

F.No 24-19/2016-U.Policy  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education

Dated: 14<sup>th</sup> July 2016

To,  
Principal Secretaries (Higher Education)  
Of All States

**Subject: Formats for Physical inspection report and certificate for availing final instalment**

1. The undersigned is directed to enclose the formats for submission of physical inspection report and the format for certificate for availing last instalment.
2. The states are requested to submit the information in the requisite formats.
3. This issues with the approval of Joint Secretary (Higher Education).

*Sanjeev Narayan*  
14.07.16

(Sanjeev Kumar Narayan)  
Under Secretary to the Government of India  
Tel: 011-23381460



**Physical Progress**

Type	Nature	Stage of work	Deadline to Finish Work	Remarks
New Construct ion Work	<ol style="list-style-type: none"> <li>1. Hostel</li> <li>2. Toilet</li> <li>3. Laboratory</li> <li>4. Computer Centre</li> <li>5. Classroom</li> <li>6. Common Room</li> <li>7. Canteen/Cafeteria</li> <li>8. Seminar Room</li> <li>9. Auditorium</li> <li>10. Library</li> <li>11. School</li> <li>12. Play Ground</li> <li>13. Seminar Room</li> <li>14. Common Room</li> <li>15. Syndicate Room</li> <li>16. Confidential Room</li> <li>17. Miscellaneous</li> </ol>	<ol style="list-style-type: none"> <li>1. Site Selection/Land Allotment</li> <li>2. Foundation Stage</li> <li>3. Plinth Stage</li> <li>4. Lintel Stage</li> <li>5. Roof Stage</li> <li>6. Flooring and Finishing</li> </ol>	Date	
Up- gradation Work	<ol style="list-style-type: none"> <li>1. Hostel</li> <li>2. Toilet</li> <li>3. Laboratory</li> <li>4. Computer Centre</li> <li>5. Classroom</li> <li>6. Common Room</li> <li>7. Canteen/Cafeteria</li> <li>8. Seminar Room</li> <li>9. Auditorium</li> <li>10. Library</li> <li>11. School</li> <li>12. Play Ground</li> <li>13. Seminar Room</li> <li>14. Common Room</li> <li>15. Syndicate Room</li> <li>16. Confidential Room</li> <li>17. Miscellaneous</li> </ol>	<ol style="list-style-type: none"> <li>1. Less than 25%</li> <li>2. 25%-50%</li> <li>3. 50%-75%</li> <li>4. 75%-100%</li> <li>5. 100%</li> </ol>	Date	
Equipme nt	<ol style="list-style-type: none"> <li>1. Sports</li> <li>2. Books/Journals</li> <li>3. Computers/ IT Resources</li> <li>4. E-resources</li> <li>5. Other</li> </ol>	<ol style="list-style-type: none"> <li>1. Tender Stage</li> <li>2. Bid Evaluation Stage</li> <li>3. Order Stage</li> <li>4. Delivered</li> </ol> <p><b>List of Equipment Procured</b></p>	Date	

		so Far • • • •		
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C. Whether Signboard regarding RUSA assistance, with the required details has been put up at the institute

9. Whether the Institution has geo tagged photos of its physical progress on Bhuvan RUSA Portal?

C. Outcomes of Inspection

Certified and approved by:

(Signature)

(Seal)

(Name & Designation)

**Certificate for availing final instalment.**

Name of RUSA Component :- Creation of universities by way of up gradation of existing autonomous colleges / Creation of Universities by conversion of colleges in a cluster / Infrastructure grants to Universities / New Model Colleges (General) / Upgradation of existing degree colleges to model colleges / New Colleges (Professional) / Infrastructure grants to colleges / Research, innovation and quality improvement /Equity initiatives / Capacity building & preparation, Data collection & planning / Management Information System.

(Tick whichever applicable)

(certificate to be submitted component wise.)

I. Certified that the following equipment/ items have been purchased with RUSA Grants (Central and State) after following the financial rules and extant orders and necessary inventories in stock register have been made, kept at \_\_\_\_\_ ; and that they are in full working condition.

Sr. No.	Items	Expenditure incurred (in Rs)	Remarks (Specification, etc)
1.			
2.			
3..			

II. Certified that the Measurement Book (MB) pertaining to construction works has been recorded by the designated & competent authority. All accounts of these activities are being maintained in the accounting formats prescribed under the financial rules and extant orders of the State.

III. Certified that the physical inspection of these works undertaken from RUSA Grants has been carried out by the officials of the Higher Education Department and found to be satisfactory.

**Principal Secretary (HE)**  
**Government of State of \_\_\_\_\_**