

EDN-H (9)6-1/2020-21/ Monitoring  
 Directorate of Higher Education,  
 Himachal Pradesh, Shimla-1  
 Ph:- 0177-2656621,2812887 e-mail id:- dir.edu@rediffmail.com  
 Dated: Shimla-171001, the

शिक्षा निदेशालय उच्चतर June, 2020

To

18 JUN 2020

The Principal,  
 Govt. College .....  
 Distt..... HP


**Subject:- Providing detail of physical & financial status of the construction work of College.**

Memo,

It is to inform you that Education department is releasing funds in every financial year for the various on-going and new schemes (i.e. like **construction of Building/ Additional Accommodation/ Playground/ Retaining wall & Boundary wall etc.**) of College but Utilization Certificate/Completion Report of the amount released to executing agencies is not being supplied simultaneously to this Directorate owing to which many audit objections have been raised by the A.G.H.P.

In this context, the detailed information may be procured /collected **personally** from the concerned executing agencies (i.e. like XEN/ SDO/JE PWD/HIMUDA/BSNL/BDO etc. ) with complete detail of amount released (Year wise) to the constructing agencies and submit the same to this Directorate on the PROFORMA (ENCLOSED OVERLEAF) immediately. **Separate proforma sheet be used for each Construction work done in the College.**

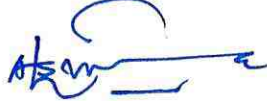
It may also be noted that the separate **Utilization Certificate** be collected from the constructing agencies for each construction work done in the institution and submitted to this Directorate at earliest.

  
 {Dr. Amarjeet K. Sharma}  
 Director of Higher Education  
 Himachal Pradesh  
 June, 2020

Endst No Even dated Shimla-171001

Copy forwarded for information & Further Necessary action to the:-

1. The Secretary (Finance ) to the Govt. of HP Shimla, HP
2. ✓ The Supdt. IT Cell Directorate of Hr Edu. HP to upload the letter on website of Hr. Education.
3. Office Copy / Guard file.

  
 Director of Higher Education  
 Himachal Pradesh

**PROFORMA**

- (1) Name of College :- .....
- (2) Nature of work :- .....
- (3) Estimated Cost :- .....
- (4) Administrative Approval accorded by the Govt. vide letter No :- .....
- (5) Year of starting (With date) :- .....
- (6) Stipulated period of completion of work :- .....
- (7) Revised Estimated Cost, if any :- .....
- (8) Year-wise fund received (from year of starting) :- .....

FINACAIL STATUS					PYSICAL STATUS					Tentative period of time for completion work		
Sr. No.	Year	Amount Deposit	Expenditure up to date	Balance fund required for completion	Work not started	Up to 1/3rd completed	Up to 2/3rd completed	More than 2/3rd completed	Work completed	<1 Year	1-2 Year	>2 Year
1.												
2.												
3.												
4.												
5.												

(Please enclose Utilization Certificate from constructing Agency)

- (9) PHYSICAL STATUS:-
- (a) Whether construction work has started or not?(Yes/No) :- .....
- (i) If yes, mention date/year of starting :- .....
- (ii) If no, mention reason for not starting :- .....
- (b) Whether construction work is completed or not? (Yes or No) :- .....
- (i) If yes, then date of completion with report :- .....
- (ii) Date of taken over the building :- .....
- (iii) If no, mention reason for non-completion :- .....
- (c) Whether construction work is abandoned?(Yes/No) :- .....
- If yes, reason for abandon be furnished. :- .....
- (d) Whether construction work is in progress?(Yes/No) :- .....
- If yes, mention the progress in percentage (%) of work Completed. Also mention briefly the major work left to be attended. :- .....
- (e) Additional funds required for completion. Also inform if revised estimate has been submitted or not , if submitted mentioned letter No. & date. :- .....

DATE:-.....  
PLACE:-.....

HEAD OF THE INSTITUTION  
(WITH SEAL)

**NOTE:-** Separate proforma sheet be used for each Construction work done in the College.

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17/02/11