



# नागालैण्ड विश्वविद्यालय NAGALAND UNIVERSITY

(संसद द्वारा पारित अधिनियम 1989, क्रमांक 35 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)  
(A Central University established by an Act of Parliament No.35 of 1989)

मुख्यालय : लुमामी, जिला : जुन्हेबोटो (नागालैण्ड), पिनकोड - 798627

Hqrs : Lumami, Dist. Zunheboto (Nagaland), Pin Code - 798627

वेबसाइट / Website : www.nagalanduniversity.ac.in

No. NUL/RDC/Gen-57/2022 -

Dated: 20.06.2023

## NOTIFICATION

In the interest and smooth administrative process leading to timely disposal of matters, this is for information and compliance of all concerned Principal Investigators (PIs) of the projects to submit the attached 'Checklist' during the submission of Utilization Certificates (UCs) and Statement of Expenditure (SEs) to the office of the Director, Research and Development Cell (RDC).

Further, all concerned Principal Investigators (PIs) of the projects are informed to maintain records of Fixed Assets and Equipment, Contingency, Consumables, Labour/Manpower, Software etc as per the attached formats and submit certified photocopies during submission of Utilization Certificates (UCs) and Statement of Expenditure (SEs).

This is circulated for kind information and compliance.

Sd/-

**TEMJENSOSANG**

Dean, RDC

No. NUL/RDC/Gen-57/2022 - 1448

Dated: 20.06.2023

Copy to:

1. The Secretary to VC, Nagaland University for kind information of the Vice Chancellor.
2. The Pro-Vice Chancellor, Nagaland University, Medziphema/Kohima campus for information.
3. The PA to Registrar, Nagaland University, Lumami for kind information of the Registrar.
4. The PA to FO, Nagaland University, Lumami for kind information of the Finance Officer.
5. The Dean, School of Sciences/Social Sciences/Humanities & Education/SAS/SET for kind information.
6. The Heads/Directors (i/c) of all Departments/Centres, Nagaland University, Lumami/Meriema Campus-Kohima/ Medziphema Campus/SET-Dimapur for kind information and necessary circulation.
7. The System Administrator, Nagaland University, Lumami with a request to upload on the University website download section.
8. Office file.

(IMLIMEREN)

Assistant Registrar (RDC)

**CHECKLIST  
FOR SUBMISSION OF  
UTILIZATION CERTIFICATE AND STATEMENT OF EXPENDITURE**

**Project titled:**

<b>S.No</b>	<b>Name of the Record</b>	<b>Concerned Department for procuring</b>	<b>Tick the Record provided in File</b>
1.	Bank Statement	Finance and Accounts	<input type="checkbox"/>
2.	Earned/ Accrued Interest Statement	Finance and Accounts	<input type="checkbox"/>
3.	Ledger and Accounts	Finance and Accounts/ Concerned Section	<input type="checkbox"/>
4.	Bills/ Invoices and Vouchers	Finance and Accounts/ P.I	<input type="checkbox"/>
5.	Sanction Letters and Orders	Finance and Accounts/ P.I/ Concerned Section	<input type="checkbox"/>
6.	Stock and Asset Register/ Expense Register/ Labour or Manpower Register/ Software Records (As applicable)	Respective P.I to maintain as per formats circulated by RDC and adhering to the terms of the funding agency and Project guidelines of the University	<input type="checkbox"/>
7.	Memorandum of Agreement	Respective P.I	<input type="checkbox"/>
<b><u>Other Records Required</u></b>			
1.	<b>For Labour/Man-Power</b> : Attendance Records	Respective P.I	<input type="checkbox"/>
2.	<b>Permanent Manpower:</b> Salary Bills, Muster Rolls	Finance and Accounts/ P.I	<input type="checkbox"/>
3.	<b>Casual Labour:</b> Letter from Local Authority/Records maintained by PI for Number of persons and days employed per diem	Respective P.I	<input type="checkbox"/>
4.	<b>For Travel:</b> Relevant boarding passes and bills/vouchers etc.	Finance and Accounts/ P.I	<input type="checkbox"/>
5.	<b>Food and Lodging:</b> Relevant bills with GST and registration mentioned	Finance and Accounts/ P.I	<input type="checkbox"/>

**Signature**

**Name:**

## FIXED ASSETS AND EQUIPMENT RECORDS

Name of the Project :

Name of the Department:

Name of the P.I and Co. P.I.:

Duration of the Project:

S.No	Sanction Order/ Fin Concurrence No	Name of the Equipment/ Asset	Bill No./Invoice No.	Cost/ Purchase Price (in INR)	Mode of purchase (LPC/DPC/Single Tender/ Bidding Tender/ Rate Contract/Gem etc)	Date of Purchase in date/ Month/ Year	Condition of the Equipment; Working/ Non working/ Under Servicing/ Disposed	Item Code as per the Equipment/ Asset in Department	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

Note:

Item Code : Eg (1) ZOO/2020/DST/BTO/01

Eg (2) BOT/2021/DBT/NHHS/04

Performa: Name of Department(first 3 alphabets)/ Year of Purchase/ Funding agent abbrv/Project Name/Serial number as per Col(1)





## CONTINGENCY EXPENSES RECORDS

Name of the Project :

Name of the Department:

Name of the P.I and Co. P.I.:

Duration of the Project:

S.No	Purchase order/ Sanction Order	Date of Payment	Particulars (Type of Expense)	Bill No. / Invoice No.	Amount (in Rs)	Purpose of Expense	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**LABOUR/ MANPOWER RECORDS**

**Name of the Project :**

**Name of the Department:**

**Name of the P.I and Co. P.I.:**

**Duration of the Project:**

<b>S.No</b>	<b>Sanction Order/ Fin Concurrence No</b>	<b>Date of Payment</b>	<b>Name of the Employee/ Labour</b>	<b>Days/Time period served based on Attendance Register</b>	<b>Remuneration/ Monthly Rate/ per hour or day charges</b>	<b>Total Amount paid (in Rs)</b>	<b>Remarks</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>