

No. SIB(103)/CCTNS/FUNDS/16/09/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-7, R.K. Puram,
New Delhi-110 066.

Dated : 9th July 2010

To

CCTNS Nodal officers of States/UTs

Sub: CCTNS project Fund utilization, sanctions and approvals-reg

Sir,

This is with reference to the utilization of funds sanctioned to States/UTs for implementation of various project activities of CCTNS project. The State/UT Nodal Officer shall follow due administrative process as per the Government Financial Rules and ensure that the funds allocated are utilized in the stipulated timeframe for the project component for which they have been allocated. All decisions related to expenditure sanction and fund utilization should be taken by the State Empowered Committee. The following are the responsibilities of Empowered Committee at State/UT level as per the CCEA Note on CCTNS project.

State Empowered Committee, among the other things shall be responsible for the following activities of CCTNS project:

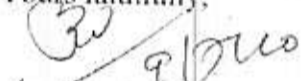
- Disbursement of funds to Districts and other units/agencies.
- Approval of BPR proposals.
- Sanction for various project components, as may be specified, including the Hardware/Software procurement as per the specifications provided by MHA/NCRB.
- Approval of various Project Components and Functionalities to be covered in the Project.
- Review progress of the Project.
- Ensure proper Training arrangements.
- Ensure deployment of appropriate handholding personnel.
- Other important policy and procedural issues
- Guidance to State/District Mission Teams.

The Nodal officer of the State/UT shall initiate proper filing and documentation procedure and place proposals for fund utilization from the allocated funds to State/UTs by providing the following details in the proposal.

- a) Project activities to be implemented/ undertaken with the allocated funds
- b) Time period during which the proposed project activity shall be undertaken. Details of status of the activity if it is an ongoing activity or if supplementary fund allocation has been made for an activity in progress.
- c) MHA guidelines under which such activity has been planned for implementation
- d) References of Quarterly Financial Progress report and Utilization certificate citing outstanding fund allocation/utilization status
- e) Alternative methods of procurement available for acquiring such goods and services for implementation of the proposed project activity
- f) Method of procurement proposed for procurement of goods and services under the project,
- g) Rationale and justification for the choice of the method of procurement for each activity component for which funds are to be utilized
- h) References of State financial rules and GFR wherever applicable for fund utilization process.

The Nodal officer should also ensure timely submission of Monthly Physical progress report, Quarterly Financial Progress report and Utilization Certificate mentioning the status of fund utilization and demand for future installment of funds.

Yours faithfully,



(P.R.K. Naidu)
Jt. Director (CCTNS)