**GOVERNMENT OF ODISHA**
**FINANCE DEPARTMENT**

**No** 30340 FIN-PF-CA-0003-2015 **/F., Dated** 26th **November, 2015**

**From**

**Sri R. Balakrishnan, I.A.S.**
**Additional Chief Secretary to Government**

**To**

**All Additional Chief Secretaries/**
**Principal Secretaries/**
**Commissioner-Cum-Secretaries/**
**Secretaries to Government**

**Sub: Roll out of Utilization Certificate Monitoring System (UCMS) for generating and monitoring submission of Utilization Certificate (UC) against Central Assistance.**

**Sir/Madam,**

Submission of Utilization Certificate (UC) against Central Assistance is essential for smooth flow of funds from Government of India. It is one of the priorities of the State Government. In order to expedite UC submission, Finance Department have been reviewing the position periodically. The present system of monitoring of submission of Utilization Certificate (UC) is based on manual collection of information from Administrative Departments and consolidation in Finance Department. In the existing system, it is not possible to generate the information on position of UC on real-time basis. In order to fast track UC monitoring and for ease of submission of UC by the Departments, it is felt necessary to develop an online system to capture the information on Central Assistance received and Utilization Certificate submitted on a transactional basis.

2. Keeping this objective in view, Finance Department with the help of OMEGA Technical Assistance and Support Team have developed a web-based Utilization

Certificate Monitoring System (UCMS) for generating and monitoring submission of Utilization Certificate (UC) against Central Assistance received for various schemes. The system has been developed on the basis of feedback received from various stakeholder Departments. The Online Monitoring System will also cover sanction and release of funds for utilization against sanction orders received for Central Assistance. The objective of the web-based application is to impart transparency and accountability to process of utilization of Central Assistance. It will instill fiscal discipline.

**3. Features of Utilization Certificate Monitoring System (UCMS):**

(i) **Web-based application:** It is a web-based application which can be accessed by all authorized users through internet. The system is available at http://ucms.ipetechnologies.com/.

(ii) **Role-based access control with user IDs and protected by passwords:** Each user in UCMS has the role-based access control and is protected by passwords. The users will have access only to that much information to which he is authorized.

(iii) **Provision for system generated Utilization Certificates:** There is provision in the UCMS to generate Utilization Certificates in the format prescribed by Government of India (GFR: Form-19-A) linked to respective sanction order of Government of India by feeding the required information in the relevant field. The System generated Utilization Certificates (UC) can be submitted to Government of India with signature of the authorized signatory.

(iv) **Provision for automated reminders and alerts through email and SMS:** Any event relating to submission of Utilization Certificate can be reminded by the system through automated reminders and alerts sent through email and SMS.

(v) **Auto calculation of pending UCs:** The position of pending Utilization Certificate gets updated on each occasion when data is fed to the system in terms of Central Assistance received or Utilization Certificate submitted against a Scheme. Thus, the MIS Reports can be generated through the software on real-time basis.

4. **Roles and responsibilities of Users:** The Utilization Certificate Monitoring System (UCMS) will have three broad category of users; Scheme users, Departmental users and Finance Department user. For effective implementation of the system, the roles and responsibilities of various users are given below:

(i) **Scheme users-** Scheme users will be nominated by the respective Administrative Department. The Department can assign multiple schemes to a single user. The scheme users are authorized to record Opening Balance of UC status for the scheme as a onetime exercise. Whenever a sanction order is received, the user will record details of the sanction order including sanction order number, date and amount sanctioned in the system. At the time of expenditure sanction for the scheme down the line, the user has to record the same in the system. At the time of submission of utilization certificate the user will have to enter required information in the UCMS and send the same for online approval. The system will generate utilization certificate in the form (GFR 19- A). The user will take a print out of the system generated utilization certificate and send it in file for approval. In some schemes, UC is generated from the field level and forwarded to the Department. In such cases, there is a provision in the software to record only UC information without generating UC. The UC information thus recorded by the scheme user will be sent for information of the Department user. The Scheme users can also view/ generate reports on status of submission of Utilization Certificate against Central Assistance for the respective schemes only.

(ii) **Role of Department user-** The Administrative Departments will approve the online Utilization Certificate after obtaining approval of the competent authority in file. The Administrative Departments can view all scheme related sanction, expenditure, UCs submitted by themselves and at field level and pending UCs pertaining to their Department only. The Department can also generate different MIS reports for the schemes operated by their Department.

(iii) **Finance Department user:** Finance Department can view/ generate different MIS reports for all scheme related sanction, expenditure, UCs submitted and pending UCs pertaining to all Departments.

5. **Schedule for Implementation of Utilization Certificate Monitoring System (UCMS):**

(i) The Utilization Certificate Monitoring System (UCMS) shall be implemented for use by all Administrative Departments from 20th December, 2015.

(ii) For assigning User ID and password to the Departmental and Scheme users, the Departments are required to provide the details of the nominated users in the format attached at **Annexure-I**. The information should be sent to the Additional Secretary (Plan Finance Branch), Finance Department by 30th November, 2015 positively. User ID and password will be provided to the Department and Scheme users by 5th December, 2015.

