

# Procedure to Refund / Transfer BFL Funds for UC

**Step-1:** Login to BFL portal using credentials for your office.

On update UC the following screen shall appear

Office Name: Himachal Pradesh Utilization Certificate For The Year: 2022-23		
(1)	Opening Balance as on 01.04.2022	3460760
(2)	Interest Earned During The Year	Enter Interest Earned in Rs.
(3)	Grant Received From H.O	7651000
(4)	Grant Received From ZO/SO/DO	Grant Received From ZO/SO/DO
	Total Grant Received (3+4)	Total Grant Received (3+4)
(5)	Total Available Funds	11111760
(6)	Refunded to HO	Refunded to HO
(7)	Transferred to ZO/SO/DO	Transferred to ZO/SO/DO
	Total Refund/Transfer (6+7)	Total Refund/Transfer (6+7)
(8)	Earned Interest transferred to HO during the Year	Enter Int. Refunded to HO in Rs.
(9)	Expenditure incurred during the Year	6085889

**Note:**

- only S. No. 2 and 8 i.e interest details can be updated here.
- Opening balance is the closing balance as per the previous year's UC submitted by your office.
- Grant received from HO is updated by the Dte. of PMEGP
- Grant received from ZO/SO/DO is to be updated by the concerned office that has transferred funds to your office. If not reflected, kindly request the remitting office to update the same as per steps below.
- Expenditure is automatically updated on booking under various activities by your office.
- Other fields are auto calculated.

**Step-2:** Click on fund details

**UC for the year 2022-23**

OFFICE NAME	Update UC Data	UC Download	Upload Signed UC	Forward UC to HO
Himachal Pradesh	<a href="#">Update UC</a>	<a href="#">Generate UC</a>	<a href="#">View UC</a> <a href="#">Delete</a>	<a href="#">Forward To HO</a>

**Step 1**  
Update details of interest earned during the year and interest remittance to HO. All other details are auto populated based on details in "Update Performance" Tab.

**Step 2 Generate UC**  
Generate UC. Verify the details as per account statement. In case of difference, kindly update in "Update Performance" Tab.

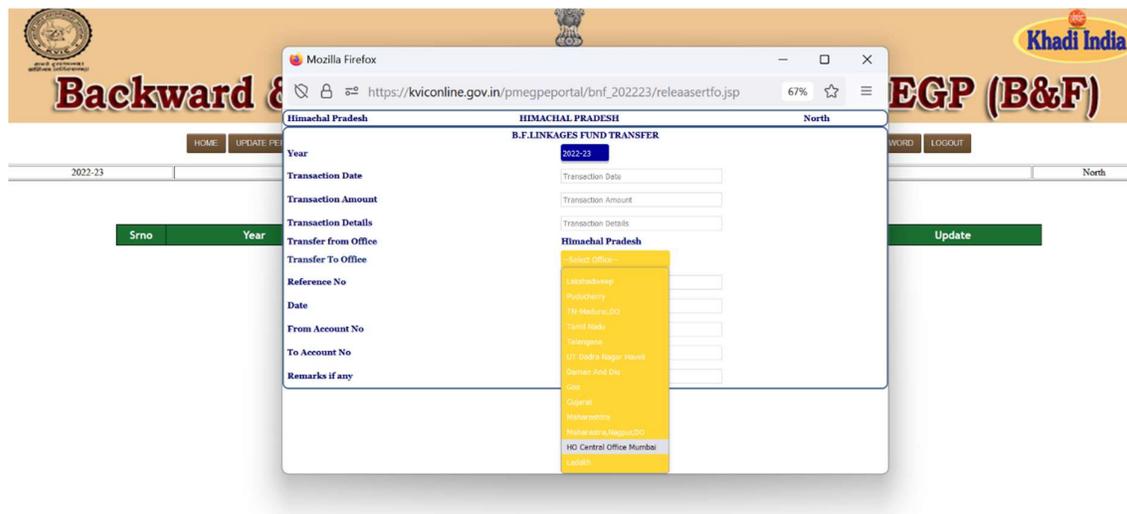
**Step 3 Upload UC**  
Upload signed & stamped UC. Check the details under view.

**Step 4**  
Forward the uploaded UC to HO.

**Step 3:** Click Add New on the window shown below



**Step 4:** A window shall pop-up as below



**Step 5:** Enter all the details and save. The refund shall be visible in the Update UC Now.

- This is applicable for Refund to HO as well as transfer to ZO/SO/DO form your office.
- If your office has received finds form other ZO/SO/DO, then the funds shall be reflected in grant received form ZO/SO/DO in your login only when the other office has transferred funds in their login using this SoP.

