

# COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

EXTRAMURAL RESEARCH DIVISION – II

CSIR COMPLEX

Opp. Institute of Hotel Management,  
Library Avenue, Pusa, New Delhi 110 012

No. Misc./2021/EMR-II

Dated: 02/12/2021

## CIRCULAR

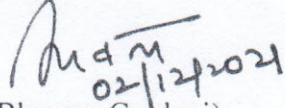
**Subject:- Strict adherence to timelines for submission of Utilization Certificates by the Universities/Institutes.**

Kind attention is invited to GFR 238 (1) regarding submission of Utilization Certificate by recipient organization. Accordingly, the Utilization Certificate should be submitted within twelve months of closure of the financial year by the Institute or Organizations concerned in respect of grant from Government funds.

Further, attention is also drawn to para 8 of CSIR guidelines on Research grants wherein the PI while claiming second/subsequent instalment of grant should certify that the expenditure under different heads has actually been incurred and utilised properly during the period for which the payment was claimed and further that the grant has been exclusively utilised for the purpose for which it was sanctioned. However, it is observed that the Utilization certificates & Consolidated Statement of Accounts, are not received by CSIR-HRDG in time. The CAG in its recent audit has expressed serious concerns over non-submission of Utilization certificates in time.

In view of the foregoing, all Directors /Registrars/ Deans of the Universities/Institutes are requested to immediately submit the pending Utilization certificates, Consolidated Statement of Accounts and Expenditure at the earliest but not later than fifteen days from the date of issue of this circular to address audit observations and to comply with relevant provisions of GFRs & CSIR guidelines.

Further, the Guidelines regarding CSIR research schemes can be accessed at <https://csirhrdg.res.in/Index/1/Default/2011/62> and for emeritus at <https://csirhrdg.res.in/Home/Index/1/Default/2010/61> for information and strict compliance.

  
(Bhawna Guglani)  
(Under Secretary (EMR-II))

Copy to:-

1. The Directors /Registrars/ Deans of the Universities/Institutes of CSIR Sponsored Research/Emeritus Scientist Schemes.
2. PS to Head, CSIR HRDG
3. Scientist-in-charge, EMR-II
4. Sr. DS(EMR-II)
5. Dy. FA (EMR)
6. Dy. FA, CSIR Complex
7. Head, IT, HRDG for display on CSIR-HRDG website and for e-mail to all host Institutes
8. Office Copy.