanctions so far: 1
: Total Post 2007-08 Sanctions so far: 1
: Total Post 2007-08 Releases so far: 1
: Total Post 2007-08 Releases Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
Post 2007-08 Releases of far: 1
: Total Post 2007-08 Released Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
Post 2007-08 Released Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
Post 2007-08 Released Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
Post 2007-08 Released Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
Post 2007-08 Released Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
Post 2007-08 Released Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
Post 2007-08 Released Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
Post 2007-08 Released Amount for Func. Head 3601051010200 & Obj. Head 35: 1.2 crores
```

38 | 4 0 Version 1.0.0 Released: June 2017

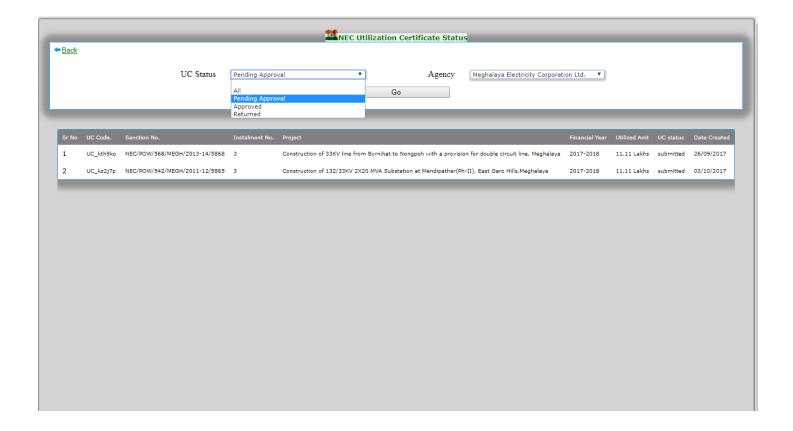


Click on the NEC UC Reports to get the following page. Select the Sector, Agency and Sanction number and click **Go** button to get the UC details.





Click the NEC UC Status (Agency-wise) to get the following page. Select the Status and the Agency and click on the **Go** button.



Contact Us

Marksman L. Nongkhlaw (Technical Director, NIC-NEC Shillong)

- a. Mobile No- 9862006017
- b. Email Address- mgnsl@nic.in