

By Mail/Speed Post

**ELECTION COMMISSION OF INDIA**

Nirvachan Sadan, Ashoka Road, New Delhi – 110 001.

No.491/ECI/LET/FUNC//SVEEP-I/Budget/2017

Dated : 8th March, 2018

To

The Chief Electoral Officer of  
all States/UTs.

**Subject : Consolidated Utilization Certificate of SVEEP fund for the FY 2017-18 –  
regarding.**

Sir/Madam,

I am directed to refer to the subject cited and to state that the Commission has released 1<sup>st</sup> / 2<sup>nd</sup> instalment / additional / National Election Quiz (NEQ) fund from the SVEEP head of the Commission for the FY 2017-18 to your State/UT. The consolidated Utilization Certificate has not been received from your State/UT so far.

You are, therefore, requested to submit the consolidated Utilization Certificate of the complete amount released to your State/UT for the FY 2017-18 **in the prescribed format only** (copy enclosed) to the Commission **immediately**.

It may kindly be noted that the fund for the next FY 2018-19 will be released only to those States/UTs who would have submitted the consolidated utilization certificate for the FY 2017-18.

Yours faithfully,

(SUJEET KUMAR MISHRA)  
UNDER SECRETARY

Encls.: as above.

**File No.491/SVEEP-I/BUDGET/2017-Part(1)**

**Status of SVEEP fund released to the all States/UTs for the FY 2017-18**

SIN	Name of the States/UTs	1 <sup>st</sup> instalment	2 <sup>nd</sup> instalment	Add-itional fund	National Election Quiz (NEQ)	Sl. No.	Name of the States/UTs	1 <sup>st</sup> instalment	2 <sup>nd</sup> instalment	Add-itional fund	National Election Quiz (NEQ)
1	Andhra Pradesh	Released	Released	-	5 Lakh	19	Nagaland (EGS)	Released	Released	30 Lakh	5 Lakh
2	Arunachal Pradesh	--	Released	-	--	20	Odisha	--	--	-	7 Lakh
3	Assam	Released	Released	-	7 Lakh	21	Punjab	Released	Released	-	7 Lakh
4	Bihar	Released	Released	-	7 Lakh	22	Rajasthan	Released	-	-	7 Lakh
5	Chhattisgarh	Released	Released	-	7 Lakh	23	Sikkim	Released	Released	-	5 Lakh
6	Goa	Released	Released	-	5 Lakh	24	Tamil Nadu	Released	Released	-	7 Lakh
7	Gujarat (EGS)	Released	Released	50 Lakh	7 Lakh	25	Tripura (EGS)	Released	Released	30 Lakh	5 Lakh
8	Haryana	Released	Released	-	7 Lakh	26	Telangana	Released	-	-	7 Lakh
9	Himachal Pradesh (EGS)	Released	Released	50 Lakh	5 Lakh	27	Uttar Pradesh	Released	-	-	10 Lakh
10	Jammu and Kashmir	Released	Released	-	7 Lakh	28	Uttarakhand	Released	Released	-	5 Lakh
11	Jharkhand	Released	Released	-	7 Lakh	29	West Bengal	Released	Released	-	7 Lakh
12	Karnataka	Released	-	-	7 Lakh	30	Andaman & Nicobar Island	--	Released	-	2 Lakh
13	Kerala	--	Released	-	5 Lakh	31	Chandigarh (UT)	Released	Released	-	2 Lakh
14	Madhya Pradesh	Released	Released	-	10 Lakh	32	J Daman and Diu	--	Released	-	2 Lakh
15	Maharashtra	Released	Released	-	7 Lakh	33	Dadra and Nagar Haveli	---			2 Lakh
16	Manipur	Released	Released	-	5 Lakh	34	N.C.T. Delhi	Released	Released	-	5 Lakh
17	Meghalaya (EGS)	Released	Released	30 Lakh	5 Lakh	35	Pudducherry	Released	Released	-	5 Lakh
18	Mizoram	Released	Released	-	5 Lakh	36	Lakshadweep	-	Released	-	2 Lakh

Financial Year 2017-18

**Utilization Certificate  
(From the CEOs to ECI)  
(Format)**

It is certified that out of the amount of Rs..... (in figures)

.....  
(in words) sanctioned by Election Commission of India for the purpose of SVEEP for enhancing people's participation in electoral process in the financial year 2017-2018, the amount of Rs.....(in figures) .....  
..... (in words) has been utilized upto.....  
(dd/mm/yyyy) for the said purpose. The expenditure has been incurred in accordance with the instructions/guidelines of the Commission and in compliance of General Financial Rules of the Government of India.

