# SIKKIM UNIVERSITY

*(A Central University established by an Act of Parliament of India, 2007)*
6th Mile, Samdur, P.O. Tadong, Gangtok – 737102, Sikkim, India

## UNDERTAKING BY THE PRINCIPAL INVESTIGATOR(S)

(*For internal use only — Office of the Registrar*)

**To be submitted along with the Utilization Certificate and Statement of Expenditure**

To,
The Finance Officer
Sikkim University, Gangtok
*(Through the Research & Development Cell)*

**Subject:** Undertaking for issuance / countersignature of the Utilization Certificate in respect of the sponsored research project mentioned below.

**A. Project Details**

| Sl. | Particulars | Details |
|---|---|---|
| 1 | Name & Designation of Principal Investigator (PI) | |
| 2 | Name & Designation of Co-PI(s), if any | |
| 3 | Department / School | |
| 4 | Title of the Project | |
| 5 | Funding Agency / Scheme | |
| 6 | Sanction Order No. & Date | |
| 7 | Project Duration (From – To) | |
| 8 | Period covered by this Utilization Certificate | |
| 9 | Total Sanctioned Amount (₹) | |
| 10 | Total Amount Received to date (₹) | |
| 11 | Unspent Balance carried forward from previous year (₹), if any | |
| 12 | Interest, if any (₹) | Earned: Deposited: Unspent: |
| 13 | Expenditure incurred during the period (₹) | |
| 14 | Unspent Balance as on date (₹) | |

*Signature of PI* *Signature of Co-PI*

**B. Undertaking**

I/We, the undersigned Principal Investigator / Co-Principal Investigator(s) of the above-mentioned project, do hereby solemnly undertake and declare that:

1. The grant received for the above project has been utilized solely for the purpose(s) for which it was sanctioned, and strictly in accordance with the terms and conditions laid down in the sanction order of the funding agency.
2. All expenditure has been incurred in conformity with the General Financial Rules (GFR) 2017, and the guidelines of the funding agency.
3. No expenditure has been incurred on items or heads not approved in the sanctioned budget, and no re-appropriation between budget heads has been made without the prior approval of the funding agency.
4. The expenditures claimed in the Utilization Certificate and Statement of Expenditure have not been claimed, nor will it be claimed, from any other source or funding agency to ensure no duplication of funding.
5. All original bills, vouchers, cash memos and supporting documents are duly verified, maintained, and will be made available for inspection by the University to the funding agency, or any authority as and when required.
6. All equipment, books, consumables and other assets procured out of the project grant have been entered in the Departmental Project Stock/Asset Register, and shall not be disposed of, transferred or written off without the prior approval of the competent authority.
7. All publicly funded scientific and analytical research equipment costing above ₹20 lakh procured out of the project grant has been / shall be intimated to nodal officer for the I-STEM Portal updating, as required under the Department of Expenditure, Ministry of Finance, O.M. dated 03 July 2025.
8. Project staff (if any) were engaged as per the norms and emoluments prescribed by the funding agency and the University, and their engagement is co-terminus with the project. The University shall bear no liability towards such staff beyond the project tenure and respective funding.
9. The figures furnished in the Utilization Certificate and Statement of Expenditure are true and correct to the best of my/our knowledge, and have been reconciled with the records of the Finance & Accounts Section of the University.
10. Any unspent balance, together with interest accrued thereon, shall be refunded to the funding agency or adjusted, as directed by the funding agency through the University, and no amount shall be retained without authorization.
11. I/We shall be personally responsible for replying to any audit observation or objection relating to the project, and for making good any amount found to have been irregularly or inadmissibly spent.
12. The progress report / final technical report, as applicable, has been submitted or shall be submitted within the time prescribed by the funding agency.
13. In case I/we leave the University's service, proceed on long leave, or am/are unable to continue with the project, I/we shall inform the University in advance and shall arrange proper handover of the project, funds and records, in consultation with and as per the instruction/direction of the Funding Body, through the Registrar's Office.
14. The University will facilitate timely submission of financial and other project-related documents to the funding agency.

*Signature of PI* *Signature of Co-PI*

I/We further understand that if any of the above statements is found to be false or incorrect at any stage, I/we shall be liable for appropriate action as per the rules of the University and the funding agency, including recovery of the amount involved.

**Enclosures:** (i) Utilization Certificate (GFR 12-A / agency format); (ii) Audited / Certified Statement of Expenditure; (iii) Copy of Sanction Order(s); (iv) List of assets procured.

| **(Principal Investigator)** | **(Co-Principal Investigator)** |
|---|---|
| Signature: _____ | Signature: _____ |
| Name: _____ | Name: _____ |
| Designation: _____ | Designation: _____ |
| Department: _____ | Department: _____ |

Date:

Place:

---

**FOR OFFICE USE ONLY (FINANCE & ACCOUNTS SECTION)**

Verified with the project ledger and books of accounts, Receipts, expenditure and balance, found correct subject to the following remarks:

_____

| _____ | _____ | _____ |
|---|---|---|
| **Dealing Assistant** | **Assistant Registrar (Finance)** | **Finance Officer** |