

ADMINISTRATIVE AND FINANCIAL MONITORING OF PARB FUNDED PROJECT IN RESPECT OF PROJECT MANAGER

1. Project No.

2. Project Title

3. Project Cost:-

4. Particulars of the Project Manager

Project Component	Name of PM	Designation	Host institute	Host Organization	Contacts (PTCL, Mobile and e.mail)
Host Institute (PM)					

5. Recruitment of Research Associate (Recruitments to be made as per provisions of Sr. No. 1 (A) of the standing instructions)*

Project component	Constitution of Selection Committee (Attach notification)	Prescribed Qualifications of RA (Academic and experience)	Advertisement for recruitment of RA (Attach copies of advertisement)	Qualifications of recruited RA (Attach academic and experience certificates)	Proof of appointment (Attach copy of appointment orders)	Remarks
Host Institute (PM)	Annexure-		Annexure-	Annexure-	Annexure-	

** Pl provide information if any new RA is recruited*

6. Specifications of the store items (Specifications to be adapted or developed as per provisions of Sr. No. 2 (c) of the standing instructions

i) Host Institute/PM

Sr. No.	Description of the Items	Specifications	Adapted or developed	In case of adapted specifications, pl indicate source	In case of developed specifications, pl attach notification of SSC	Remarks
1.		Annexure-				
2.		Annexure-				
3.		Annexure-				
4.		Annexure-				

7. Procurements (Procurements to be made in accordance with the provision of Sr. No. 2 of the standing instructions)

i) Host Institute/PM

Sr. No.	Description of the Item	Quantity (Nos)	Approved cost (Rs. in million)	Mode of procurement (LTE or Open)	In case of open tender, PI provide copy of advertisement published on PPRA website or newspaper	Purchase cost (Rs. in million)	Attach copies of supply order(s)/ contract(s)	Stock entry (No./page)	Remarks
					Annexure-		Annexure-		
							Annexure-		
							Annexure-		
							Annexure-		
Total				-	-	-	-	-	-

8. Maintenance of project accounts and stock registers (To be maintained as per provisions of Sr. No. 3 & 4 of the standing instructions)

Type of record to be maintained	Record maintained (Yes/No)	Remarks
Budget/Contingent register		
Voucher file		
Cash book		
Stock Register		
Dead stock register		
Un-serviceable stock register		

B. Operational								
i. Fertilizer								
ii. Selfing bags/tags								
iii. Chemicals								
iv. Travelling Allowance								
v. POL								
vi. Stationery								
vii. Communication Cost								
viii.								
ix.								
x.								
Sub-Total (B)								
C. Machinery & equipment								
i.								
ii.								
iii.								
iv.								
v.								
vi.								
vii.								
viii.								
Sub-Total (C)								
D. Overseas Travel								
Total X=A+B+C+D								
E. Management Cost @25%of X								
Total Y= X+E								
F. Incentives								
i. Incentive for PM@1% of Y & 1% of collaborating expenditures								
ii. Incentive for Scientists								
Sub Total (F)								
Total Project Cost Z=Y+F								

11. Reconciliation of Project Bank Account

Sr. No	Description	Amount
1.	Balance as per bank statement as on (Closing date of financial year of the project)	
2.	Less Un-presented Cheques*	
3.	Balance (3=1-2)	
4.	Balance as per Cash Book as on (Closing date of financial year of the project) (4=3)	

* Pl provide detail of unpresented cheques on the following format:

Sr. No	Cheque No. & Date	Nature of Expenditure	Amount

12. Detail of Commitments

Sr. No	Head of account	Committed Amount	Work Order No & Date**	Annexure No.

** Pl provide the copy of work order/supply order

