

No: EDN-U(G-III)Building Status /2021/ 1548 /  
Office of the Dy Director of Higher Education Una  
District Una (HP)

Dated Una-174 303, the 29/10/2021

To

All the Principals GSSS/ GHS of Una ,  
Distt. Una (H.P)

Subject: Monthly Return regarding progress report of Construction work.  
Memo,

Please find enclosed herewith prescribed proforma pertaining to physical &  
Financial Status of the construction work along with utilization certificate.

In this regard you are hereby directed to furnish the monthly statement  
showing financial and physical status of work on the prescribed performa by the PWD authorities to this  
office by the 10<sup>th</sup> of every month. So that the consolidated progress report of all works could be sent to  
the Higher Authorities regularly well in time.

Report should reach in this office by 10<sup>th</sup> of every month positively. Any laxity in  
this regard will be viewed seriously. Treat it most urgent.

  
Dy. Director Higher Education  
Una District Una (H.P.)



**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 (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 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.												

(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 School.**

All the Principal/Headmaster of GSSSs & GHSs are directed to to send status of work on this Proforma on or before 10<sup>th</sup> of every month positively .The schools where no construction work is going on to send nil report on this proforma on or before 10<sup>th</sup> of every month so that the status of work can be sent to the Higher authorities . Any delay in this regard will be viewed seriously and list of defaulter schools may be submitted to higher authorities for taking necessary action.

  
Dy. Director Higher Education  
Una District Una (H.P.)