



OFFICE OF THE MISSION DIRECTOR::RASHTRIYA UCHCHATAR SHIKSHA ABHIYAN

KAHILIPARA::GUWAHATI-781019

Website: www.rusa.assam.gov.in Email: rusa-assam@assam.gov.in / rusaassam@gmail.com

Telephone: 0361-3511733

No. ARUSA/FAA/3/2019/609

Dated Guwahati the 7th Jan., 2021

From : Dr. Deepak Majumdar, IAS,
The Secretary to the Govt of Assam,
H E Dept. cum M D, RUSA,
Kahilipara-, Guwahati-19

To : The Registrar,
Gauhati University.

Subject : Release of Fund under the component Faculty Improvement to UGC- Human
Resource Development Centre, Gauhati University, Rashtriya Uchchatar
Siksha Abhiyan (RUSA) –RUSA 2.0 as 1st installment.

Sir/Madam,

I am pleased to release an amount of Rs. 3,46,50,000/- (Rupees Three Crore Forty Six Lakhs Fifty Thousand only) out of which Rs. 3,15,00,000/- is Central Share and Rs. 31,50,000/- is matching state share to Gauhati University for creation of courses/ programmes (in campus & out campus), new facilities, renovation/upgradation of existing facilities and new equipments/facilities as per the approved list of schemes as the first installment under RUSA 2.0. The remaining amount of Rs. 3,50,000/- (matching state share) will be released later.

Sl. No.	Name of the College	Central share	State share	Total
1	Human Resource Development Center (HRDC) of Gauhati University	3,15,00,000/-	31,50,000/-	3,46,50,000/-
	TOTAL	3,15,00,000/-	31,50,000/-	3,46,50,000/-

The college authority shall implement the schemes/projects as per the guidelines issued by the ASHEC and subject to the following conditions:

1. The institution shall carry out the project strictly in accordance with the financial and physical norms as approved by MHRD, Govt. of India/ RUSA(Assam).
2. Beneficiary Institutions should engage the Central/State agencies such as State Public Works Deptt (PWD)(B) and State/Central PSUs as per approval of MHRD Guidelines for all civil constructions and renovations. In all cases institutions would be required to follow the relevant State treasury rules and procedures.
3. States would be required to procure all consumables equipment, furniture, fixtures etc in accordance with the State procurement policy and relevant Rules for Government procurement applicable to the states. In all such cases competitive bidding and e-procurement method should be adopted. RUSA shall have a right to question any of the procurement which appears on a higher side. The institution will furnish a copy of comparative statement to the office of the Mission Director RUSA, Assam.
4. e-Tender through (<https://assamtenders.gov.in>) is to be invited for all tender value of Rs. 50 lakhs and above for procurement of all goods, services and works w.e.f. 1st August, 2018 vide Finance Department OM No FEB(eGU).03/2015/109 Dated Dispur, the 13th July, 2018.

5. The tender value less than Rs.50 lakhs may also be procured on the above portal at the discretion of the tender inviting Authority vide Finance Department OM No FEB(eGU).03/2015/109 Dated Dispur, the 13th July, 2018.
6. Plan and estimate is to be prepared for every facility and item as per the DPR submitted, by observing the State Govt. rules and regulations. The plan and estimate are to be approved by head of the beneficiary institutions before proceeding for implementation of the works. The plan and estimates for both works and procurement are to be prepared. A copy of the approved plan and estimate is to be submitted to the Office of the Mission Director, RUSA, Assam.
7. Proper bid documents are to be prepared at the time of inviting tender/NIT/NIQ. No modification/alteration of the bid clauses is admissible after the last date of bid submission by the bidder.
8. Tender process shall be transparent. Wide publicity of the tender is to be made by publication of the advertisement in two leading daily newspapers with one in English and the other in vernacular.
9. Two bid system i.e. technical bid and financial bid shall be adopted. Comparative Statement and minutes of both the bids are to be prepared and approved by the tender/purchase committee formed in the institution and a copy of the Comparative Statement shall have to be furnished to the undersigned.
10. Financial bids of the technically qualified firms/bidders are only to be opened for preparation of comparative statement/minutes of financial bids.
11. Comparative statement of technical bid shall be as per the criteria embodied in the bid document. No additional criteria beyond the bid documents shall be admissible in the technical bid.
12. The Assam Public Procurement Act 2017 and Assam Financial Rules are to be followed for any procurement or purchase of equipment.
13. For every new construction and renovation work / upgradation projects photograph shall be taken at every stages i.e. before commencement of the works in progress and the finishing stages. The photographs are to be sent to the office of the Mission Director, RUSA. Videography of the site before actual start of the work is to be furnished regularly to the office of the Mission Director. Photography & Videography should be furnished at 0% i.e before the start of the work, 25% of progress, 50% progress, 75% progress & 100% progress of works.
14. All details regarding financial and physical progress should be uploaded in the portal i.e Project Monitoring System.
15. Technical Sanction (TS) of the civil works is to be obtained from the competent authority, as per APWD code before implementation of the works.
16. The tender value should be estimated value of the work/procurement.
17. Piecemeal tender of the estimate is not admissible.
18. The procuring institution may adopt the method of request for quotations for procurement if the estimated cost or the value of the subject matter of the procurement is less than Rupees one lakh on one occasion but it shall not exceed Rupees five lakh in a financial year, as per clause 74 of The Assam Public Procurement Act 2017.
19. Infrastructures created should be for the maximum benefit of the students and for this, preference should be given for the creation of maximum infrastructure. Utilization of large amount in


underground foundation may hamper the creation of sufficient infrastructures and therefore selection of site for the construction of infrastructure should be suitable so that the expenditure on underground construction may be minimized.

