

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

Index

Part	S. No	Item	To be prepared by	Page
I.	1.	Work Brief	DC	
	2.	Master Area Development Plan		
	3.	Convergence Scenario		
	4.	Finances		
	5.	Administrative Approval and Technical Sanction		
	6.	Physical progress- Timelines		
	7.	Physical progress- Monitoring		
	8.	Physical progress- Documentation		
	9.	Critical comments by Deputy Commissioner/ HOD/ Autonomous Council		
II.		Transparency and Social Audit if any undertaken by Execution Agency/ District Administration/ HOD/ Autonomous Council		
III.		Critical comments by Observer	Observer	
IV.		Rating of each work under the Scheme	Observer	
V.		Recommendations of Observer	Observer	

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 : Recreational Fishery

Name of District	Bongaigaon
Name of LAC	35-Abhayapuri South
Name of Village- Revenue/ Forest	Vill.: Dharmapur W/No.1 P.O.: Abhayapuri

Officer conduction the Physical Inspection	Pradip Das, RO, E&M Dept.
Date of Physical Inspection	28.12.2022

Work wise Scheme

Name of Scheme/Programme/Project	Pradhan Mantri Matshya Sampada Yojana (PMMSY), 2021-22
Objective of the Scheme/ Programme	Attraction of tourist, employment generation for local people, To increase to the sports activities like angling, boating etc. To increase the interest for mouth watering fish items like fish cutlet, fish ball, fish pickle etc.
Scheme/Programme Target Group	PMMSY Scheme, Kalpana Choudhury Vill.: Dharmapur W/No.1 P.O.: Abhayapuri (Target Group)

Each work details (use separate page for each work)

Name of the Work / Project	Establishment of Recreational Fishery under PMMSY, 2021-22
Year	2021-22
Work Location Details	Vill.: Dharmapur W/No.1 P.O.: Abhayapuri Block: Tapattary
Sub Division / Forest/ Wildlife Division	North Salmara
Development Block	Tapattary
Gaon Panchayat	Borigaon
Name of MP Constituency	Barpeta MP Constituency
Objectives	Attraction of tourist, employment generation for local people, To increase to the sports activities like angling, boating etc. To increase the interest for mouth watering fish items like fish cutlet, fish ball, fish pickle etc.
Objective of the works	Attraction of tourist, employment generation for local people, To increase to the sports activities like angling, boating etc. To increase the interest for mouth


 29/12/22
 Dist Fishery Devt. Officer
 Bongaigaon

		watering fish items like fish cutlet, fish ball, fish pickle etc.
	Expected output of the work	3 out of 4 nos. angling deck are ready, Aquarium House, 3 nos. Cottage Room Restaurant with Kitchen, Gents and Ladies toilets are completed.
	Expected outcome of the work	Employment generation, Income generation for beneficiary
	Impact to be visualized in 3 years (at the time of proposal)	Expected better livelihood beneficiary
	Execution Agency	Dept. of Fisheries, Assam, Guwahati
	Name of Implementing Agency	O/o. the DFDO, Bongaigaon
	Name of the Officer with Designation	Debabrat Das, DFDO
	Contact Phone/ Mobile Number	9854829732
	Contact email id	bongaigaondfdo@gmail.com
	Monitoring Agency/ Officer	FDO, JE, FD
	Name of Monitoring Agency/ Officer from Office of DC/ HOD/ Authority/ Implementation Agency- IA	Baban Kalita, FDO Jugal Kr. Rabha, JE Girish Talukdar, FD
	Contact Phone/ Mobile Number	Ph. No. 9707841187 Ph. No. 7002295309 Ph. No. 9864348339
	Contact email id	bongaigaondfdo@gmail.com

(Signature)
28/12/22

Dist Fishery Devt. Officer
Bongaigaon

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
2021-22	CS	Kalpna Choudhury	30.00 lakh (Govt. Share), till date limit received 15.00 lakh only	17.64049 Lakh	80%	60% Govt. Share 40% Ben. Share

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
2021-22	Yes	30.00 lakh (Govt. Share) Date: 18.07.2022	17.64049 Lakh (fund released from SNA account)	17.64049 lakh	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
2021-22	15.00 lakh	18.07.2022	18.07.2022	17.64049 lakh	Rs. 17.64049/- Dt. 16.11.2022	Nil	On going

[Handwritten Signature]
29/11/22
Dist. Fishery Devt. Officer
Bongaigaon

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)
Establishment of Recreational Fishery	TS No. 07/254 Dt. 29.07.2022	50.00 lakh	Nil	CPWD (Building,) for the year 2021	Nil	Nil

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
10.03.2022	10.06.2022	90 days	On going progress	

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
15.06.2022, 12.08.2022, 16.09.2022, 31.10.2022, 07.11.2022, 28.12.2022	Baban Kalita, FDO Hemanta Deka, JE Jugal Kr. Rabha, JE Girish Talukdar, FD	No.	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	Ongoing	No.	No.

