Check list for submission of Utilisation Certificate

1. Utilisation Certificate(UC) of the NLCPR projects will be in new format and neatly typed.
2. Quarterly Progress Report (QPR) will be of the latest quarter of the submitting UC.
3. Inspection Report should be as per reported date of UC and QPR.
4. UC should be signed by Administrative Head i.e. not below the rank of Secretary.
5. If project has been delayed then reasons for delay in implementation with firm date of completion by the Nodal Officer.
6. 5 Mega Pixel photographs properly pasted on

A4 paper with signature and seal of Nodal Officer (Road projects should be per KM). Also a soft copy of photographs.

1. Copy of Work Order.
2. Physical progress indicated in the QPR/inspection report should be commensurate with the photographs attached.
3. Work Plan for requisitioned amount with milestone and time frame.