

**Model Physical Inspection (Format) of Works in
Bongaigaon District / Administrative Unit/ Authority**

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Part-I: Work wise details and Progress

(To be filled in by the Deputy Commissioner/ HOD/ Authority and share to the M&E Observer- either before or after)

1.1 Brief of each of the Work

Name of District	Bongaigaon
Name of LAC	32, Bongaigaon
Name of Village- Revenue/ Forest	Dholagaon

Officer conduction the Physical Inspection	Pradeep Das, Research Officer, E&M, T&D, Deptt.
Date of Physical Inspection	27-12-2022

Work wise Scheme

Name of Scheme/Programme/Project	Constn. of building of Ambikagiri Roy Choudhury High School under MLAADs,2020-21
Objective of the Scheme/ Programme	Education
Scheme/Programme Target Group	Education of the Children

Each work details (use separate page for each work)

Name of the Work / Project	Constn of building of Ambikagiri Roy Choudhury High School
Year	2020-2021
Work Location Details	Dholagaon
Sub Division / Forest/ Wildlife Division	Bongaigaon
Development Block	Dangtol Dev. Block
Gaon Panchayat	North Boitamari
Name of MP Constituency	6 No Barpeta
Objectives	
Objective of the works	School building
Expected output of the work	Education of the Children
Expected outcome of the work	Children Educated in the area
Impact to be visualized in 3 years (at the time of proposal)	Educated citizen
Execution Agency	MLALAD
Name of Implementing Agency	Constn. Committee
Name of the Officer with Designation	President/Secretary
Contact Phone/ Mobile Number	9101226134/7896887328
Contact email id	N/A
Monitoring Agency/ Officer	Constn. Committee
Name of Monitoring Agency/ Officer from Office of DC/ HOD/ Authority/ Implementation Agency- IA	D.D.C
Contact Phone/ Mobile Number	N/A
Contact email id	bongajga@nic.in

1.2. Master Area Development Plan as approved by District/ HOD/ Autonomous Council if available: Enclose.

1.3. Convergence Scenario if any in the project area: List of works taken up under different schemes (CS, CSS, NEC, EAP, SOPD) in the villages for the last 3 Years.

Year	Scheme (CS, CSS, NEC, EAP, SOPD)	Work/ benefit Name	Allocation	Expenditure	Physical Progress	Remarks
Not Arise						

1.4. Finances/ Fund

Year	Finally Approved Estimate	Sanctioned amount with date	Expenditure	Amount for which utilization certificate was submitted	Amount for which utilization certificate is pending
2020-2021	18-11-2020	6.00(L)			
		11-02-2021	6.00(L)	6.00(L)	NIL

Year	Amount received by the District / HOD/ Autonomous Council	Date of Sanction	Date of fund Receipt	Amount released for the works by the Authority	Date of release	Number of days funds were parked without undertaking work	Reasons for the delays and parking
2020-21	6.00(L)	11-02-21	11-02-21	4.50(L)	11-Feb- 21		N*
				1.50(L)	26-10-21	5 months	Due to rainy season

1.5 Administrative Approval and Technical Sanction

Technical Sanction/ Approval					Administrative Approval	
Name of the work	No. and Date	Amount (Lakhs)	Revised Estimate if any with approval date	Scheduled Rate/Yr	No. and Date	Amount Approved (Lakhs)
	BND/189/TS/191 of 2020-21				BND-109/MLA/BNGN/2020	
School Building	18-11-2020	6.00(L)	No	2013-14	11-Feb/2021	6.00(L)

1.6.1.. Physical Progress.1: Time taken to complete the works

Date of approval of the work District / HOD/ Autonomous Council	Date of work allotment	Target Date: Completion target as per work allotment	Actual Date of work completion	Remarks
11-02-2021	11-02-2021	10-05-2021	20-08-2021	

1.6.2.. Physical Progress.2: Evidence: District / HOD/ Autonomous Council level Monitoring

Date of Inspection	Name of inspection Officer with Designation	Whether a copy of inspection report hosted in District website- Yes/No	Whether action taken report by DC is hosted in District website Yes/No
07/09/2021	Silpi Rekha Pandit Asstt. Commissioner	Yes	No

1.7. Documentation of work progress and completion

Photographs-hosted in District / HOD/ Autonomous Council website Yes/No			Video hosted in District/ HOD/ Autonomous Council website Yes/No	Whether geotagging is done and hosted in District/ HOD/ Autonomous Council website Yes/No
Before the work	During the work progress	Upon completion		
Yes	Yes	Yes	No	Yes

