

**PROCEEDINGS OF THE STATE PROJECT DIRECTOR  
RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN (RUSA)  
GOVERNMENT OF ANDHRA PRADESH**

Present: Dr. Pola Bhaskar, IAS

**Proc.Rc.No.168/SPD/RUSA/2022, Date: 10-11-2022**

Sub: RUSA – Standard Operating Procedure for claiming funds under RUSA in SNA - Regarding.

Ref: 1. F.No.1(13)/PFMS/FCD/2020, Government of India, dt: 23-03-2021.

2. G.O.Ms.No:10, Finance (Cash & Debt Management) Dept, Dt: 20.01.2022

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Kind attention is invited to the subject and references cited above. As per the Government of India guidelines on revised procedure for release of funds under the Centrally Sponsored Schemes (CSS), O/o SPD-RUSA has opened a Single Nodal Agency Account (SNA) and all the RUSA beneficiary institutions (implementing agencies) have opened Zero Balance Accounts (ZBA) in Union Bank of India. All these accounts were mapped in the PFMS to track the fund flow.

As per the above said guidelines, drawing limits will be set to Zero Balance Accounts of all the RUSA beneficiary institutions in SNA based on the requirement received from the institutions.

Moving forward, all the RUSA Beneficiary Institutions should mandatorily follow the below mentioned procedure to facilitate O/o RUSA to set the drawing limits to ZBA in SNA and also to monitor the progress of RUSA works:

1. Registrar/Principal/Head of the Institution should submit the proposals for allocation of funds to Zero Balance Accounts of the RUSA beneficiary institutions through SNA.
2. Proposals should only be submitted in the prescribed formats, which were enclosed with this proceeding. (Proposals submitted in formats other than those prescribed will not be considered.)
3. Standard separate proformas were designed for New Construction/Renovation/Equipment for claiming the bills submitted by the executive agencies. (For eg: If the bills of New Construction are to be claimed, proforma-1 should be filled and submitted along with enclosures mentioned in the proforma.)
4. A detailed letter addressing SPD-RUSA should be sent along with the filled in proformas in prescribed format.
5. Received proformas from the institutions will be scrutinized by O/o SPD-RUSA and if necessary, a committee will be constituted for inspecting the executed works. After careful examination and inspection of the works, SPD-RUSA will issue proceedings to allocate the funds in SNA.

6. After allocation of funds in SNA, RUSA beneficiary institutions (Implementing Agencies) can raise bills in PFMS and submit necessary documents to their respective Zero Balance Account holding branch of Union Bank of India (Flow chart of the procedure is enclosed).
7. Funds will be transferred to Executive Agencies/Vendors.

Sd//  
Dr. Pola Bhaskar, IAS  
State Project Director-RUSA

Enclosures:

- Proforma 1: For claiming funds for new construction works.
- Proforma 2: For claiming funds for renovation works.
- Proforma 3: For claiming funds towards payment of equipment/furniture procurement bills.
- Flow chart of payment procedure through SNA.

To  
All RUSA Beneficiary Institutions

  
FOR STATE PROJECT DIRECTOR, RUSA



**PROFORMA (1) FOR CLAIMING FUNDS FOR NEW CONSTRUCTION WORKS**

**1) Name of the Institution:**

**2) Name of the Component under RUSA:**

**3) RUSA Phase (I/II):**

**4) New Construction works details:**

S. No	Works proposed in DPR	Estimated amount for the proposed works as per the DPR	Any Modification of works in the DPR	Reasons for modification	Revised estimations for the modified works	Whether modification approved (Y/N)	Stage of work (progress shall be mentioned in %)	Deadline to finish works
1								
2								
3								
4								

**5) Details of funds allocated for New Construction:**

S.No	Amount in Rupees	
1	Total amount allocated for new construction.	
2	Total amount paid to executive agency (M.D/EE/contractor) so far by the Institution	
3	Total amount paid to contractor by the executive agency	
4	Amount retained towards deductions (GST & Service charges)	
5	Balance unspent amount available with the Executive Engineer/M.D.	
6	Balance funds allocation available under new construction 1-(2+4) with the implementing agencies.	
7	Amount requested now for allocation from SNA.	