## यूसी के लिए बीएफएल फंड को वापस / स्थानांतरित करने की प्रक्रिया

चरण -1: अपने कार्यालय के लिए क्रेडेंशियल्स का उपयोग करके बीएफएल पोर्टल पर लॉगिन करें।

अद्यतन यूसी पर, निम्न स्क्रीन दिखाई देगी:

Office Name: Himachal Pradesh		
Utilization Certificate For The Year: 2022-23		
(1)	Opening Balance as on 01.04.2022	3460760
(2)	Interest Earned During The Year	Enter Interest Earned in Rs.
(3)	Grant Received From H.O	7651000
(4)	Grant Received From ZO/SO/DO	Grant Received From ZO/SO/DO
	Total Grant Received (3+4)	Total Grant Received (3+4)
(5)	Total Available Funds	11111760
(6)	Refunded to HO	Refunded to HO
(7)	Transferred to ZO/SO/DO	Transferred to ZO/SO/DO
	Total Refund/Transfer (6+7)	Total Refund/Transfer (6+7)
(8)	Earned Interest transferred to HO during the Year	Enter Int. Refunded to HO in Rs.
(9)	Expenditure incurred during the Year	8085889

नोट:

- केवल नंबर 2 और 8 यानी ब्याज विवरण यहां अपडेट किया जा सकता है।
- आपके कार्यालय द्वारा प्रस्तुत पिछले वर्ष के यूसी के अनुसार ओपनिंग बैलेंस अंतिम शेष राशि है।
- एचओ से प्राप्त अनुदान डीटीई द्वारा अपडेट किया जाता है। पीएमईजीपी
- जेडओ/एसओ/डीओ से प्राप्त अनुदान को संबंधित कार्यालय द्वारा अपडेट किया जाना है जिसने आपके कार्यालय को धनराशि हस्तांतरित की है। यदि प्रतिबिंबित नहीं होता है, तो कृपया प्रेषण कार्यालय से अनुरोध करें कि वे नीचे दिए गए चरणों के अनुसार इसे अपडेट करें।
- आपके कार्यालय द्वारा विभिन्न गतिविधियों के तहत बुकिंग पर व्यय स्वचालित रूप से अपडेट हो जाता है।
- अन्य फ़ील्ड की स्वचालित गणना की जाती है।

चरण -2: फंड विवरण पर क्लिक करें

OFFICE NAME	Update UC Data	UC Download	Upload Signed UC	Forward UC to HO
Himachal Pradesh	Update UC	Generate UC	View UC Delete	Forward To HO

**UC for the year 2022-23**

**Step 1**  
Update details of interest earned during the year and interest remittance to HO. All other details are auto populated based on details in "Update Performance" Tab.

**Step 2 Generate UC**  
Generate UC. Verify the details as per account statement. In case of difference, kindly update in "Update Performance" Tab.

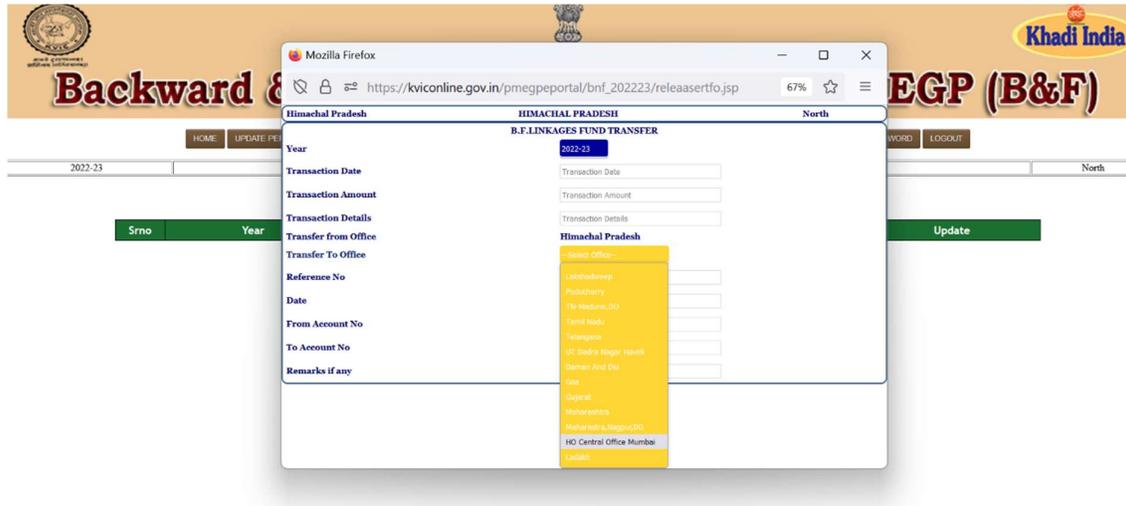
**Step 3 Upload UC**  
Upload signed & stamped UC. Check the details under view.

**Step 4**  
Forward the uploaded UC to HO.

**चरण 3:** नीचे दिखाई गई विंडो पर नया जोड़ें पर क्लिक करें



**चरण 4:** नीचे दी गई विंडो के रूप में पॉप-अप होगा



**चरण 5:** सभी विवरण दर्ज करें और सहेजें। रिफंड यूसी नाउ अपडेट में दिखाई देगा।

- यह एचओ को रिफंड के साथ-साथ आपके कार्यालय से जेडओ / एसओ / डीओ में स्थानांतरण के लिए लागू है।
- यदि आपके कार्यालय को अन्य ZO/SO/DO से प्राप्त हुआ है, तो धनराशि आपके लॉगिन में प्राप्त अनुदान फॉर्म ZO/SO/DO में तभी दिखाई देगी जब दूसरे कार्यालय ने इस एसओपी का उपयोग करके अपने लॉगिन में धन हस्तांतरित किया हो।