(iii) Training on the Utilization Certificate Monitoring System (UCMS) shall be imparted to all users by OMEGA Technical Assistance and Support Team in the training hall of Finance Department from 7th to 10th December, 2015 as per the training schedule given in **Annexure-II**. After the training handholding support will also be provided to the users by OMEGA Technical Assistance and Support Team for hassle free roll out of the programme.

I would, therefore, request you to kindly extend cooperation in implementation of the UCMS within the above timeline so as to put in place a real time Utilization Certificate Monitoring System in respect of Central Assistance received by the State Government.

**Yours faithfully,**

**Additional Chief Secretary to Government**

**Memo No.** 30341 **/F** **Date** 26/11/2015

Copy forwarded to Financial Advisers/Asst. Financial Advisors of Departments of Government for kind information and necessary action.

D Biswal
**Deputy Secretary to Government**
26.11.15

**Memo No.** 30342 **/F** **Date** 26/11/2015

Copy forwarded to all Officers in charge of Budget and Expenditure Branches of Finance Department for kind information and necessary action.

D Biswal
**Deputy Secretary to Government**
26.11.15

**Memo No.** 30343 **/F** **Date** 26/11/2015

Copy forwarded to all Budget and Expenditure Branches of Finance Department for information and necessary action.

D Biswal
**Deputy Secretary to Government**
26.11.15

**Memo No.** 30344 **/F** **Date** 26/11/2015

Copy forwarded to the Accountant General (A&E), for kind information.

D Biswal
**Deputy Secretary to Government**
26.11.15

**Memo No.** 30345 **/F** **Date** 26/11/2015

Copy forwarded to the Sri Abdul Rahim, Team Leader, OMEGA TAST, SIRD Campus, Unit-VIII, near Stewart School, Bhubaneswar for information and necessary action.

D Biswal
**Deputy Secretary to Government**
26.11.15

**Memo No.** 30346 **/F** **Date** 26/11/2015

Copy forwarded to O&M Branch, Finance Department with a request to make available the Finance Department Computer Training Hall for aforesaid meeting as per the schedule at Annexure-II.

D Biswal
**Deputy Secretary to Government**
26.11.15

**Memo No.** 30347 **/F** **Date** 26/11/2015

Copy forwarded to the Head, State Portal with request to upload the circular in the website of Finance Department at **www.odisha.gov.in/finance**.

D Biswal
**Deputy Secretary to Government**
26.11.15

## Annexure-I: Information on Scheme Users

| | |
|---|---|
| Department | |
| Scheme-1 | |
| Scheme-2 | |
| Scheme-3 | |
| Scheme-4 | |
| Scheme-5 | |
| Name | |
| Designation | |
| Post | |
| Mobile | |

**Note:** Kindly add all the schemes related to the respective login.

## Information on Department Users

| | |
|---|---|
| Department | |
| Designation | |
| Name | |
| Email | |
| Mobile | |

# Annexure-II: Training Schedule

| Date | Name of the Department | Number of Users | Total Participants for the day |
|---|---|---|---|
| 7 December 2015 | Agriculture Department | 6 | 34 |
| | Commerce and Transport(Commerce) Department | 3 | |
| | Co-operation Department | 3 | |
| | Energy Department | 5 | |
| | Excise Department | 3 | |
| | Food Supplies and Consumer Welfare Department | 5 | |
| | Fisheries and Animal Resources Development | 5 | |
| | Forest and Environment | 4 | |
| 8 December 2015 | General Administration | 2 | 34 |
| | Health Department | 4 | |
| | Home Department | 3 | |
| | Higher Education | 6 | |
| | Housing and Urban Development | 6 | |
| | Industries | 3 | |
| | Information and Public Relation | 2 | |
| | Information Technology | 2 | |
| | Labour and Employment | 4 | |
| | Law | 2 | |
| 9 December 2015 | Parliamentary Affairs | 2 | 32 |
| | Planning and Co-ordination | 4 | |
| | Panchayati Raj | 8 | |
| | Public Enterprises | 2 | |
| | Public Grievances and Pension Administration | 2 | |
| | Rural Development | 2 | |
| | Revenue | 6 | |
| | School and Mass Education | 6 | |
| 10 December 2015 | Science and Technology | 3 | 32 |
| | Sports and Youth Services | 2 | |

| Date | Name of the Department | Number of Users | Total Participants for the day |
|---|---|---|---|
| | Steel and Mines | 3 | |
| | Textile and Handloom | 4 | |
| | Tourism and Culture | 2 | |
| | Water Resources | 5 | |
| | Woman and Child Development | 4 | |
| | Welfare Department/ST & SC Development | 6 | |
| | Works | 3 | |

## Agenda for Training

| Time | Topics | Resource Person |
|---|---|---|
| 10:30 -11:00 AM | Registration | |
| 11:00- 11:15 AM | Welcome Address by Finance Department | Finance Department |
| 11.15- 11.30 AM | Orientation on UCMS<br>• Objectives of the UCMS<br>• Key features of the application<br>• Expected outcome | Finance Department/ OMEGA TAST |
| 11:30 -12.15 PM | Technical Session- Scheme User<br>• Sanction Order<br>• Recording Expenditure Sanctioned<br>• Generating UC<br>• Other Features | OMEGA |
| 12.15- 01:00 PM | Technical session- Department User<br>• Approval of UCs<br>• MIS Report Generation | OMEGA |
| 1.00- 01:30 PM | Open House Discussion & Feedback | Finance Department<br>OMEGA |