

**Model Physical Inspection (Format) Of Works in  
Bongaigaon District/ Administrative Unit/Authority  
(Separate Format for each of the work/Service/ facility)**

<b>Name of the Work/ Project/ Beneficiary/ etc.</b>	Playground, Wall, Dressing room Development work at DPM High School
<b>Name of Scheme/ Project/ - under which the inspected works comes under.</b>	Chief Minister's Samagrya Gramya Unnayan Yojana
<b>Administrative Department Name</b>	Sports & Youth Welfare
<b>Name of District</b>	Bongaigaon
<b>Name of LAC</b>	34 Abhayapuri North
<b>Name of Village- Revenue Forest</b>	Tulungia

<b>Name of E&amp; M Official with Designation</b>	Samil Ray. Principal, DPM HSS
<b>Name of Line Deptt. official accompanied</b>	J. Basumatary , DSO, Bongaigaon
<b>Date</b>	10-10-2023
<b>Photographs / Video enclosed</b>	Yes

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For - Bhupendra Ch. Ry.  
Principal VC  
D.P. Memorial H.S. School  
North Salmara

## Part-I: Work Wise details and Progress

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

### 1.1. Brief of the Work

Name of District	Bongaigaon
Name of LAC	34 Abhayapuri North
Name of Village- Revenue /Forest	Tulungia

Officer conducting the Physical Inspection	J. Basumatary, DSO
Date of Physical inspection	25-08-2023

### Work wise Scheme

Name of Scheme/Programme/ Project	CMSGUY
Objective of the Scheme/Programme	Development of Playground, Dressing Room and Boundary Wall
Scheme/Programme Target Group	Principal, DPM HSS

### Each work details (Use Separate page for each work)

Name of the Work/ Project	Development of Playground, Dressing Room and Boundary Wall
Year	2020
Work Location Details	Tulungia
Sub Division/ Forest/ Wildlife Division	North Salmara
Development Block	Srijangram
Gaon Panchayat	Kakaijana
Name of MP Constituency	Barpeta
Objectives	
Objectives of the works	Development of Playground
Expected output of the work	Development of playground, Dressing Room and Boundary wall
Expected outcome of the work	Principal, DPM HSS Better sports facility for the HSS students, More interest of sporting culture.
Impact to be visualised in 3 years (at the time of proposal)	
Execution Agency (work funded By)	Sprts & Youth Welfare Department
Name of the Implementing Agency	Principal, DPM HSS
Name of the Officer with Designation	Samil Ray, Principal DPM HSS
Contact Phone/ Mobile Number	9435482649
Contact Email ID	Samil.bngn@gmail.com
Monitoring Agency/ Officer	Principal, DPM HSS
Name of Monitoring Agency/Officer from Office of DC/HOD/Authority/ Implementation Agency- IA	
Contact phone/ Mobile Number	9435482649
Contact E mail ID	

For - Bhupendra Ch. Ray,  
Principal IC  
D.P. Memorial H.S. School  
North Salmara

1.2. Master Area Development Plans 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,CS,NEC,EAP,SOPT) in the villages for 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 of which utilization certificate was submitted	Amount of which utilization certificate is pending.
2020	yes	20 Lakh date 5-01-2019	20 Lakh	yes	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
	Principal DPM HSS	5-01-2019	05-02-2019	8 Lakh			
			23-06-2023	1 Lakh	Sports Goods from SYW, Assm		
			23-08-2021	8 Lakh			
			10-03-2023	3 Lakh			

For - Bhurendra Ch. Ry.

Principal IC  
D.P. Memorial H.S. School  
North Salmara

### 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)
Development of Playground	965 Date- 3-2-2020	20 Lakh	Nil	-	-	20 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
5/1/2019	5/1/2019	25/8/2023	25-08-2023	

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

Date of Inspection	Name of the 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
20/8/2023	Dibakar Medhi Physical Instructor	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	Yes NO	NO	NO

Foz-Dhruvendra Ch. Pr.,  
Principal KC  
D.P. Memorial H.S. School

**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)	Release the Fund in 3 Instalment NO
2	Time delay in Fund / Benefit Release:	Fund Release three Times NO
3	Cost over runs/ High cost of Units	NO
4	Diversion of Funds/ Benefits/ Service Delivery	NO
5	Less work against the work amount spent	NO
6	Noncompliance to scheme/ Programme guidelines if any in implementation.	NO
7	Duplication of work 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% 100%
11	Number of Months – work delayed with reference to approved plan.	NO
12	Transparency & social Audit	YES
13	Sign Board- Yes/No	YES NO
14	Sign Board – Information in Local Language- Yes/No	NO
15	Social Audit/ Community meeting before the start of the work – Yes/No	YES
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.	Fully Achieved
20	Incomplete/ No Start of Work/ Slow Programme 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 Impl./Exc. Agency/GP/ included the asset creation in the Asset Register.	NO
24	Persons responsible for Poor/ excellent performance if any.	Sports and youth welfare
25	Sustainability of the work- Who will be responsible for its maintenance?	Sports and youth welfare
26	Any comments/ Submission by the Executing Agency/ DC/ HOD/ Autonomous Council.	Satisfactory.