Junior Engineer
Dangtol Dev. Block
Bidyapur

1.8. Critical observations / Comments by the Deputy Commissioner/ HOD/ Autonomous Council

1.	Time delay in the work selection / service/ Benefit Delivery (with reference to the scheme year & work allotment time.)	No
2.	Time delay in Fund/Benefit Release:	No
3.	Cost over runs/High cost of units	No
4.	Diversion of Funds/Benefits/Service Delivery.	No
5.	Less work against the amount spent	No
6.	Noncompliance to scheme/Programme guidelines if any in implementation	No
7.	Duplication of works if any.	No
8.	Not following the approved estimate/design/Deviation from the approved Estimate/design/Quality standards.	No
9.	Physical Progress in % as on date of inspection	100%
10.	Financial Progress in % as on date of inspection	100%
11.	Number of Months – work delayed with reference to approved plan.	5 months
12.	Transparency & Social Audit	No
13.	Sign Board – Yes/No	Yes
14.	Sign Board – Information in local language - Yes/No	No
15.	Social Audit/ Community meeting before the start of the work- Yes/No	No
16.	Social Audit/ Community meeting after the start of the work- Yes/No	No
17.	Involvement of local PRI/ Autonomous Council/ Local body- Yes/No	Yes
18.	Quality of work – Excellent/ Good/ Satisfactory/ Poor	Good
19.	Achievement of Schemes – Achieved- Fully/ Partly / Not achieved.	Fully achieved
20.	Incomplete/ No start of work/ Slow progress of works.	Completed
21.	Delay in Utilization Certificate Submission.	No
22.	CAG Reports (If any on the scheme/ Programme in the State)	No
23.	Whether the Imp./Exc. Agency/GP included the asset creation in the Asset Register.	No
24.	Persons responsible for poor/excellent performance if any/	No
25.	Sustainability of the work- Who will be responsible for its maintenance?	S.M.C
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	Satisfactory

Junior Engineer
Dangol Dev. Block
Bidyapur

Part-II: Work wise details and Progress

(Social Audit: community participation in understanding, measuring, tracking, analyzing and evaluation of performance of work and fixing accountability for the omissions and commissions while ensuring transparency.)

	Processes/tasks	Comments by the DC / HOD/ Autonomous Council
1.	Signboard in Local Language before the start of works with full details-	
2.	Whether date, venue and time was announced adequate in advance / minimum one week in advance to all stakeholders to ensure that there is a good gathering of all sections of people including the invisible and marginalized sections of society including SC, ST, Minorities, Women, Disabled, OBC and others.	
3.	Whether Implementing Agency, Monitoring Agency, Local bodies were present in the Social Audit meeting? Whether local Hon'ble MLAs/MPs/ HOD/ Autonomous Council are informed about the Social Audit and invitation if convenient?	
4.	Whether objective of Social Audit, Scheme objective, Works undertaken, Approved Technical Estimate and funds spent were/explained at the beginning of the Social Audit meeting.	
5.	Whether all official records are made available to the public for examination during the social audit much before the social audit with adequate copies on 3-4 tables?	
6.	Whether all sections of people – All genders, religions, tribes, castes, classes; Panchayat President and / Local MLA/ HOD/ Autonomous Council were present. Check attendance register?	
7.	Attendance/ Proceedings of local people / Panchayat involvement maintenance. Maintained – Yes/No. Total number of adults present against total adults of the village.	
8.	Whether all steps involved in Social Audit are followed. Yes/No	
9.	Whether the Implementation/ Execution Agency maintain and displayed/ showed/ gave the photographs of work – before start, during and at the end (along with locals + PRIs) – Yes/No	
10.	Stakeholders/Local Public Satisfaction on the planning and progress of works. Excellent/ Good / Satisfactory/ Not Satisfactory/Bad	
11.	Implementation/ Executing Agency Personal + HOD/ Autonomous Council / PRI accompanied (if any in physical monitoring – please specify)	

----- Social Audit Not Done -----

Junior Engineer
Dangtol Dev. Block
Bidyapur

Part-III. Critical comments of Observer on the observations of the Implementation/Executing Agency/ DC

1.	Time delay in the work selection /service/Benefit Delivery (with reference to the scheme year & work allotment time.)	5 months
2.	Time delay in Fund/Benefit Release:	Nil
3.	Cost over runs/High cost of units	Nil
4.	Diversion of Funds/Benefits/Service Delivery.	Nil
5.	Less Work against the amount spent.	Nil
6.	Non-compliance to scheme/Programme guidelines if any in implementation.	No
7.	Duplication of works if any.	No
8.	Not following the approved estimate/design/Deviation from the approved Estimate/design/Quality standards.	Yes
9.	Incomplete/ No start of work/Slow programme of works.	Completed
10.	Delay in Utilization Certificate Submission.	No
11.	CAG Reports (If any on the scheme/Programme in the State)	No
12.	Whether the Imp./Exc. Agency/GP included the asset creation in the Asset Register maintained at District level both at Line Department level and at DDC/DC Level	No
13.	Recommendations if any for improvement in work and for sustainability	---
14.	Any comment/submission by the Executing Agency	Satisfactory


