

### Checklist of documents required from PI for On-Going Approved Projects

S.N.	List of Steps/documents	Received (Y/N)	Remarks
1)	Registration on EAT Module on PFMS Portal.		
2)	<p>EAT module must be kept active every Financial Year until completion of project by settling of funds for closure. The registration is kept active by uploading details of unspent balance carried forward from one FY to another at the beginning of Financial Year (April) and also when the next release is being sought from MoEFCC.</p> <p>Note: The amount reflected in the UC and ES on PFMS Portal – EAT Module <b>must match with that being submitted to Ministry in RE Division</b> for next release. The Ministry cannot release <b>unless the SAME status</b> (figures) is shown both on the PFMS Portal and in the hard copy of documents sent by PI for next release.</p>		
3 (A)	Form GFR-12A generated through the PFMS and uploading of UC&ES on PFMS portal		
3(B)	GFR-19 generated through the PFMS and uploading of UC&ES in PFMS portal		
4 (A)	Audited Utilization Certificate (UC) (showing the balance with (+) , (-) sign under different head for the financial year duly signed and seal by the PI, Finance Officer of the Department and Head of Institution/ Department/College and signature and seal of Chartered Accountant who has audited the expenditure. Accrued bank interest should be reflected in audited UC.		
4(B)	(i) Audited Expenditure Statement (showing the balance with (+) , (-) sign <b>under different heads</b> (the details furnished for different heads must match with details provided under each head. Eg. Expenditure of all the equipment purchased must total to what is given in the ES) for the financial year duly signed with seal by the PI, Finance Officer of the Department and Head of Institution/Department/College and signature and seal of Chartered Accountant who has audited the expenditure. Accrued bank interest, should be mentioned in the ES.		
	(ii) Whether the ES, UC has been signed by PI, Finance Officer of Department and HOD/College/Institution?		
	(iii) Whether the ES, UC signed by PI, Finance Officer of Department and HOD/College/Institution also has their		

	stamp/seal?		
	(iv) Whether the ES, UC signed by PI, Finance Officer of Department and HOD/College/Institution has been Audited? If so, does it have the Auditor's signature along with his stamp/seal?		
	(v) At the time of carry forward, whether the ES, UC include interest accrued in the bank for the previous FY		
5)	All documents should be forwarded with a covering letter from PI with date with a request for carry forward of unspent amount, if any and/or request for release of next installment along with documents as above documents with the letter. The File No and title of project must be mentioned in the covering letter.		
6)	Refund the accrued bank interest, if any, to this Ministry through an account payee Demand Draft in favour of Pay & Accounts Officer, Ministry of Environment, Forest & Climate Change payable at New Delhi.		
7)	Complete Bills/Invoices (Photocopy) with CST/GST of equipment purchased for the research project as per GFR,2017 and as per actual expenditure shown in the audited expenditure statement.		
8)	Photographs of all the permanent equipment purchased approved under the project must be submitted along with UC,ES etc EVERY YEAR (in case all approved equipment were not purchased in the first year). The covering letter must state that the equipment purchased was approved. (PI. Note: No funds can be released for equipment not approved under the project).		
9)	Proforma duly filled in by PI for maintaining assets acquired under the project in the prescribed format (Appendix-IV) as per bills and expenditure statement.		
10)	Annual Progress Report (APR) of the research project (Hard copy and soft copy) for every FY until completion of project in the prescribed proforma given in Scheme Guidelines in MIS-Portal: <a href="https://repmismoef.nic.in">https://repmismoef.nic.in</a> .		
11)	Photographs of execution of research work under project		
12)	Important aspects of "findings/observation" of the study		
13)	Geographical co-ordinates (Lat and long) in r/o execution of projects at field in case of field studies and fixed location of		

	Laboratory in case of lab studies etc.		
14)	User Charges levied (must be furnished every year as per proforma in Scheme Guidelines in MIS-Portal: <a href="https://repismoef.nic.in">https://repismoef.nic.in</a> )		