For - Dhurumetra Ch. Ry.  
Principal IC  
D.P. Memorial H.S. School  
North Salmara

**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, analysing 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	Development of Playfield of DPM HSS under CMMSGUY <b>NO</b>
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 marginalised sections of society including SC,ST, Minorities, Women, Disabled, OBC and others.	<b>NO</b>
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?	Meeting Organised
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.	Yes
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?	Yes
6	Whether all sections of people- All genders, Religions, tribes, classes, castes; Panchayat President and Local MLA/HOD/ Autonomous Council were present against total adults of the village.	<b>NO</b>
7	Attendance/ Proceedings of local people / Panchayat involvement maintenance. Maintained- Yes/No. Total number of adults present against total adults of the village.	<b>yes</b>
8	Whether all steps involved in social Audit are followed.	<b>NO</b>
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	<b>yes</b>
10	Stakeholders/Local Public Satisfaction on the planning and progress of works. Excellent / Good / Satisfactory / Not Satisfactory/ Bad	<i>Satisfactory.</i>
11	Implementation/ Execution Agency personal + HOD/ Autonomous Council/PRI accompanied ( if any in physical monitoring- please specify)	

  
District Commissioner,  
Bongaigaon

For - Bhurumbar Ch. Ry.  
Principal IC  
D.P. Memorial H.S. School  
North Salmara

**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.	
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.	Work completed
10.	Delay in Utilization Certificate Submission.	No
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	Maintenance should be proper
14.	Any comment/submission by the Executing Agency	Satisfactory

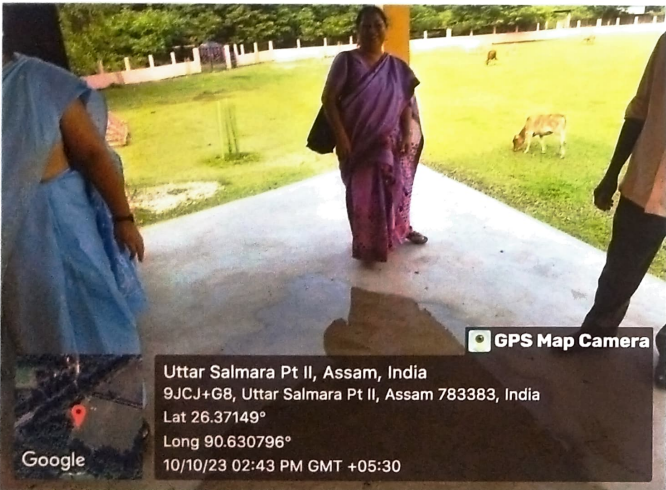
**Part.IV.Rating of each of the work by M&E Observer**  
(Use separate sheet for each work/ project)

Sl. No	Parameter		Performances	Weight age	Weight age of the Work monitored	
	Name					
1	Physical Progress (20)		>90%	20	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	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	0	
			No signboard	0		
		B	Social Audit/ Local Mass Commonly meeting before the start of work for planning and awareness	5		5
			No community planning and awareness meeting	0		
		C	Monthly Social Audit/ meeting with the community or at least once /during/ upon whole work completion	5		0
			No meeting	0		
		D	PRI / Local body/ Council Involvement	5		0
			No PRI involvement	0		
5	Quality of works (15)		Excellent	15	5	
			Good	10		
			Satisfactory	5		
			Poor	0		
6	Achievement of Schemes (15) Objectives		Fully achieved	15	15	
			Partly achieved	10		
			Not achieved	0		
Total					75	



## Grade and weight age

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



for-Principal Mr. P. J.  
 D.P. Memorial H.S. School  
 North Salmara

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

Name of Work : Playground, Wall, Dressing room Development work at DPM High School.  
Name of Department : Sports & Youth Welfare  
Name of Visiting Officials : Mrs. Bandana Dutta (Barsookh) A.R.O.  
Shri Abhinav Das. R.A.

**Observations deserving appreciation:**

1. 100% of the work has been done.
2. Cleanliness of the playground is appreciable.
3. The quality of the work is good.

**Observations: Areas of Improvement:**

1. → The condition of the Rest Room should
2. be improved.
3. → A caretaker is necessary for the maintenance
4. of the playground.
5. → A signboard should be erected preferably
6. in local language mentioning all the details
7. of the scheme.
- 8.
- 9.
- 10.

B. Dutta (Barsookh)

**ASST. Research Officer**  
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Dispur