 Research Officer
 Transformation & Development Department
 Dispur, Gauhati-06

Part-IV. Rating of each of the work by M&E Observer
(Use separate sheet for each work/ project)

Sl. No	Parameter Name	Performances	Weight age	Weight age of the Work monitored			
1	Physical Progress (20)	>90%	20	20			
		70-89%	15				
		50-69%	10				
		<50%	0				
2	Financial Progress (20)	>90%	20	20			
		70-89%	15				
		50-69%	10				
		<50%	0				
3	Timely Completion (10)	In Target Time / year	10	5			
		6 months delay	5				
		1 yr delay	0				
4	Transparency (20)	A	Signboard with comprehensive information in local language (Additionally English is optional)	5			
			No signboard	0		0	
		B	Social Audit/ Local Mass Commonly meeting before the start of work for planning and awareness	5		0	
			No community planning and awareness meeting	0			0
		C	Monthly Social Audit/ meeting with the community or at least once during/ upon whole work completion	5		0	
			No meeting	0			0
		D	PRI / Local body/ Council Involvement	5		0	
			No PRI involvement	0			0
		5	Quality of works (15)	Excellent		15	10
				Good		10	
				Satisfactory		5	
				Poor		0	
6	Achievement of Schemes (15) Objectives	Fully achieved	15	15			
		Partly achieved	10				
		Not achieved	0				
Total				70			

[Signature]
Junior Engineer
Dangtal Dev. Block
Bidyapur

[Signature]
Research Officer
Transformation & Development Department
Dispur, Gauhati-06

Grade and weight age

Grade	Weight age
A (Excellent)	>90%
B (Good)	80-89%
C (Satisfactory)	70-79% c ✓
D (Poor)	<70%



Research Officer
Transformation & Development Department
Dispur, Gauhati-06

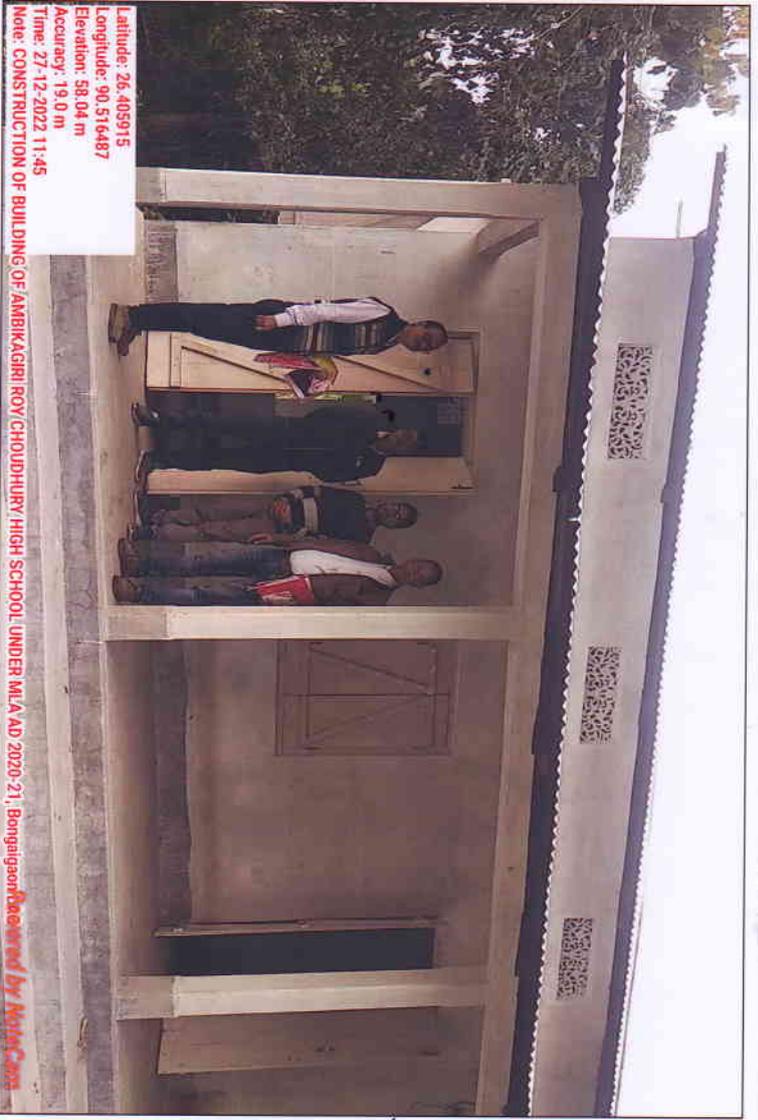
Part.V. Recommendation of the M&E Observer:

Self visited the site with Shri Ranjan Sanyashi, RA, DC's office, Bongaigaon and Shri Ashok Barman, JE, Dantol Dev. Block on 27/12/2022.

