

F.No.4-01/2014-DP (E-8585)  
Government of India  
Ministry of Fisheries, Animal Husbandry and Dairying  
(Department of Animal Husbandry and Dairying)

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Krishi Bhawan, New Delhi  
Dated: 26-11-2021

To

**Pr. Secretaries/Secretaries**  
Dairy Development Departments  
(All States)

**Sub: - Project completion reports under National Programme for Dairy Development (NPDD) scheme - reg.**

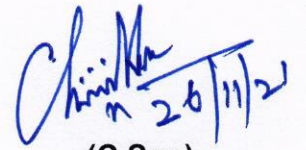
Sir/Madam,

In continuation to this Department's even no letter dated 24.02.2021 on the above mentioned subject and on the request/queries from various implementing agencies, a general format for submission of project completion report has been prepared and enclosed herewith.

2. All the States and implementing agencies are requested to ensure submission of project completion report for all projects in which all the project activities have been completed and accounts audited in the enclosed format through State Government to this Department at the earliest.

Yours sincerely,

Encl: A/a



(C.Sen)

Deputy Commissioner (DD)

Copy to:

**Managing Directors,**  
State Milk Federations/Unions  
(All States)

**PROJECT COMPLETION REPORT**

**NATIONAL PROGRAMME FOR DAIRY DEVELOPMENT**

**(Project Code)**

**Districts Covered:**

**Months/Year**

**Submitted by**

**Name of State Implementing Agency:**



## 1. Project Details

1.1 Name of State Implementing Agency:

1.2 Name of the End Implementing Agencies:

1.3 Districts covered:

1.4 Total Approved Cost:- GOI Share-\_\_\_\_; SIA/EIA Share\_\_\_\_;  
Total\_\_\_\_\_

1.5 Year of Approval:

1.6 Date of commencement of project:

1.7 Project Implementation Period:

1.8 Date of Completion of project:

1.9 Major infrastructure approved for creation/strengthening :

1.7.1

1.7.2

1.7.3

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## 2. Progress/Achievement

### 2.1 Financial Achievement

#### 2.1.1 Funds received:

Year	GOI Share/EIA Share received (Rs. in lakh)	Sanction letter No.	Date	Page no.
	Total			

#### 2.1.2 Funds Utilized:

Year	Fund Utilization Certificate submitted (Rs. in lakh)	State Government Letter No.	Date	Page No.
	Total			

**2.1.3 Funds Refunded:**

Year	Fund Refunded (Rs. in lakh)	State Government Letter No.	Date	Page No.
	Total			

**2.1.4 Funds received Vs Funds utilized**

Year	Funds received	Funds utilized	Funds refunded	Unsent balance
	Total			

**2.1.5 Interest Refunded**

Year	Interest Refunded	DD No./E- receipt No.	Transaction No.	Date	Page No.
	Total				

Note: Copy of all the reference letters to be attached as Annexure

**2.2 Component-wise financial targets and achievements****(Rs. in lakh)**

S. No.	ITEMS	Approved Outlay			Expenditure		
		GOI Share	EIA Share	Total	GOI Share	EIA Share	Total
1	Milk chilling facilities						
2	Milk Processing & Milk Marketing						
3	Milk Procurement						
4	Cattle Shed						
5	Cattle Induction						
6	Milk and Milk Product Testing Laboratories						
7	Clean Milk Production Kit						
8	Input Services						
9	Information and Communication Technology Networking						
10	Manpower/ Skill Development						
11	Working Capital						
12	Rehabilitation of defunct/sick milk unions/federations						
13	Planning and Monitoring						
	<b>Grand Total</b>						

**Note:**

1. Audited expenditure statement is attached as Annexure\_\_ at Page No.\_\_\_\_\_
2. Component-wise approved outlay and expenditure (Against approved targets) is attached at Annexure\_\_\_\_\_ at Page No.\_\_\_\_\_
3. Component-wise/Equipment wise Expenditure against approved targets (Dairy Plant and Machinery) is attached at Annexure \_\_\_\_\_ at Page No.\_\_\_\_\_

**2.3 Physical Achievement****2.3.1 Achievement against key monitor able targets:-**

S. No.	Particulars	Base Year Status	EOP Target	Achievement	% Achievement
1.0	<b>KEY PHYSICAL TARGETS</b>				
1.1	NUMBER OF FUNCTIONAL DCS				
1.2	PRODUCERS MEMBERS(000)				
1.3	CHILLING CAPACITY(TLPD)				
1.3.1	CHILLING PLANT CAPACITY (TLPD)				
1.3.2	BULK MILK COOLERS (TLPD)				
1.4	DAIRY PLANT CAPACITY(TLPD)				
1.5	AVERAGE DAILY MILK PROCUREMENT'(TKgPD)				
1.6	AVERAGE DAILY MILK MARKETING(TLPD)				
1.7	NUMBER OF VILLAGE LEVEL LAB STRENGTHENED				
1.7.1	AUTOMATIC MILK COLLECTION UNITS				
1.7.2	DATA PROCESSING AND MILK COLLECTION UNIT				
1.7.3	ELECTRONIC ADULTERATION TESTING MACHINE				
1.8	NUMBER OF STATE/DISTRICT LEVEL LAB STRENGTHENED				
1.9	AVERAGE NO. OF SAMPLES TESTED FOR MILK ADULTERATION				
2.0	<b>MONITORING PARAMETER</b>				
2.1	MEMBERS PER FUNCTIONAL DCS				
2.2	AVERAGE PROCUREMENT PER MEMBER(LPD)				
2.3	AVERAGE PROCUREMENT PER DCS(LPD)				

**2.3.2 Activity-wise/Component-wise physical achievement** against targets (As per administrative Apporval)

- 3. List of Major Assets created (as per Asset Register of Milk union/ Milk federation):**
- 4. Notable Achievements:**
- 5. Success Stories of individual farmers, DCS, Milk Unions etc**
  - a. Name of the farmer/DCS/Milk Union with address & contact details
  - b. Activity for which Financial Assistance availed under the project
  - c. Benefit/Success Story with suitable caption
  - d. Photographs
- 6. Impact Assessment/Evaluation Report- Findings & recommendations**
- 7. Challenges faced during Project implementation & suggestions**
- 8. Shortcoming, if any**
- 9. Annexures**
  - i. Copy of Administrative Approval
  - ii. Copy of Corrigendum/addendums, if any
  - iii. Copy of Re-appropriation orders
  - iv. Copy of Utilisation certificates
  - v. Audited Expenditure Statement of fund utilized
  - vi. Copy of DD/E-receipts of refunds and interest earned refunds.
  - vii. Copy of Quarterly Progress Reports submitted
  - viii. Copy of Minutes of TMC meeting
  - ix. Copy of Impact Assessment/Evaluation Report
  - x. Copy of Detailed success stories
  - xi. Assets created in GFR 22 format
  - xii. List of DCS (with location-Name of DCS, Village & Taluka) where Bulk Milk Cooler (BMC), AMCU/DPMCU, EMAT etc. installed
  - xiii. List of beneficiaries (address with contact No.) of clean milk production kit (SS Utensils), Cattle Shed, Cattle Induction, Chaff Cutters etc.