

NO. G. 17018/1/02-FEC/Pt
GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT
(Expenditure Control Branch)

Dated Aizawl, the 11th July, 2025

OFFICE MEMORANDUM

Subject : Check list for Utilization Certificate – reg.

Attention to all Heads of Administrative and Heads of Departments are hereby invited to kept in mind and should ensure that the following points of checklists are followed while submitting Utilization for countersignature of Finance Commissioner/Secretary, Finance Department:-

1. Sanctioning letter, amount of fund received from the Ministry and credit memo into Mizoram Government account should clearly be indicated and a copy thereof should accompany U/C.
2. Audited Utilization Certificate (UC).
3. Abstract Statement of Fund utilized.
4. Nature of grant - recurring /Non-recurring
5. Component-wise utilization of grants/fund
6. Name of the scheme for which grant is sanctioned.
7. Concurrence ID & Date with amount sanctioned from Finance Department(EC) should be clearly indicated.
8. Mode of execution, date commencement and date of completion and progress report of the work be indicated as given in the Scheme Guidelines.
9. Audited Expenditure Statement countersigned by Accounts Officer posted therein showing actual balance with bank balance if any
10. Complete Bills/Invoices (Photocopy) with CST/GST of equipment purchased for the research project as per GFR,2017 and as per actual expenditure shown in the audited expenditure statement.
11. Photographs of all the permanent equipment purchased approved under the project must be submitted along with UC.

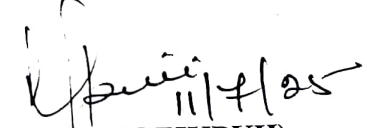
Sd/-RAMCHUANA

Secretary to the Govt. of Mizoram
Finance Department.

Memo No. G. 17018/1/02 – FEC : **Dated Aizawl, the 11th July, 2025**

Copy to :-

- 1) Secretary to Governor, Mizoram
- 2) P.S. to Chief Minister of Mizoram.
- 3) P.S. to Speaker/Ministers/Leader of Opposition/Deputy Speaker/Ministers of State, Vice-Chairman, State Planning Board/ Deputy Chief Whip, Mizoram.
- 4) All Advisers to Chief Minister, Mizoram.
- 5) Sr. P.P.S. to Chief Secretary, Govt. of Mizoram
- 6) All Administrative Departments, Govt. of Mizoram
- 7) All Heads of Department, Government of Mizoram
- 8) All Officers under Finance Department
- 9) Website Manager, Finance Department.
- 10) Guard File.


(CHAWNGZIKPUIL)

Under Secretary to the Govt. of Mizoram
Finance Department(EC)