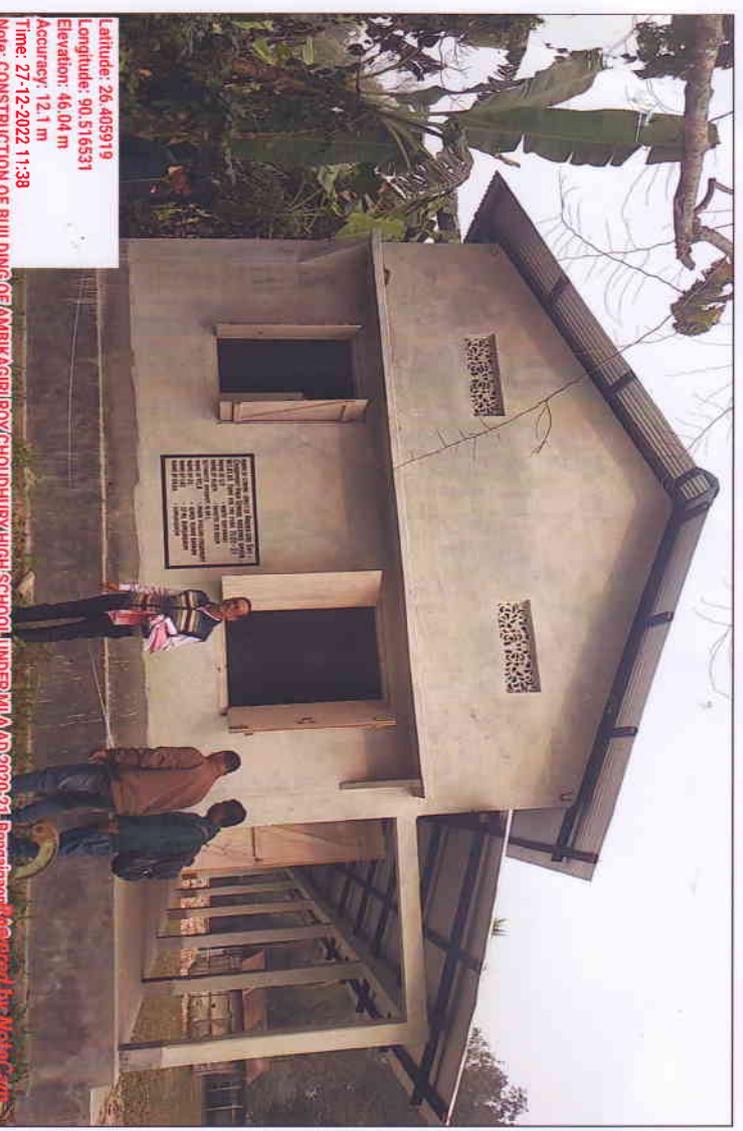
From the site visit, it has been found that a room of size 7.50 x 6.00 mtr along with verandah of size 7.50 x 1.00 mtr has been constructed in the school campus. The room, so constructed, is in an extension of already existing school building. Further, the class room was not found to be coloured and no electricity facility is available since the same is not included in the plan & estimate. It is suggested that while constructing the class room, the plan & estimate should include colour and electricity provision to make it more purposeful.



Research Officer
Transformation & Development Department
Dispur, Gauhati-06



Latitude: 26.405915
Longitude: 90.516487
Elevation: 58.04 m
Accuracy: 19.0 m
Time: 27-12-2022 11:45
Note: CONSTRUCTION OF BUILDING OF AMBIKAGIRI ROY CHOUDHURY HIGH SCHOOL UNDER M.L.A AD 2020-21, BongaigaonReviewed by Nishu Das



Latitude: 26.405919
Longitude: 90.516531
Elevation: 46.04 m
Accuracy: 12.1 m
Time: 27-12-2022 11:38
Note: CONSTRUCTION OF BUILDING OF AMBIKAGIRI ROY CHOUDHURY HIGH SCHOOL UNDER M.L.A AD 2020-21, BongaigaonReviewed by Nishu Das



Latitude: 26.405868
Longitude: 90.516435
Elevation: 40.04 m
Accuracy: 15.4 m
Time: 27-12-2022 11:40
Note: CONSTRUCTION OF BUILDING OF AMBIKAGIRI ROY CHOUDHURY HIGH SCHOOL UNDER M.L.A AD 2020-21, BongaigaonReviewed by Nishu Das