

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

Name of the Work / Project / Beneficiary/ etc.	Construction of Agriculture Development Officer, Patiladoha ADO Circle
Name of Scheme/ Programme/ Project- under which the inspected work comes under.	APART
Administrative Department Name	Agriculture Dept.
Name of District	Bongaigaon
Name of LAC	34 North Abhayapuri
Name of Village- Revenue/ Forest	Nowapara,

Name of E&M Official with Designation	Smt. Bandana Dutta Barooah, ARO
Name of Line Deptt. official accompanied.	Bhaskarjyoti Das, AEE (Agri), Bongaigaon
Date	10-10-2023
Photographs/Video- enclosed	Yes

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*Bhaskar*

Asstt. Executive Engineer (Agri)  
Bongaigaon

**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	34 North Abhayapuri
Name of Village- Revenue/ Forest	1 No. Nowapara

Officer conducting the Physical Inspection	Smt. Bandana Dutta Barooah, ARO
Date of Physical inspection	10-10-2023

Work wise Scheme

Name of Scheme/Programme/Project	APART
Objective of the Scheme/ Programme	Construction of Agriculture Development Officer.
Scheme/Programme Target Group	Farmers of the concern ADO Circle

Each work details ( use separate page for each work)

Name of the Work /Project	Construction of Agriculture Development Officer, Patiladoha ADO Circle
Year	2021-22
Work Location Details	1 No Nowapara
Sub Division / Forest / Wildlife Division	AEE (Agri), Bongaigaon
Development Block	Manikpur
Gaon Panchayat	Nowapara
Name of MP Constituency	Barpeta
Objectives	Construction of Agriculture Development Officer.
Objective of the works	No any ADO's Office previously, After the ADO's office completed the ADO's able to run their day to day office.
Expected output of the work	ADO's will be facilitated with their own office.
Expected Outcome of the work	Farmers able to meet ADO's easily.
Impact to be visualized in 3 years ( at the time of proposal)	The farmers of the concern ADO's office will received input, suggestion and advice for cultivation from this office.
Execution Agency (Work funded by)	APART funded. (ARIAS Society)
Name of Implementing Agency	Asst. Executive Engineer (Agri), Bongaigaon, Name of Contractor- Rafiqul Islam, Tarabari, Barpeta
Name of the Officer with Designation	Bhaskarjyoti Das, AEE (Agri), Bongaigaon
Contact Phone/ Mobile Number	9864864950
Contact email id	erbhaskarjyotidas@gmail.com

Monitoring Agency / Officer	Agriculture Deptt
Name of Monitoring Agency/ Officer from Office of DC / HOD / Authority/ Implementation Agency- IA	Chandan Owary, Asstt. Agricultural Engineer
Contact Phone/ Mobile Number	9678974190
Contact email id	Chandanowary600@gmail.com

1.2. Master Area Development Planas approved by District/ HOD / Autonomous Council if available: Nil.

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

Year	Scheme - CS/CSS/NEC/EAP/SOPD	Work / benefit Name	Allocation	Expenditure	Physical Progress	Remarks
	Nil	Nil	Nil	Nil	Nil	Nil

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	Rs. 3452535.01	Rs. 3452535.01 Date- 01-12-2022	Nil	Nil	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	Reasons for the delays and parking
	Nil	Nil	Nil	Nil	Nil	Nil	Nil

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)
Construction of Agriculture Development Officer.	APART/TS Number 84, Dated- 20-10-2021	Rs. 60 Lakh		CPWD SOR(DSR) for 2021	ARIAS- 13/32/2022- APART- ARIAS(E- 207199)/745	Rs. 60 Lakh

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
01-12-2022	01-12-2022	15-11-2023	Work in 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
13-02-2023	Chandan Owary, Asst. Agricultural Engineer	No	No
29-03-2023	Chandan Owary, Asst. Agricultural Engineer	No	No
15-04-2023	Chandan Owary, Asst. Agricultural Engineer	No	No
31-05-2023	Bhaskarjyoti Das, Asst. Executive Engineer (Agri)	No	No
15-06-2023	Chandan Owary, Asst. Agricultural Engineer	No	No
26-07-2023	Chandan Owary, Asst. Agricultural Engineer	No	No
24-08-2023	Chandan Owary, Asst. Agricultural Engineer & Bhaskarjyoti Das, Asst. Executive Engineer (Agri)	No	No
17-09-2023	Chandan Owary, Asst. Agricultural Engineer	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		
No	No	No	No	No



Asst. Executive Engineer (Agri)  
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.	Nil
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.	Noncompliance to scheme/Programme guidelines if any in implementation	Nil
7.	Duplication of works if any.	Nil
8.	Not following the approved estimate/design/ Deviation from the approved Estimate/design/Quality Standards.	Nil
9.	Physical Progress in % as on date of inspection	80%
10.	Financial Progress in % as on date of inspection	Nil
11.	Number of Months -work delayed with reference to approved plan.	3 Months, Due to rain and water logging
12.	Transparency& Social Audit	Nil
13.	Sign Board-Yes/No	Nil
14.	Sign Board – Information in local language – Yes/No	Nil
15.	Social Audit/ Community meeting before the start of the work- Yes/No	Nil
16.	Social Audit / Community meeting after completion of work- Yes/No	Nil
17.	Involvement of local PRI/ Autonomous Council/ Local body- Yes/ No	Nil
18.	Quality of work -Excellent/ Good/ Satisfactory/ Poor	Excellent
19.	Achievement of Schemes -Achieved- Fully/ Partly / Not achieved.	Partly
20.	Incomplete/ No start of work/Slow programme of works.	Work in progress
21.	Delay in Utilization Certificate Submission.	Nil
22.	CAG Reports (If any on the scheme/Programme in the State)	Nil
23.	Whether the Impl./Exc. Agency/GP included the asset creation in the Asset Register.	Nil
24.	Persons responsible for poor/excellent performance if any.	Nil
25.	Sustainability of the work- Who will be responsible for its maintenance?	Concern Contractor
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	In progress

