

No:Shiksaha-Shimla(G-1) Estimate-  
O/o the Dy. Director of Higher Education,  
Shimla, District Shimla-171001

Shimla-171001 the,

To,

All the Principal/Headmster,  
GSSS/GHS in Distt. Shimla. ( As per list attached)


**Sub:- Providing physical & financial status of the construction works of schools/offices along with Utilization Certificate.**

Memo,

With reference to Directorate of Higher Education Himachal Pradesh office letter No. EDN-H (9)6-1/2016-17 (Monitoring) dated 22.02.2018 on the subject cited above vide which you are hereby informed that the Utilization Certificate/Completion Certificate of amount released to the executing agencies every Financial year for various on-going and new schemes of construction work (i.e. **like construction of building/additional accommodation/playground/retaining wall & boundary wall etc.) is not received** simultaneously due to which many audit objections have been raised by the A.G. (Audit) H.P. and asking for submission of **Utilization certificate/Completion certificate**. Further Finance and Planning Deptt. is also asking for **STATUS** of construction work.

In this regard, you are hereby directed that detailed information may be procured/collected personally from the field offices of the constructing agencies (i.e. SDOs/XENS HPPWD/HIMUDA/BSNL/BDO and others) with complete detail of amount released (**year wise**) to this office on prescribed **PROFORMA**. **Seperate proforma sheet be used for each construction work done in the school/ Offices (Proforma & list of works is enclosed herewith).**

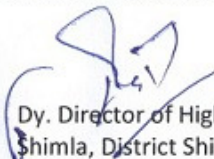
Further it may be ensured that **separate Utilization Certificate for each construction work** done in the institution be collected from the constructing agency and submit the same to this office also.

  
Dy. Director of Higher Education  
Shimla, District Shimla-171001

Endst. No. Even Dated: Shimla-171001

Copy to:-

1. The Director of Higher Education Himachal Pradesh Shimla-01 for information please.
- ✓ 2. Nodal Officer I.T. (Internal) with the request to upload the letter on office website.
3. Guard file.

  
Dy. Director of Higher Education  
Shimla, District Shimla



**PROFORMA**

- (1) Name of College/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 comple ted	Up to 2/3rd comple ted	More than 2/3rd complete d	Work comple ted	<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 & School.