

**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 LAC BNGN
Name of Village- Revenue/ Forest	Bidyapur

Officer conduction the Physical Inspection	Pradip Das (Research Officer)
Date of Physical Inspection	27/12/2022

#### Work wise Scheme

Name of Scheme/Programme/Project	Constn of Govinda Bhawan under Assam Darshan, 2020-21
Objective of the Scheme/ Programme	Meeting Purpose
Scheme/Programme Target Group	Gita Satra Office

#### Each work details ( use separate page for each work)

Name of the Work / Project	Contn of Gobinda Bhawan
Year	2020-2021
Work Location Details	Bidyapur
Sub Division / Forest/ Wildlife Division	Bongaigaon
Development Block	Dangtol Dev. Block
Gaon Panchayat	Bidyapur
Name of MP Constituency	6 No Barpeta
Objectives	To construction of a permanent meeting Hall
Objective of the works	Gita Sattrra Office
Expected output of the work	Dev. of Sankari Culture
Expected outcome of the work	Regular meetings/Gaon Shabhas can be held.
Impact to be visualized in 3 years (at the time of proposal)	Will serve the purpose of meeting Hall as well as Rest House.
Execution Agency	MLALADS
Name of Implementing Agency	Constn Committee
Name of the Officer with Designation	Animesh Baruah, President construction Committee.
Contact Phone/ Mobile Number	9954262638
Contact email id	N/A
	N/A
Monitoring Agency/ Officer	N/A
Name of Monitoring Agency/ Officer from Office of DC/ HOD/ Authority/ Implementation Agency- IA	D.C Office
Contact Phone/ Mobile Number	
Contact email id	Bongaiga@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
2020-21	15-12-2020	10.00 L	10.00 L	05/09/21	NIL
		18/02/2021		10.00 L	

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	10.00 L	18/02/21	18/02/21	(7.50+2.50) L= 10.00L	18/02/21	17 months	NA 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)
	B01/189/75/2020-21/450				BND/155/AD/2020-21/11	
R.CC Building	15/12/20	10.00 L	No	2013-14	18/02/21	10.00 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
	18/02/21	90 days	26/06/22	

### 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
09/09/2022	Prasanta Raha Ray, asstt Planning Officer	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	No



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.)	17 months
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.	17 months
12.	Transparency & Social Audit	No
13.	Sign Board – Yes/No	Yes
14.	Sign Board – Information in local language - Yes/No	Yes
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.	Fully
20.	Incomplete/ No start of work/ Slow progress of works.	Completed
21.	Delay in Utilization Certificate Submission.	
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?	----
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	Satisfactory

**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.)	17 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.	No
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 Exe. 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		
		6 months delay	5		
		1 yr delay	0		
4	Transparency (20)	A	Signboard with comprehensive information in local language (Additionally English is optional)	5	5
			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	
			No meeting	0	
		D	PRI / Local body / Council Involvement	5	0
			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	15	
		Partly achieved	10		
		Not achieved	0		
	Total			75	

  
**Research Officer**  
**Transformation & Development Department**  
**Dispur, Guwahati-06**

Grade and weight age

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

  
Research Officer  
Transformation & Development Department  
Dippur, Bwahati-06



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

Self along with Shri Ranjan Sanyashi, RA, DC's office, Bongaigaon and President & Secretary, Constn Committee visited the site of the work on 27/12/2022. The technical member of the constn committee Shri Gautam Ch. Ray, Asstt. Engineer, Dangtol Dev block, Bidyapur was also present during the visit of the scheme i.e constn. of Govindo Bhawan Gita Satra, Bidyapur.

From the site visit, it is seen that one RCC building with electricity facility found completed in all respect including water supply provision. Signboard in English language was found marked on the wall of the building.

The building is constructed as per provision marked in the Plan & Estimate. Overall, the quality of the work is very good.



Research Officer  
Transformation & Development Department  
Dispur, Gauhati-06





Latitude: 26.400893  
 Longitude: 90.448122  
 Elevation: 34.07 m  
 Accuracy: 12.4 m  
 Time: 27-12-2022 12:20  
 Note: CONSTRUCTION OF GOBINDA BHAWAN, GITA SATTRA BIDYAPUR, UNDER ASSAM DARSHAN FOR THE YEAR 2020-21. **POM**



Latitude: 26.400896  
 Longitude: 90.448153  
 Elevation: 46.07 m  
 Accuracy: 12.6 m  
 Time: 27-12-2022 12:20  
 Note: CONSTRUCTION OF GOBINDA BHAWAN, GITA SATTRA BIDYAPUR, UNDER ASSAM DARSHAN FOR THE YEAR 2020-21. **POM**



