

Statement of Case (SoC) FOR OPENING A NEW URC

A SoC is a document that entails a description and validation of a project, based on data that has been collected. A SoC is required by CSD for any Unit wishing to open a URC. Among other things, a SoC helps in identifying the purpose of the project and its benefits to the consumers.

The SoC should comprise the following items:

- Introduction
- Proposal
- Detailed Justification
- Financial Implication

Further documents for opening a new URC

The following documents are also required from any Unit applying to open a new URC:

- A formal application form as per AO No.19/2003 for opening of a new URC duly sanctioned by Higher Formation.
- The posted strength of the Unit.
- The exact location of URC/Extension Counter.
- The source and amount required for funding rent and allied charges.
- The source and amount required for funding salaries/wages of URC employees.
- The source and amount required for funding transportation of stocks.
- The security aspect of the building and stores.
- The steps being taken to prevent misuse of the facility.
- Command and control channel to monitor any misuse.
- Steps for monitoring of sales arrangements.
- The economic viability of the URC.
- NOC from the local civil administration