  
 Asstt. Executive Engineer (Agri)  
 Bongaigaon

**Part.II. Transparency and Social Audit of each of the work if any undertaken by Execution Agency/ District Administration/HOD/ Autonomous Council**

(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-	No
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.	No
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?	No
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.	No
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?	No
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?	No
7.	Attendance/ Proceedings of local people / Panchayat involvement maintenance. Maintained -Yes/No. Total number of adults present against total adults of the village.	No
8.	Whether all steps involved in Social Audit are followed. Yes/No	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	No
10.	Stakeholders/Local Public Satisfaction on the planning and progress of works. Excellent/ Good / Satisfactory/Not Satisfactory/Bad	Satisfactory
11.	Implementation/ Execution Agency Personal + HOD/ Autonomous Council /PRI accompanied (if any in physical monitoring-please specify)	Executive agency physically monitoring the side and satisfactory for the work.

  
 1/c District Commissioner,  
 Bongaigaon

  
 Asstt. Executive Engineer (Agri)  
 Bongaigaon

**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.	Yes
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	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.	Incomplete/ No start of work/Slow programme of works.	No (Work in progress)
10.	Delay in Utilization Certificate Submission.	Does not arise (Bill yet to be submitted)
11.	CAG Reports (If any on the scheme/Programme in the State)	No
12.	Whether the Impl./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	Timely completion of work
14.	Any comment/submission by the Executing Agency	No

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

Sl. No	Parameter		Performances	Weight age	Weight age of the Work monitored
	Name				
1	Physical Progress (20)		>90%	20	
			70-89%	15	15
			50-69%	10	
			<50%	0	
2	Financial Progress (20)		>90%	20	
			70-89%	15	
			50-69%	10	
			<50%	0	0
3	Timely Completion (10)		In Target Time / year	10	
			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	
			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	
			No meeting	0	0
		D	PRI / Local body/ Council Involvement	5	
			No PRI involvement	0	0
5	Quality of works (15)		Excellent	15	
			Good	10	10
			Satisfactory	5	
			Poor	0	
6	Achievement of Schemes (15) Objectives		Fully achieved	15	
			Partly achieved	10	10
			Not achieved	0	
Total					35

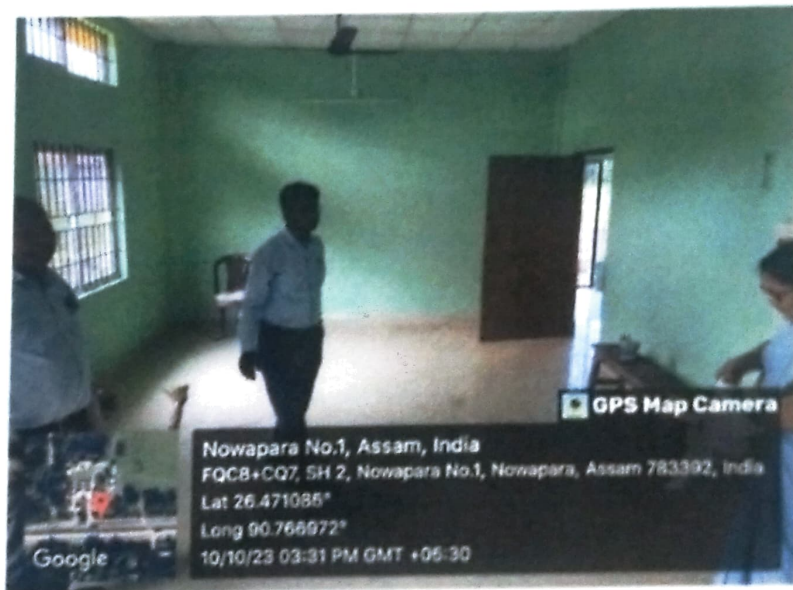
(Work in progress)



### Grade and weight age

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

Part.V. Photographs



*Bajjar*  
Asstt. Executive Engineer (Agri)  
Bongaigaon

**Part.VI. Recommendation of the M&E Observer:**

Name of Work : Construction of Agriculture Development Officer Office  
Name of Department : Agriculture Deptt  
Name of Visiting Officials : Mrs Bandana Dutta (Barsoah) A.R.O.  
~~Shri~~ Abhinav Das R.A.

**Observations deserving appreciation:**

1. 80% of work is done
2. Quality of work is good.
3. The location of the office will be accessible to the common people.

**Observations: Areas of Improvement:**

1. → A signboard should be erected preferably in local language mentioning all the scheme details
3. → Boundary Wall should be constructed around the office.
5. → The road to the office should be repaired.
- 6.
- 7.
- 8.
- 9.
- 10.

B. Dutta (Barsoah)

Asst. Research Officer  
Evaluation & Monitoring  
Transformation & Development Deptt  
Dispur