

F. No.
Government of Tripura
----- Department

No.F. ()----

Date ---

To
The Joint Secretary,
Department of Development of North Eastern Region,
Vigyan Bhavan Annexe-Maulana Azad Road,
New Delhi -110011.

Sub: "*Project Name*" .- Release of next installment of ₹. lakhs (Rupees -----) lakhs.

Sir,

The project has been approved at a cost of ₹.---- Lakhs for support under NLCPR. An amount of ₹.----- Lakh in (**mention number of instalment**) instalments have been released for this project from the Department of Development of North Eastern Region.

1. The (**Name of Department**), Tripura has appointed the following officer as the nodal officer for the project:

Name :- Shri.

Designation :- Executive Engineer

Office Address :- O/o

Phone No :-

Tele Fax No. :-

2. Work has been awarded to the following Agencies:

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- li
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3. The instalment that we received on -----(mention date) was ₹. lakhs.

4. ₹.--- lakhs received for the project by the State Government has been, in turn, released to the (**Name of Department**), Tripura.

5. The amount released has been utilized by the Public Works Department, Tripura. The Utilization Certificate of ₹.-- lakhs is attached. The UC is duly countersigned by the Principal Secretary, Planning (P&C) Department.

6. The Quarterly Progress Report as on **30.06.2016** is enclosed in the prescribed proforma at Annexure –B.
7. The Public works Department has put up an information board at project site as per the guidelines of NLCPR.
8. The project has been last inspected on **23.07.2016, 19.07.2016, 13.07.2016 & 13.07.2016**. Inspection note is reproduced in part G of QPR.
9. It is also confirmed that the project appears in States plan budget with appropriate heads of accounts **5054-05-337-90-09-53** under Demand No13, 19 & 20 of **Budget Book Vol-II during the financial year 2016-17** of demand for grants.
10. For the next installment of funds it is requested to release of ₹.--- lakhs (Rupees) lakhs only for payment of pending bills.
11. It is requested that the above amount may kindly be released.
12. The amount will be utilized as soon as fund will be made available.

Yours faithfully,

Principal Secretary
Name of Department
Government of Tripura

:Countersigned:

Principal Secretary, Planning
Government of Tripura