

General Guidelines

1. The CCTNS Project reporting will be done according to the format and timelines mentioned in the table below:

CCTNS project progress report schedule

S.No	Project Monitoring Report	Submission Date	To be signed/Certified by
1	Monthly Progress Report	By the end of first week of every month	The Nodal Officer of State/UT
2	Quarterly Financial Report	By the end of the first fortnight of every quarter or the date mandated by MHA whichever is earlier	The Nodal Officer of State/UT
3	Utilization certificate	By the end of the first fortnight of every quarter or the date mandated by MHA whichever is earlier	Designated official of the Department of Home, State/UT

2. The funds allocated and released to States shall be available for utilization only for the specific Lock-in period as per the approved schedule based on the PIM report, MHA guidelines or a revised and approved project schedule as per the project milestones, during which they have to be utilized. In case there is any delay in fund utilization beyond the Lock-in period the reasons for the same need to be clarified to MHA / NCRB before any new funds are released to the State / UT.
3. The allocated funds for the CCTNS project should be utilized for undertaking project activities identified under the head for which funds have been allocated. The reallocation of funds under one head to another activity is not allowed without written permission from MHA / NCRB to this effect.
4. Funds under CCTNS project shall be released only when due for specified purposes for undertaking specific activities approved under CCTNS project upon compliance to MHA guidelines, completion of the requisite activities under the project and the submission of the requisite progress reports.
5. The CCTNS funds released to State should not be parked in the bank account; States/UTs should ensure the utilization of the funds for payment to be released after satisfactory completion of approved project activities as per project schedule.
6. If there are unspent balances including that with the implementing agencies where the prescribed time for utilization has elapsed, then such unspent balances would be deducted from the releases to the State Governments/ implementing agencies. It may also be ensured that interest, if any, earned on the release made by the Central Government, by the implementing agencies, shall not be used for any purpose without the proper authorization and approval of competent authority in MHA. The Ministry of Home Affairs may also call for an annual Statement from the implementing agencies on unspent balances with them and interest earned on Government of India funds.
7. Further release of funds under the CCTNS project shall depend on the submission of the Progress reports, Utilization Certificates for the amount disbursed earlier.
8. There would be a provision of Independent evaluation by Internal Audit wing of MHA on a quarterly/ half yearly basis.
9. The nodal officer shall submit the Progress reports and Utilization certificate to NCRB, MHA by sending a hard copy to i) Director General, NCRB, East Block-7,R.K.Puram,New Delhi-110062 and ii)

Director(SR),MHA, North Block, New Delhi-110001 . The reports should also be sent by email to projectcctns@ncrb.nic.in

CCTNS Monthly Progress Report

10. The Nodal officer of respective State/UT for CCTNS project shall submit a Monthly Physical progress report to the Director General, NCRB with a copy to Director(SR),MHA by the end of first week of every Month in the prescribed progress report format . The Monthly progress reports shall be signed by the State/UT nodal officer.
11. It is the responsibility of the State/UT nodal officer to collect the progress status of all the units/districts before submitting a comprehensive progress report for the entire State/UT by the end of first week of every month. To facilitate the same, the State/UT nodal officer shall set internal deadlines to obtain progress reports from the district/unit level through the designated district level nodal officers well before the end of the first week of every quarter so as to collate and prepare a Project progress reports for timely submission.
12. Project progress should be provided for all activities under implementation and for the funds utilized for the CCTNS project. The nodal officer should refer to the Annexure for the detailed activities under each Milestone / Deliverable.
13. Project progress description shall be precise and concise and point-wise bulleted text shall be used wherever necessary.
14. The State level CCTNS project progress report shall be summation of all the activities taken up at the units/districts under the project and the expenditure made under various heads shall be verified and tallied to the reports submitted earlier. All amounts should be in Rupees lakhs.

CCTNS Quarterly Financial Progress Report

15. The Nodal officer of respective State/UT for CCTNS project shall submit a Quarterly Financial progress report to the Director General, NCRB with a copy to Director (SR),MHA by the end of first fortnight of every quarter as per the prescribed format. The quarterly progress reports shall be signed by the State/UT nodal officer.
16. The Nodal officer shall submit the CCTNS Bank Account details (copies of Bank Statement for the reporting quarter) along with each project progress report with details of fund utilization. The Bank Account details shall show the transactions under CCTNS projects for both the inflow of funds into CCTNS account and the withdrawals from the designated account towards funds utilization under the project.

CCTNS Fund Utilization Certificate

17. The Nodal officer of the respective State/UT for CCTNS project shall submit a Utilization certificate to the Director General (NCRB) with a copy to Director (SR),MHA for the funds utilized under the project every quarter along with the quarterly progress report in the prescribed format. The Fund Utilization certificate shall be certified by the designated official of the State/UT Home department.