

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

Name of the Work / Project / Beneficiary/ etc.	Implementation of Piped Water Supply Scheme
Name of Scheme/Programme/Project - under which the inspected work comes under.	MAJGAON PT.II PWSS
Administrative Department Name	Public Health Engineering Deptt.
Name of District	Bongaigaon
Name of LAC	BONGAIGAON
Name of Village- Revenue/ Forest	MAJGAON PT.II

Name of E&M Official with Designation	Lalita Haloi – Assistant Director Bornali Borah – RA E&M Division
Name of Line Deptt. official accompanied.	Himankshi Chutia , TO-II (JJM)
Date	28/12/2023
Photographs/Video- enclosed	YES

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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&EObserver- either before or after)

1.1. Brief of each of the Work

Name of District	Bongaigaon
Name of LAC	BONGAIGAON
Name of Village- Revenue/ Forest	MAJGAON PT.II

Officer conducting the Physical Inspection	Lalita Haloi – Assistant Director Bornali Borah – RA E&M Division
Date of Physical inspection	28/12/2023

Work wise Scheme

Name of Scheme/Programme/Project	MAJGAON PT.II PWSS
Objective of the Scheme/ Programme	New PWSS/JJM
Scheme/Programme Target Group	All group of people

Each work details (use separate page for each work)

Name of the Work /Project	Implementation of New PWSS (MAJGAON PT. II PWSS)
Year	2021-22
Work Location Details	Majgaon pt.II
Sub Division / Forest / Wildlife Division	Bongaigaon
Development Block	Dangtol
GaonPanchayat	Chokapara
Name of MP Constituency	6 No. Barpeta
Objectives	
Objective of the works	Supply of safe drinking water to the community
Expected output of the work	Covered all households of the scheme project area
Expected Outcome of the work	Supply of safe drinking water to the community by running water through tap points
Impact to be visualized in 3 years (at the time of proposal)	Will impact on development of spirituality among the people of the area
Execution Agency (Work funded by)	Name of Department:PHED Name of District Office: Sri Khanindra Narayan Das, EE (PHE)
Name of Implementing Agency	Name of Agency executing the work- PHED (Sri Kalyan Singha, Contractor.
Name of the Officer with Designation	Himankshi Chutia
Contact Phone/ Mobile Number	8811899630
Contact email id	himankshichutia@gmail.com
Monitoring Agency / Officer	(Should be different from Executing & Implementing Agency)
Name of Monitoring Agency/ Officer from Office of DC / HOD / Authority/	TPIA

	Implementation Agency- IA	
	Contact Phone/ Mobile Number	
	Contact email id	

1.2. Master Area Development Planas 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 the last 3 Years

Year	Scheme - CS/CSS/NEC/EAP/SOPD	Work / benefit Name	Allocation	Expenditure	Physical Progress	Remarks
	Does 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.
2022-23	193.420 Lakh	121.83 Lakh (08/08/2023)	121.83 Lakh	121.83 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	Reasons for the delays and parking
2023	47.620 Lakh	04/03/2023	04/03/2023	47.62 Lakh	06/03/2023	1 day	As per guideline Fund Demand will be release within 10 days
2023	74.210 Lakh	08/08/2023	08/08/2023	74.210 Lakh	14/08/2023	3 days	As per guideline


 Dist. Development Commissioner
 Bongaigaon

							Fund Demand will be release within 10 days

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)
Implementation of Majgaon Pt. II PWSS	PHEE/BNGN/JJM /NEW/TC-243 (C)/Pt.II/2021-22/6206 Dt. 04/01/2022	193.420 Lakh	NO	JJM (RFP-30 of 2020-21)	DWSM/JJM/BNGN/NEW/2021-22/5760 Dt. 03/01/2022	193.420 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
03/01/2022	15/06/2022	15/12/2022	15/09/2023	

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
31/10/2023	Er. Ashok Kr. Devchoudhury (SE), Nalbari Circle	No	No

1.7. Documentation of work progress and completion

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1.5. Administrative Approval and Technical Sanction

Technical Sanction/ Approval					Administrative Approval	
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1.7. Documentation of work progress and completion



 Dist. Development Commissioner
 Bongaigaon


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	YES	YES	NO	NO


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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	65%
11.	Number of Months -work delayed with reference to approved plan.	About 12 months
12.	Transparency& Social Audit	Yes
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	Yes
16.	Social Audit / Community meeting after completion of work- Yes/No	Yes
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
20.	Incomplete/ No start of work/Slow programme of works.	Slow
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.	Yes
24.	Persons responsible for poor/excellent performance if any.	Contractor
25.	Sustainability of the work- Who will be responsible for its maintenance?	WUC
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	The work is done as per plan estimate


TECHNICAL OFFICER - I
BONGAIGAON PHE DIVISION


A.E.E. (PHE)
Bongaigaon Sub-Division, Bongaigaon


Representative Engineer
P.N.E. Bongaigaon Division
Bongaigaon

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CS


Dist. Development Commissioner
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 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?	Yes, Head of the department, Executive Engineer (PHED)
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, castes, classes; Panchayat President and / Local MLA/ HOD/ Autonomous Council were present. Check attendance register?	Yes
7.	Attendance/ Proceedings of local people / Panchayat involvement maintenance. Maintained -Yes/No. Total number of adults present against total adults of the village.	Yes
8.	Whether all steps involved in Social Audit are followed. Yes/No	Yes
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	Yes
10.	Stakeholders/Local Public Satisfaction on the planning and progress of works. Excellent/ Good / Satisfactory/Not Satisfactory/Bad	Good
11.	Implementation/ Execution Agency Personal + HOD/ Autonomous Council /PRI accompanied (if any in physical monitoring-please specify)	Yes TPIA


TECHNICAL OFFICER - II
BONGAIGAON PHE DIVISION


A.E.E. (PHE)
Bongaigaon Sub-Division, Bongaigaon

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Executive Engineer
P.H.E. Bongaigaon Division
Bongaigaon


Dist. Development Commissioner
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.	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	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.	Submitted
11.	CAG Reports (If any on the scheme/Programme in the State)	NA
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.	Yes
13.	Recommendations if any for improvement in work and for sustainability	Good
14.	Any comment/submission by the Executing Agency	Good

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

Sl. No	Parameter			Weight age of the Work monitored	
	Name	Performances	Weight age		
1	Physical Progress (20)	>90%	20	20	
		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	0	
		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		
		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	5
			No meeting	0	
		D	PRI / Local body/ Council Involvement	5	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	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%

Part.VI. Recommendation of the M&E Observer: Strictly based on the evidence collected during the inspection/ field visit.

Observations deserving appreciation:

1. A well constructed Piped water supply scheme under
2. Jal Teeran Mission was visited at Majgaon, Bongaigaon.
3. The campus was neat & clean and well decorated with awareness paintings regarding prudent use of water.
3. Regular supply of drinking water to 360 households.

Observations: Areas of Improvement:

1. The signboard was seen in English language.
2. The concerned authority is requested to erect the
4. signboard in Local language also with all the
5. details of the project.
- 6.
- 7.
- 8.
9. 2. Timely maintenance is required for longevity
10. of the scheme. The concerned authority may take initiative from their end regarding this for greater benefit of the local people.

Abhi
Research Officer
Transformation & Development Deptt.
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MAJGAON PART-2 PWSS

