

**PROFORMA**

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

FINACAIL STATUS					PYSICAL STATUS					Tentative period of time for completion work		
Sr. No.	Year	Amount Deposit	Year wise Expenditure	Balance fund required for completion	Work not started	Up to 1/3rd complet ed	Up to 2/3rd complet ed	More than 2/3rd completed	Work complet ed	<1 Year	1-2 Year	>2 Year
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												

(Please enclose Utilization Certificate from constructing Agency)

- (11) **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 School.**



TOP PRIORITY/MOST URGENT

No. EDN-H (9)6-1/2022-23 (Monitoring)  
Directorate of Higher Education,  
Himachal Pradesh, Shimla-1  
E-mail id:- dhe-sml-hp@gov.in  
Dated: Shimla-171001, the

May, 2023

25 MAY 2023

To

✓ The Dy. Director of Higher Education,  
Una ..... Distt. .... Una ..... H.P.

Subject:-

Providing detail of physical & financial status of the construction works  
alongwith Utilization/Completion Certificate in r/o School buildings as  
on 31.03.2023.

Sir,

It is to inform you that Education department is releasing funds in every financial year for the various on-going and new schemes of construction work (i.e. like construction of building/ additional accommodation/Science block/ playground/retaining wall & boundary wall etc.) of schools and offices but Utilization/Completion Certificate of the amount released to the various executing agencies is not being received simultaneously in this Directorate owing to which many audit objections have been raised by the A.G.(Audit) H.P.

Audit Department is repeatedly asking for the Utilization/completion Certificate in respect of all the grants released for various construction works. NOT only this, the Finance and Planning Departments are repeatedly asking for the STATUS of construction works which is not being provided to the department.

Therefore it is directed to issue necessary direction to the head of concerned institution to visit personally in the office of constructing agencies (i.e. SDOs/XENs HPPWD/HIMUDA /BSNL/BDO and others) with complete detail of amount released (year wise) and submit to this Directorate on the prescribed PROFORMA (ENCLOSED OVERLEAF) immediately. Separate proforma sheet be used for each Construction work done in the School/Office and the same should be signed by the concerned Executive Engineer or Head of the institution.

✓ The physical & financial status of each work is also required to accord the Expenditure Sanction for the Govt. as per Budget provision for 2023-24. The consolidated information may be provided to this Directorate within a week.

PERSONAL ATTENTION MAY BE GIVEN TO THE MATTER

{Dr. Amarjeet K. Sharma}  
Director of Higher Education  
Himachal Pradesh  
May, 2023

Endst No Even dated Shimla-171001

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

1. The Accountant General (A & E) Himachal Pradesh for information.
2. The Secretary (Education) to the Govt. of HP Shimla, HP
2. Office Copy / Guard file.

9-7/11

Instructions may be issued to all H.P. Heads  
BT  
3/6/23

ADHS

265  
3/6/23  
3/6/23

-Sd/-  
Director of Higher Education  
Himachal Pradesh


Personal Attention

Endst. No.EDN-U(G-III)-STATUS/2023/- 950

Dated: 05-06-2023

Office of the, Deputy Director of Higher Education Una Distt. Una (HP).

1. Forwarded to all the Principals/Headmasters of GSSSs and GHSs in Una District for information and with the direction to visit personally in the office of constructing agencies to obtain the complete detail of amount released year-wise of construction work of your school and submit the status of construction work on proforma attached to this office through e-mail id:ddheuna@rediffmail.com on or before 08-06-2023 so that the higher authorities could be appraised accordingly.

  
Dy. Director of Hr. Education,  
Una District Una (HP).