**6) The Principal/The Registrar shall enclose the following documents while submitting the proforma:**

- a) Work wise expenditure statement.
- b) Bills submitted by executive agency.
- c) RUSA PMU verification certificate (format enclosed with this proforma).
- d) Geotagged photographs of each work.
- e) Authorized Xerox copies of M.Book.

Date:

**Project Monitoring Unit (PMU) Verification Certificate for New Construction**

PMU have verified the bills claimed by the executive engineering against the physical works completed. The following works have been executed as per the DPR.

S.No	Name of the Component	Name of the Institution	Total funds allocated for new construction	Total Funds Released	Funds utilized	Nature of the work	Stage of the work(physical progress)

Signature of PMU members

Signature of the Principal/the Registrar

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**PROFORMA (2) FOR CLAIMING FUNDS FOR RENOVATION WORKS**

- 1) Name of the Institution:
- 2) Name of the Component under RUSA:
- 3) RUSA Phase (I/II):
- 4) Renovation works details:

S. No	Works proposed in DPR	Estimated amount for the proposed works as per the DPR	Any Modification of works in the DPR	Reasons for modification	Revised estimations for the modified works	Whether modification approved (Y/N)	Stage of work (progress shall be mentioned in %)	Deadline to finish works
1								
2								
3								
4								

**5) Details of funds allocated for Renovation:**

S.No	Amount in Rupees	
1	Total amount allocated for renovation.	
2	Total amount paid to executive agency (M.D/EE/contractor) so far by the Institution	
3	Total amount paid to contractor by the executive agency	
4	Amount retained towards deductions (GST & Service charges)	
5	Balance unspent amount available with the Executive Engineer/M.D.	
6	Balance funds allocation available under renovation 1-(2+4) with the implementing agencies.	
7	Amount requested now for allocation from SNA.	

**6) The Principal/The Registrar shall enclose the following documents while submitting the proforma:**

- a) Work wise expenditure statement.
- b) Bills submitted by executive agency.
- c) RUSA PMU verification certificate (format enclosed with this proforma).
- d) Geotagged photographs of each work.
- e) Authorized Xerox copies of M.Book.



Date:

**Project Monitoring Unit (PMU) Verification Certificate for Renovation**

PMU have verified the bills claimed by the executive engineering against the physical works completed. The following works have been executed as per the DPR.

S.No	Name of the Component	Name of the Institution	Total funds allocated for renovation	Total Funds Released	Funds utilized	Nature of the work	Stage of the work(physical progress)

Signature of PMU members

Signature of the Principal/the Registrar

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**PROFORMA (3) FOR CLAIMING FUNDS TOWARDS PAYMENT OF EQUIPMENT  
PROCUREMENT BILLS**

**1) Name of the Institution:**

**2) Name of the Component:**

**3) RUSA Phase (I/II):**

**4) Financial Details of equipment:**

S.No	Description	Amount in Rupees
1	Total amount allocated towards procurement of equipment.	
2	Total amount paid towards procurement of equipment.	
3	Amount requested now for allocation in SNA towards payment to vendors.	
4	Balance equipment funds available: 1 - (2+3)	

**5) Equipment Description:**

S. No	Department	Items purchased	Invoice No:	Invoice Date	Invoice Amount
1	2	3	4	5	6

Status of delivery (delivered/not delivered)	Whether entered in stock register & signed (Yes/No)	Status of installation (for ICT equipment)	Payments made against column No.7 (Rs.)	Current fund requirement (Rs)
7	8	9	10	11

**6) The Principal/The Registrar shall enclose the following documents while submitting the proforma:**

- a) Xerox copies of invoices.
- b) Xerox copies of stock book entries.
- c) Geotagged photographs of equipment.
- d) Project Monitoring Unit (PMU) Verification Certificate (format enclosed).
- e) Delivery Challan.

Date:

**Project Monitoring Unit (PMU) Verification Certificate for Procurement of Equipment/Furniture.**

This is to certify that the equipment/furniture procured under RUSA funds are installed and working in good condition. The PMU have cross verified the bills claimed by the vendor against the delivered items and entered the details in stock register. The bill is claimed only under RUSA funds.

Signature of PMU members

Signature of the Principal/the Registrar

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)



**Flow chart of RUSA SNA Account to Implementing Agencies (ZBA)**

