

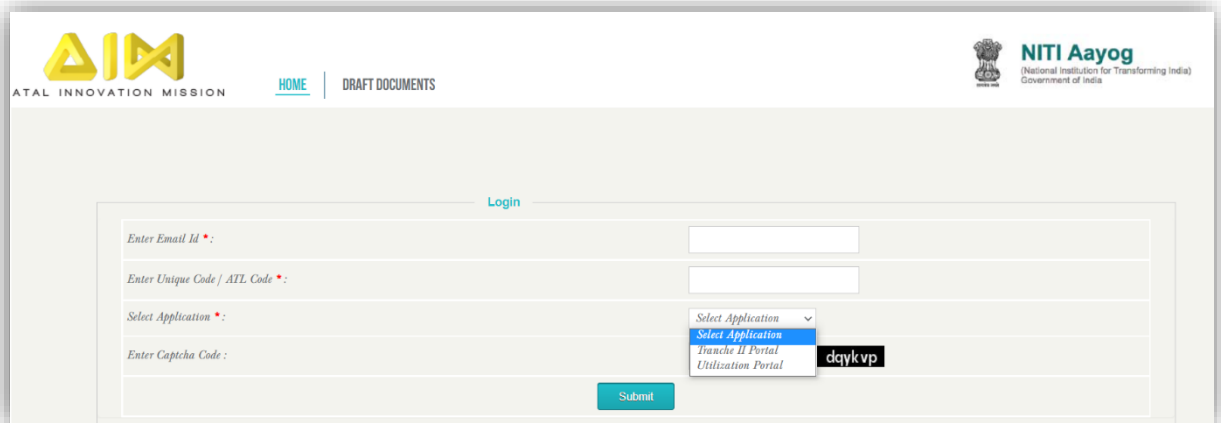
# USER MANUAL FOR FILLING UTILISATION CERTIFICATE

## Guide for filling the Utilization Certificate under Atal Tinkering Lab Program

Atal Tinkering Labs (ATL) under Atal Innovation Mission (AIM) has been established with a vision to 'Cultivate one Million children in India as Neoteric Innovators', in schools across India. The objective of this scheme is to foster curiosity, creativity, and imagination in young minds; and inculcate skills such as design mindset, computational thinking, adaptive learning, physical computing etc.

Congrats on being a part of this novel initiative. Your school has successfully registered for the ATL and got the funding from AIM. As part of compliance procedure and for availing further funds under ATL, school authorities must submit the Utilization Certificate (UC) for the grants. All the provisions in UC have been explained in a simple manner below.

**STEP 1:** Please go to [https://aimapp2.aim.gov.in/atl\\_tranche\\_document2019/index.php](https://aimapp2.aim.gov.in/atl_tranche_document2019/index.php), available on the AIM website. The home page will open after clicking on the link.



The screenshot shows the login page of the AIM portal. At the top left is the AIM logo and 'ATAL INNOVATION MISSION'. At the top right is the NITI Aayog logo and 'NITI Aayog (National Institution for Transforming India) Government of India'. Below the logos are links for 'HOME' and 'DRAFT DOCUMENTS'. The main section is titled 'Login' and contains a form with the following fields: 'Enter Email Id \*', 'Enter Unique Code / ATL Code \*', 'Select Application \*', and 'Enter Captcha Code'. The 'Select Application' dropdown menu is open, showing three options: 'Select Application', 'Tranche II Portal', and 'Utilization Portal'. The 'Tranche II Portal' option is selected. A captcha image with the text 'dqykvp' is displayed next to the dropdown. A 'Submit' button is located at the bottom right of the form.

**STEP 2:** Use official email ID of the school and ATL unique code of school. Select the 'Utilization Portal' option from the available drop-down and login.