Latitude: 26.401009  
 Longitude: 90.44821  
 Elevation: 51.07 m  
 Accuracy: 20.5 m  
 Time: 27-12-2022 12:19  
 Note: CONSTRUCTION OF GOBINDA BHAWAN, GITA SATTRA BIDYAPUR, UNDER ASSAM DARSHAN FOR THE YEAR 2020-21. **POM**



Latitude: 26.400896  
 Longitude: 90.44814  
 Elevation: 39.07 m  
 Accuracy: 18.1 m  
 Time: 27-12-2022 12:21  
 Note: CONSTRUCTION OF GOBINDA BHAWAN, GITA SATTRA BIDYAPUR, UNDER ASSAM DARSHAN FOR THE YEAR 2020-21. **POM**





Latitude: 26.400947  
Longitude: 90.448258  
Elevation: 45.07 m  
Accuracy: 20.9 m  
Time: 27-12-2022 12:17

Note: CONSTRUCTION OF GOBINDABHAWAN GITA SATTRA BIDYAPUR UNDER ASSAM DARSHAN FOR THE YEAR 2020-21



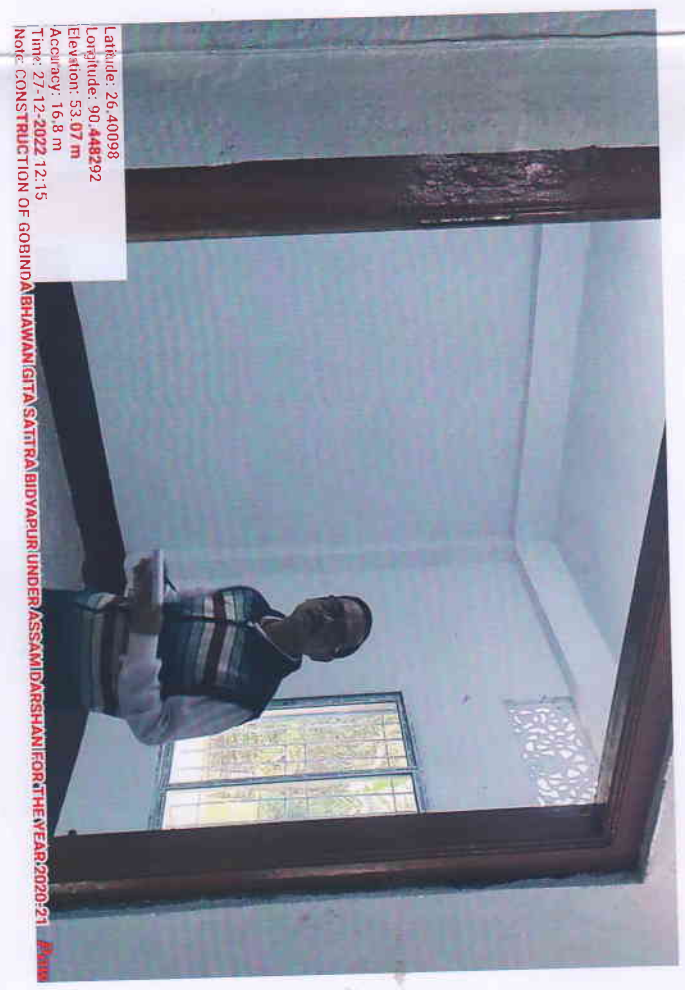
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Longitude: 90.448265  
Elevation: 46.07 m  
Accuracy: 21.5 m  
Time: 27-12-2022 12:17

Note: CONSTRUCTION OF GOBINDABHAWAN GITA SATTRA BIDYAPUR UNDER ASSAM DARSHAN FOR THE YEAR 2020-21



Latitude: 26.400923  
Longitude: 90.448177  
Elevation: 35.07 m  
Accuracy: 10.2 m  
Time: 27-12-2022 12:23

Note: CONSTRUCTION OF GOBINDABHAWAN GITA SATTRA BIDYAPUR UNDER ASSAM DARSHAN FOR THE YEAR 2020-21



Latitude: 26.40098  
Longitude: 90.448292  
Elevation: 53.07 m  
Accuracy: 16.8 m  
Time: 27-12-2022 12:15

Note: CONSTRUCTION OF GOBINDABHAWAN GITA SATTRA BIDYAPUR UNDER ASSAM DARSHAN FOR THE YEAR 2020-21