



**MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY
GOVERNMENT OF INDIA**

PROJECT COMPLETION REPORT

STATE /UT NAME

Common Services Centre Scheme

Under

National e-Governance Plan

PROFORMA FOR PROJECT COMPLETION REPORT

PART - 1

1.	Title of the Project		
2.	Implementing Organisation		
3.	DEITY Sanction No. and Date		
4(a)	Total Budget Outlay	Original	Revised, if any
4(b)	Duration of project		
4(c)	Date of completion and reasons for delay, if any		
5.	Total funds spent under various approved budgetary Heads/actual expenditure. Reasons for deviation, if any (as per enclosed Table 1)		
6.	Details of equipment/assets acquired out of DEITY funds with the name of equipment, of supply, total cost/whether Indian or imported (as per enclosed Table 2.1, 2.2 and 2.3)		
7.	Details of manpower associated with the (as per enclosed Table 3)		
8.	Details of year-wise audited statement of accounts and utilization certificates submitted to DEITY (as per GFR. 19A)		

PART – II

1.	Project work and achievements			
1 (a)	Executive Summary			
1(b)	Activity	Target	Achievement	Reasons of variation
(i)	Scope			
(ii)	No. of Systems/Sub-systems with Specifications or feasibility report on futuristic studies			
(iii)	No. of Research papers/Technical Reports			
(iv)	No. of trained manpower			
(v)	Anticipated know-how transfer to industry			
(vi)	Technology/Know-how developed (Hardware, software & other details, if any); know-how document available or not			
(vii)	No. of industries shown interest for know-how utilization/ commercialization			
(viii)	No. of users/ interested for taking prototype/ finished product			

(ix)	No. of industries/ users interested in applying the know-how developed for enhanced productivity			
1 (c)	Additional information			
(i)	Details of patents registered, if any			
(ii)	Technological spin offs, seeding of a major activity and how the project has helped in enhancing the technological base/ capabilities in the country			
(iii)	Future areas for work			

Date:

.....
Name and Signature of Chief Investigator

.....
Signature of Head of Institution / Organization

**TABLE 1: HEAD-WISE BREAK-UP OF EXPENDITURE
(Rs. In Lakhs)**

S.No.	Head	Approved Budget Outlay	Expenditure Incurred upto			Expenditure from to			Anticipated Expenditure from to			BE	Remarks
			RE	FE	TOTAL	RE	FE	TOTAL	RE	BE	TOTAL		
1	Capital Eqpt. (FE Comp)*												
2	Consumable items/components (FE comp)												
3	Duty on Imports												
4	Staff Salaries												
5	Travel												
6	Contingencies												
7	Overheads/, if any												
8	Other expenditure debitable to this project (please specify)												

- FE utilised, over and above sanction made by DEITY, through OGL facilities may be indicated separately. Please indicate if there is any deviation from originally approved budget and whether necessary approval has been taken.

**TABLE 2.1: EQUIPMENT (IMPORTED) PROCURED FOR THE PROJECT
(Rs. In Lakhs)**

S.No.	Description	Manufacturer/ Supplier	Brief Specifications	Purchase Order No. and date	Date of Receipt	Total Cost	Duty Paid *	Contributions # G - Good, B - Bad

* Please indicate duty amount paid for each equipment

Mention contributions of equipment purchased. If bad, describe the fault/defect and what action has been taken to repair it?

**TABLE 2.2: CAPITAL EQUIPMENT (INDIGENOUS) PROCURED FOR THE PROJECT
(Rs. In Lakhs)**

S.No.	Description	Manufacturer/ Supplier	Brief Specifications	Purchase Order No. and date	Date of Receipt	Total Cost	Duty Paid *	Contributions # G - Good, B - Bad

* Please indicate duty amount paid for each equipment

Mention Contributions of equipment purchased. If bad, describe the fault/defect and what action has been taken to repair it?

TABLE 2.3: SALE/TRANSFER OF CAPITAL GOODS (WITH PRIOR PERMISSION OF DeitY)

S.No.	Description	Sale/Transfer (S/T)	Organization to which sold/ transferred	Sale Value (Rs. In lakhs)	Funds Refunded to DEITY

TABLE 3: MANPOWER ASSOCIATED WITH THE PROJECT

S.No.	Name	Designation	Qualification	% of time devoted to this project	Salary drawn Y/N	Date of Joining	Date of Leaving	Total average Emoluments (Monthly)

- (a) Institute Faculty and Staff
- (b) Staff recruited for the project
- (c) Students

UTILIZATION CERTIFICATE

(to be sent in duplicate to the Department of Information Technology for the Financial Year _____)

1. Title of the Project/Scheme :
2. Name of the Organization :
3. Name of the Chief Investigator :
4. DEITY's Administrative Approval No. and Date in r/o the Project/Scheme. :
5. Amount brought forward from the previous financial year quoting DEITY's Letter No. and date on which the authority to carry forward the said amount was given. :
6. Amount received from the DEITY during the financial year (*please give No. and Date of sanctions showing the amount paid*). :
7. Amount of Interest earned on the GIA during the financial year. :
8. Total amount that was available for expenditure (including commitment) during the financial year (*Sl. No. 5+6+7*). :
9. Actual Expenditure (**excluding commitments**) incurred during the financial year. :
10. Unspent balance refunded if any (*please give details of Cheque No., etc.*). :
11. Balance amount available at the end of the financial year (*Sl. No. 8-9-10*). :
12. Amount allowed to be carried forward to the next financial year vide DEITY's Letter No. and date :

Certified that the expenditure of Rs. _____ (Rupees _____) mentioned against Sl. No. 9 was actually incurred on the Project/Scheme for the purpose for which it was sanctioned and that the balance amount of Rs. _____ is available as on _____.

(Signature of
Principal Investigator)

(Signature of
Registrar/Accounts Officer)

(Signature of
Head of the Organisation)

ACCEPTED AND COUNTERSIGNED

**COMPETENT AUTHORITY
DEPARTMENT OF INFORMATION TECHNOLOGY**

Part III

CHECK LIST FOR CLOSURE OF A PROJECT

CHECK LIST FOR CLOSURE OF A PROJECT

1. Name of the project/scheme/division.

Does it relate to DOE Autonomous Society/PSU, if yes, has it been routed through Society Division/PSU Division.
2. Whether completion report of the project has been furnished. Y/N
3. Whether closure of the project has been recommended by the Working Group/Council on completion of duration/termination before completion of duration of project.

If so, brief reasons for the same
4. Whether final accounts and utilisation Certificate in the prescribed proforma has been received. Y/N
5. Whether unspent balance of Govt. money has been refunded? if yes, details thereof Y/N
6. Details of assets acquired and their disposal has been received. Ref. Y/N
 - (a) Details including cost of assets created out of DOE grant by the implementing agency.
 - (b) Whether these equipment have been called back from the Implementing Agency. If not, the reasons thereof:
 - (c) Likely period to finalise the transfer of equipment to DOE(may be indicated).
7. Whether achievements of the project meet its objectives as given in the initial project document and Administrative Approval? Y/N
Brief comments

8. Whether any technology has been developed under the project? if so;
 - (a) What arrangements are made for Transfer of Technology
 - (b) TOT fee likely to be generated
 - (c) Whether TOT fee generated is considered enough to declare the project "successful"

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