**STEP 3:** The Performa of Utilization Certificate (both capital and operational expenses) is available on the Tranche II portal as 'Form GFR 12-A Utilisation Certificate' at [https://aimapp2.aim.gov.in/atl\\_tranche\\_document2019/download/Form%20GFR%2012-A%20Utilisation%20Certificate.pdf](https://aimapp2.aim.gov.in/atl_tranche_document2019/download/Form%20GFR%2012-A%20Utilisation%20Certificate.pdf)

**FORM GFR 12A**

**GENERAL FINANCIAL RULES 2017**  
Ministry of Finance  
Department of Expenditure

**GFR 12 – A**

[(See Rule 238 (1))]

**FORM OF UTILIZATION CERTIFICATE  
FOR AUTONOMOUS BODIES OF THE GRANTEE ORGANIZATION**

UTILIZATION CERTIFICATE FOR THE YEAR..... in respect  
of recurring/non-recurring  
GRANTS-IN-AID/SALARIES/CREATION OF CAPITAL ASSETS

1. Name of the Scheme.....
2. Whether recurring or non-recurring grants.....
3. Grants position at the beginning of the Financial year
  - (i) Cash in Hand/Bank
  - (ii) Unadjusted advances
  - (iii) Total
4. Details of grants received, expenditure incurred and closing balances: (Actuals)

Unspent Balances of Grants received years [figure as at Sl. No. 3 (iii)]	Interest Earned thereon	Interest deposited back to the Govern- ment	Grant received during the year			Total Available funds (1+2- 3+4)	Expenditure incurred	Closing Balances (5-6)
1	2	3	4			5	6	7
			Sanction No. (i)	Date (ii)	Amount (iii)			

Component wise utilization of grants:

Grant-in-aid- General	Grant-in-aid- Salary	Grant-in-aid-creation of capital assets	Total

Details of grants position at the end of the year

- (i) Cash in Hand/Bank
- (ii) Unadjusted Advances
- (iii) Total

## STEP BY STEP PROCEDURE OF FILLING UTILISATION CERTIFICATE

1. Mention the financial year for which you are submitting the Utilization Certificate.
2. If you are filling Utilisation certificate for capital expenses, the funds are **non-recurring**. It is one time grant of 10 lakh rupees for setting up ATL in the school.  
If you are filling Utilization Certificate for operational expenditure, the funds are **recurring**.

## POINTS TO NOTE – UTILIZATION CERTIFICATE

1. The name of the scheme as **Atal Innovation Mission-Self Employment Talent Utilisation (SETU) – 2351**.
2. If you are filling Utilisation Certificate for capital expenses, then funds are **non-recurring** and if you are filling Utilisation Certificate for operational expenses then funds are **recurring** (it would same as what you filled in point (2) of above section).
3. You need to fill the opening balance in this section. If you are filing the Utilization Certificate for the first year you received the funds, there would be “nil” balance (Do not consider the money deposited by the school for opening of the account or for maintaining minimum balance). For subsequent years, the closing balance of previous year would be opening balance of current year
4. **Clause 1** – Unspent balances of Grants received years - This column would have the “Total of Opening Balance” from Point 3.  
**Clause 2** – Interest earned on the grant amount when kept in a saving account  
**Clause 3** – Interest earned on the grant amount must be paid back to Government through BharatKosh website.  
**Clause 4** – Mention Sanction Number, Date and Amount of grant received during the year for which UC is being filled  
**Clause 5** – **Total available funds** = Unspent balances on grants received years (Clause 1) + Interest earned thereon (Clause 2) - Interest deposited back to the Government (Clause 3) + Grants received during the year (Clause 4)  
**Clause 6** – **Expenditure incurred** during the year by the ATL out of the grant amount  
**Clause 7** – **Closing balances** = Total available funds (Clause 5) – Expenditure incurred (Clause 6)
5. **Component wise utilization of grant** – All the entries will be made only in **Grant-in-Aid General** section. Any kind of expenditure (including salaries, equipment, or any other expense) would be mentioned only in the **Grant-in-Aid General** for this scheme. Amount in Clause 7 would be written here.  
***\*\*Please write NA in Grant-in-Aid-salary and Grant-in-Aid-creation of capital assets sections for anyl Utilization Certificate filled by the school\*\****
6. **Details of grants position at the end of the year** – Fill the closing balance in this section. Total of this section should match the entry in Clause 7 of Point 4.