The details are as follows :

**(I) Funds received by CEO from ECI (in Rs) .....**

Financial Year 2017- 2018				
Sl. No.	Name of the District	O/o CEO's order No. & Date	Details of Mode of Fund Transfer (e.g. RTGS/NEFT/Cheque/DD No. & Date)	Amount of Fund Transferred
(1)	(2)	(3)	(4)	(5)
(I A) Total Fund Transferred to Districts = Rs..... (I B) Total Fund left with CEO = Rs..... <p align="center"><b>(I = I A + I B)</b></p>				

(2)

## (II) Expenditure for SVEEP incurred at CEO level :

Sl. No.	Heads	Outputs	Numbers	Actual Expenditure (in Rs.)	Expenditure from ECI's Grant-in-Aid (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)
1.	<b>Education &amp; Awareness Material</b>	Content Produced (messages/designs/scripts/jingles/video spots etc)			
		Insertions in electronic/print/internet outdoor media etc			
		Other material like posters/pamphlets/stickers			
		Democracy Bus/Van-villages or municipality areas covered			
2.	<b>Fee/Honorarium/Prizes/ Incentives</b>	Contractual help engaged			
		Campus Ambassadors (Prizes or Kits)			
3.	<b>Consultations</b>	Consultations held			
		Personnel participated			
		Documents/reports produced			
4.	<b>Surveys (if any)</b>	Survey Reports			
5.	<b>Other Operating Expenses</b>	Details:			
6.	<b>Total Expenditure</b>				

II A. Fund with CEO (I B) = Rs.....

II B. Fund received back from Districts (if any) = Rs.....

II C. Additional fund transferred to other Districts: (if any) Rs.....

II D. Net fund at CEO level: II A + II B – II C = Rs.....

**File No.491/SVEEP-I/BUDGET/2017-Part(1)**

II E. Expenditure incurred at CEO level: Rs.....

(3)

**(III) Expenditure for SVEEP incurred at District level :**

Sl. No.	Heads	Outputs	Numbers	Actual Expenditure (in Rs.)	Expenditure from ECI's Grant-in-Aid (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)
1.	<b>Education &amp; Awareness Material</b>	Content Produced (messages/designs/scripts/jingles/video spots etc)			
		Insertions in electronic/print/internet outdoor media etc			
		Other material like posters/pamphlets/stickers			
		Democracy Bus/Van-villages or municipality areas covered			
2.	<b>Fee/Honorarium / Prizes/ Incentives</b>	Contractual help engaged			
		Campus Ambassadors (Prizes or Kits)			
3.	<b>Consultations</b>	Consultations held			
		Personnel participated			
		Documents/reports produced			
4.	<b>Surveys(if any)</b>	Survey Reports			
5.	<b>Other Operating Expenses</b>	Details:			
6.	<b>Total Expenditure</b>				

III A. Fund transferred to Districts (I A) = Rs.....

III B. Additional funds transferred to Districts (if any) = Rs.....

**File No.491/SVEEP-I/BUDGET/2017-Part(1)**

III C. Total funds transferred to District level ( III A + III B) = Rs.....

III D. Expenditure incurred at District level = Rs.....

(4)

(IV) Total Expenditure which is claimed from ECI's Grant-in-Aid II E + III D =  
Rs.....

(V) Expenditure claimed as percentage of Grant-in-Aid General sanctioned  
from ECI  $(IV * 100 / I) = \dots\dots\dots\%$

(VI) Estimated expenditure / demand for the 2<sup>nd</sup> instalment = Rs.....

'It is certified that the expenditure shown in (IV) is met from Commission's fund and  
not from any other fund like State/UT budget etc.' Further, it is ensured that there is no  
duplication in expenditure on this account.

**Date:**.....

**Place:**.....

**Officer)**

.....  
(Signature of Chief Electoral

.....  
(Name of the CEO)

.....  
(Name of the State/UT)