

**Model Physical Inspection (Format) of Works in  
Department of Fisheries, Bongaigaon District.**

Name of the Work / Project / Beneficiary/ etc.	Integrated Ornamental Fish Unit.
Name of Scheme/ Programme/ Project- under which the inspected work comes under.	Pradhan Mantri Matsya Sampada Yojana (PMMSY)
Administrative Department Name	Fishery Department.
Name of District	Bongaigaon.
Name of LAC	17 No Srijangram
Name of Village- Revenue/ Forest	Kaithpara Pt I

Name of E&M Official with Designation	Smti. Lalita Haloi Research Officer E&M Division T&D Department , Dispur.
Name of Line Deptt. official accompanied.	Baban Kalita , District Fishery Dev. Officer Jugal Kr. Rabha, Junior Engineer O/o. District Fishery Development Officer, Bongaigaon
Date	29 <sup>th</sup> December, 2023
Photographs/Video- enclosed	Photographs enclosed

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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	17 No. Srijangram.
Name of Village- Revenue/ Forest	Kaithpara Part- I

Officer conducting the Physical Inspection	Smti. Lalita Haloi Research Officer E&M Division T&D Department, Dispur.
Date of Physical inspection	29 <sup>th</sup> December, 2023

Work wise Scheme

Name of Scheme/Programme/Project	Integrated Ornamental fish Unit under PMMSY(2021-22)
Objective of the Scheme/ Programme	Culture and breeding of Indigenous Ornamental fish.
Scheme/Programme Target Group	PMMSY, Nazmin Yasmin.

Each work details ( use separate page for each work)

Name of the Work /Project	Integrated Ornamental Fish Unit.
Year	2021-22
Work Location Details	Vill- Kaithpara Pt- I
Sub Division / Forest / Wildlife Division	Abhayapuri.
Development Block	Boitamari Dev. Block.
Gaon Panchayat	South Boitamari.
Name of MP Constituency	Dhubri.
Objectives	Culture and breeding of Indigenous Ornamental fish, Maintaining the genetic trait of the indigenous ornamental fishes in the district.
Objective of the works	Culture and breeding of Indigenous Ornamental fish, Maintaining the genetic trait of the indigenous ornamental fishes in the district.
Expected output of the work	Construction of Integrated Ornamental Unit.
Expected Outcome of the work	Production, Breeding, Culture of Indigenous ornamental fishes.
Impact to be visualized in 3 years ( at the time of proposal)	Expected availability of Indigenous Ornamental fish in the district.
Execution Agency (Work funded by)	Dept.of Fisheries, Assam, Guwahati.

CS

  
Dist. Development Commissioner  
Bongaigaon

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District Fishery Dev. Officer  
Bongaigaon

Name of Implementing Agency	O/o. the DFDO, Bogaigaon.
Name of the Officer with Designation	Baban Kalita , DFDO.
Contact Phone/ Mobile Number	9707841187
Contact email id	bongaigaondfdo@gmail.com
Monitoring Agency / Officer	FDO, JE
Name of Monitoring Agency/ Officer from Office of DC / HOD / Authority/ Implementation Agency- IA	Kangkana Das, FDO. Jugal Kr. Rabha, JE.
Contact Phone/ Mobile Number	8011312537 , 7002295309
Contact email id	

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

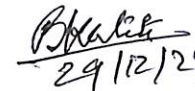
There is no any Master Area Development Plan mentioned in Operational guidelines of PMMSY

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
						There is no any Convergence Scenario as the Fishery Department, Bongaigaon is the sole authority to implement the PMMSY scheme in the district

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Bongaigaon

  
29/12/23  
District Fishery Dev. Officer  
Bongaigaon

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	25.00 lakh (60% subsidy for Women Category)	15.00 lakh 27.02.2022	15.00 lakh	15.00 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
2021-22	15.00 lakh	27.02.2022	18.07.2022 & 16.02.2023	15.00 lakh	01.08.2022 01.11.2022 24.02.2023	No.	N/A

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)
Integrated Ornamental Fish Unit	TS No.07/158 Date 28.06.2021	25.00 lakh	No.			25.00 lakh

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Bongaigaon

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
23/05/2022	08.06.2022	07.12.2022	13.12.2022	Works completed

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
22.11.2023	Baban Kalita, DFDO, Bongaigaon	No website of Fishery Department, Bongaigaon	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. (Photographs taken but yet to hosted in website)	No. (Photographs taken but yet to hosted in website)	No. (Photographs taken but yet to hosted in website)	No. (Videography has not been carried out)	Yes

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.	Completed ( work order date
2.	Time delay in Fund/Benefit Release:	Fund released 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	No.
7.	Duplication of works if any.	No.