[Signature]
29/12/22
Dist Fishery Devt. Officer
Bongaigaon

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.)	Ongoing
2.	Time delay in Fund/Benefit Release:	Fund release as per work progress
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	Does not arise
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	80%
10.	Financial Progress in % as on date of inspection	58%
11.	Number of Months – work delayed with reference to approved plan.	No delay
12.	Transparency & Social Audit	
13.	Sign Board – Yes/No	No.
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	No
18.	Quality of work – Excellent/ Good/ Satisfactory/ Poor	Good
19.	Achievement of Schemes – Achieved- Fully/ Partly / Not achieved.	Partly
20.	Incomplete/ No start of work/ Slow progress of works.	Ongoing
21.	Delay in Utilization Certificate Submission.	No.
22.	CAG Reports (If any on the scheme/ Programme in the State)	—
23.	Whether the Imp./Exc. Agency/GP included the asset creation in the Asset Register.	—
24.	Persons responsible for poor/excellent performance if any/	—
25.	Sustainability of the work- Who will be responsible for its maintenance?	Kalpna Choudhury, Beneficiary
26.	Any comment/submission by the Executing Agency / DC/ HOD / Autonomous Council	Satisfactory

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)	

----- Not Done -----

[Handwritten Signature]
DFO
Banyasur


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.)	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.	Non-compliance to scheme/Programme guidelines if any in implementation.	NA
7.	Duplication of works if any.	No
8.	Not following the approved estimate/design/Deviation from the approved Estimate/design/Quality standards.	No
9.	Incomplete/ No start of work/Slow programme of works.	80%
10.	Delay in Utilization Certificate Submission.	---
11.	CAG Reports (If any on the scheme/Programme in the State)	---
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	15
		70-89%	15	
		50-69%	10	
		<50%	0	
2	Financial Progress (20)	>90%	20	10
		70-89%	15	
		50-69%	10	
		<50%	0	
3	Timely Completion (10)	In Target Time / year	10	10
		6 months delay	5	
		1 yr delay	0	
4	Transparency A (20)	Signboard with comprehensive information in local language (Additionally English is optional)	5	0
		No signboard	0	
		B Social Audit/ Local Mass Commonly meeting before the start of work for planning and awareness	5	
		C No community planning and awareness meeting	0	
		Monthly Social Audit/ meeting with the community or at least once/ during/ upon whole work completion	5	
		D No meeting	0	
		PRI / Local body/ Council Involvement	5	
		No PRI involvement	0	
5	Quality of works (15)	Excellent	15	10
		Good	10	
		Satisfactory	5	
		Poor	0	
6	Achievement of Schemes (15) Objectives	Fully achieved	15	10
		Partly achieved	10	
		Not achieved	0	
Total				55


 Research Officer
 Transformation & Development Department
 Dispur, Gauhati-08

Grade and weight age

Grade	Weightage
A (Excellent)	90%
B (Good)	80-89%
C (Satisfactory)	70-79%
D (Poor)	<70%

D ✓



Research Officer
Transformation & Development Department
Dispur, Gauhati-05

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

Self alongwith DFDO, Bonagaon and FDO, Bongaigaon and Research Assistant, D.C's office, Bongaigaon visited the site on 28/12/2022. It has been observed that a Recreational Fishery under Pradhan Mantri Matsya Sampada Yojana (PMMSY), 2021-22 has been sanctioned to Smti. Kalpana Choudhury, Dharampur Ward No.1, Abhayapuri. The scheme was sanctioned to attract tourist, employment generation for local people, and to increase interest in people on water sports activities like angling, boating. Besides, there is aquarium, cottage room, Restaurant with Kitchen, toilets facilities in the campus, which is clubbed with Aastha Resort at Abhayapuri. It is assume that with time the scheme will earn more income ~~earning~~ and will encourage tourism. So far, the construction of 3 out of 4 nos. angling deck are ready. Aquarium House, 3 nos. Cottage Room, Restaurant with Kitchen, Gents and Ladies toilets are completed. Overall the quality of the work is good.


Research Officer
Transformation & Development Department
Dispur, Gauhati-06



Latitude: 26.344977
Longitude: 90.677247
Elevation: 39.94 m
Accuracy: 23.6 m
Time: 28-12-2022 14:57
Note: RECREATIONAL FISHERIES UNDER DEPTT. OF FISHERIES, Bongaigaon dist



Latitude: 26.345225
Longitude: 90.67777
Elevation: 28.34 m
Accuracy: 31.4 m
Date: 28-12-2022 15:00
Location: RECREATIONAL FISHERIES UNDER DEPTT. OF FISHERIES, Bongaigaon dist