

**ICMR-NATIONAL INSTITUTE FOR RESEARCH IN REPRODUCTIVE HEALTH
MUMBAI**

13.11.2025

OFFICE ORDER

Sub: Timely submission of Statement of Expenditure (SoE)/Utilization Certificate (UC)-reg.

The preparation and timely submission of **Statement of Expenditure (SoE)** and **Utilization Certificate (UC)** are crucial components of any project, as they reflect not only the progress of the project but also the financial discipline and accountability in the utilization of government funds. Although the SoE/UC is prepared primarily by the Finance and Accounts (F&A) Division, the process also involves coordination with the Stores and Bills Sections as well as the respective Project Investigators (PIs).

Given the importance of timely submission of SoE/UCs, the **Director, ICMR-NIRRH**, during a review meeting with the **Senior Accounts Officer**, emphasized the need to address the persistent delays in their preparation and submission. Until a dedicated software system is implemented to streamline the process, the F&A Division has proactively initiated steps to overcome these challenges. Accordingly, emails dated 17.09.2025 were issued to all PIs, requesting them to provide details of projects for which SoE/UCs are required up to **December 2025**. This measure was aimed at enabling the Accounts Section to plan, prepare, and monitor SoE/UCs efficiently under the supervision of the Senior Accounts Officer.

However, despite repeated communication, only two project details have been received so far, whereas SoE/UCs continue to be requested at very short notice and often on a weekly basis. This irregular and last-minute pattern of requests has significantly increased the workload of the Accounts Section, which is already functioning with manpower shortage.

Hence, you all are requested to kindly submit your request in the prescribed format as below latest by 30.11.2025 to the Section Officer, F & A Division at "soaccounts@nirrh.res.in" soaccounts@nirrh.res.in and accounts@nirrh.res.in. It is to be noted that request in the prescribed format only will be considered for SoE/UC.

SOE / UC due by 31.12.2025					
Sr. No.	Funding Agency	Project Name	Project Tenure	SoE/UC due by	Remarks (In case of interim SoE – UC)

This issued with the approved of Senior Accounts Officer


Section Officer (A/c's)

To,

1. All Scientists
2. Sr. Administrative Officer
3. Accounts Officer
4. Section Officer (Stores)
5. Section Officer (Bills)

CC for information:

1. Director
2. Sr. Accounts Officer