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Dist. Development Commissioner  
Bongaigaon

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B Kalita  
29/12/23  
District Fishery Dev. Officer  
Bongaigaon

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.	Transparency & Social Audit	No.
12.	Sign Board-Yes/No	Yes.
13.	Sign Board – Information in local language – Yes/No	No.
14.	Social Audit/ Community meeting before the start of the work- Yes/No	No.
15.	Social Audit / Community meeting after completion of work- Yes/No	No.
16.	Involvement of local PRI/ Autonomous Council/ Local body- Yes/ No	No.
17.	Quality of work -Excellent/ Good/ Satisfactory/ Poor	Good.
18.	Achievement of Schemes -Achieved- Fully/ Partly / Not achieved.	Fully.
19.	Incomplete/ No start of work/Slow programme of works.	Completed.
20.	Delay in Utilization Certificate Submission.	No.
21.	CAG Reports (If any on the scheme/Programme in the State)	No.
22.	Whether the Impl./Exc. Agency/GP included the asset creation in the Asset Register.	No.
23.	Persons responsible for poor/excellent performance if any.	No.
24.	Sustainability of the work- Who will be responsible for its maintenance?	Nazmin Yasmin.
25.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	Satisfactory.
26.	Transparency & Social Audit	No.

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**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. (In English only)
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.	Yes.
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	Yes.
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)	Execution Agency Personal monitored the site and gave satisfactory for the work.

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Dist. Development Commissioner  
Bongaigaon

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Bhaskar  
29/11/23  
District Fishery Dev. Officer  
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.	NO
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.	-No details Shared
13.	Recommendations if any for improvement in work and for sustainability	NO
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)

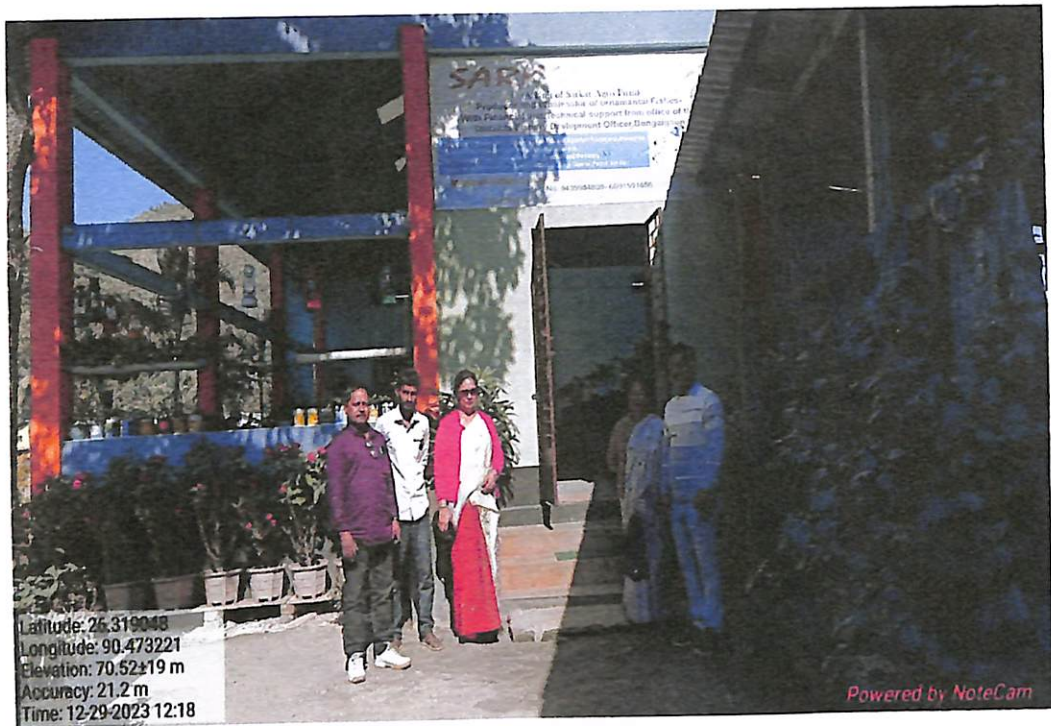
Sl. No	Parameter			Weight age of the Work monitored	
	Name	Performances	Weight age		
1	Physical Progress (20)	>90%	20	20	
		70-89%	15		
		50-69%	10		
		<50%	0		
2	Financial Progress (20)	>90%	20	20	
		70-89%	15		
		50-69%	10		
		<50%	0		
3	Timely Completion (10)	In Target Time / year	10	10	
		6 months 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	0
			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	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	

(NA)  
(NA)  
(NA)

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	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		
			No signboard	0		0
		B	Social Audit/ Local Mass Commonly meeting before the start of work for planning and awareness	5		(NA)
			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		(NA)
			No meeting	0		
		D	PRI / Local body/ Council Involvement	5		(NA)
			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%



*Rhokal*  
 29/12/23  
 District Fishery Dev. Officer  
 Bongaigaon

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

Name of Work : Integrated ornamental Fish Unit under PMMSY.

Name of Department : Fishery Deptt.

Name of Visiting Officials : Smt. Lalita Haloi, Asst. Director, E & M Division  
Smt. Bernali Borah, Tr. Dev. Officer, E & M Div.

**Observations deserving appreciation:**

- ① A well managed Integrated ornamental Fish Unit at Kaithpara, Bongaigaon was visited.
- ② Different types of ornamental fish are seen which are imported from - outside Assam & now started to culture locally and selling at market at better economic benefit.

**Observations: Areas of Improvement:**

- ① The signboard was not seen. The concerned authority is requested to install the signboard in local language as soon as possible.