20. Cash book, stock register, Asset register shall be maintained properly in the Government prescribed format as per (Assam Financial Rule). The vouchers are to be maintained properly.
21. Bills are to be prepared in Government prescribed format as per Assam Financial rules . The taxes like GST, Forest Royalty, Labour Cess, GST on Forest Royalty and Income Tax on Forest Royalty shall be deducted at source and deposited in the proper Government Head of Account on the same day of payment.
22. Measurement Book (MB) pertaining to construction works and supply items shall be prepared by the designated and competent authority and to be approved by the head of the institution with seal and signature .
23. All accounts of the approved activities are to be maintained in the accounting formats prescribed under the financial rules and extant orders of the State (Assam).
24. All tenders, NIQs shall be uploaded in the RUSA website rusa.assam.gov.in.
25. All expenditures are to be made through the PFMS only via e-Payment using Print Advice.
26. All expenditure made through PFMS are to be uploaded on the same day on RUSA Fund tracker of the Institute.
27. Copies of the tenders, NIQs, work orders issued in respect of this grant shall be furnished to the Mission Director.
28. The institutions shall have to upload pictures in the 'Bhuvan' App from time to time.
29. The Utilization Certificate to the effect that the grant has been utilised for the purpose for which it has been sanctioned shall be furnished to the State Project Directorate, RUSA, Assam immediately after utilization.
30. Implementation of the work should be started immediately by following all rules and regulations as and when fund received from Office of the Mission Director RUSA, so that utilization certificate may be submitted from your end as on early date to receive the next instalment. Weekly project report is to be submitted to the undersigned through e-mail.
31. Interest accrued on the fund received can't be expended without MHRD's permission.
32. The savings amount of the fund should not be expended without approval of MHRD, which may be refunded.
33. No funds shall be kept in the form of a Fixed Deposit or any other investments of any nature other than the savings bank account. Moreover, savings accounts should be simple savings bank accounts and not smart savings bank accounts.
34. The management structure at the institutional level, i.e., the Governing Body (GB), the Board of Governors (BoG) or the Executive Council (EC) (as the case may be) shall monitor the progress of institutional projects on a regular basis and shall provide guidance for improving the performance of the institutions in project implementation by following State Govt rules and regulations.
35. The Project Monitoring Unit (PMU) of the college, shall perform the following functions:
 - a. Procurement of goods, implementation of works and providing services.

- b. Financial management and performance audit.
 - c. Implementation of faculty and staff development programs
 - d. Periodic updation of the MIS.
36. Works are to be strictly implemented as per approved DPR submitted by the beneficiary institutions. No deviation even with the approval of the Board of Governors (BoG) or the Executive Council , the Governing Body (GB)/any body of the institutions is admissible. Project Approval Board MHRD is the only authority to allow deviation in this respect.
37. RUSA, Assam shall regularly monitor and evaluate the progress of institutions.
38. The Project Appraisal Board (PAB) at the national level in MHRD will review the project as per MHRD's schedule.
39. Monitoring will be based on action plans prepared by each beneficiary institution and achievements made with respect to a set of norms, which are defined in the Institutional Development Plans. It will focus on implementation of reforms by institutions, achievements in project activities under different components, procurement of resources and services, utilization of financial allocations and achievements in faculty and staff development and management development activities.
40. Funds should be utilized as per approved DPR only. Deviation without approval of MHRD/GOA will be viewed seriously.
41. A Plaque regarding the approved grant against the component, amount of fund received against each items of works under different facilities and utilisation of the funds thereof is to be hanged in a prominent place of the college.
42. Display board regarding the amount of fund received & utilisation thereof against each item of works is to be fixed on the wall of the works implemented.
43. The accounts will be audited annually by independent Chartered Accountant, A.G, Assam and the institutions shall have to keep all records ready as and when required.

Yours faithfully


Dr. Deepak Majumdar, IAS,


 Secretary to the Govt. of Assam Higher Education
Department cum Mission Director, RUSA

Memo No. ARUSA/FAA/3/2019/

Dated Guwahati the , 2021

Copy forwarded for information and necessary action to:

1. The Director of Higher Education, Assam for kind information.
2. Accounts Branch is authorised to disburse Rs. 3.465 crore to Gauhati University.
3. Program Officer, RUSA, Assam (All) for information and necessary action.
4. Planning Officer, RUSA, Assam for information and necessary action.
5. Project Engineer for information and necessary action.
6. System Analyst for publication of the order in the website.


Dr. Deepak Majumdar, IAS,
Secretary to the Govt. of Assam Higher Education
Department cum Mission Director, RUSA.