

**Model Physical Inspection (Format) of Works in  
..... 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 No. LAC, Bongaigaon
Name of Village- Revenue/ Forest	Jelkajhar

Officer conduction the Physical Inspection	Pradip Das RO
Date of Physical Inspection	29/12/2022

#### Work wise Scheme

Name of Scheme/Programme/Project	Const. of common work shed at Jelkajhar Pt-I (Phase-I)
Objective of the Scheme/ Programme	MGNREGA
Scheme/Programme Target Group	Work-Shed

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

Name of the Work / Project	Const. of common work shed at Jelkajhar Pt-I (Phase-I)
Year	2020-21
Work Location Details	Jelkajhar
Sub Division / Forest/ Wildlife Division	Bongaigaon
Development Block	Dangtol Dev. Block, Bidyapur
Gaon Panchayat	Mulagaon G.P.
Name of MP Constituency	6 No. Barpeta HPC
Objectives	
Objective of the works	To create a durable community asset
Expected output of the work	For organization of awareness, Meeting,
Expected outcome of the work	
Impact to be visualized in 3 years (at the time of proposal)	
Execution Agency	
Name of Implementing Agency	GP
Name of the Officer with Designation	Goutam Ch. Roy, Accredited Engineer
Contact Phone/ Mobile Number	9401230135
Contact email id	<a href="mailto:goutamroybngn@gmail.com">goutamroybngn@gmail.com</a>
Monitoring Agency/ Officer	CEO, Zilla Parishad
Name of Monitoring Agency/ Officer from Office of DC/ HOD/ Authority/ Implementation Agency- IA	Zilla Parishad, Bongaigaon
Contact Phone/ Mobile Number	9864661292
Contact email id	<a href="mailto:zpbongaigaon@gmail.com">zpbongaigaon@gmail.com</a>

GOUTAM CH. ROY)  
Accredited Engineer  
Dangtol Dev. Block  
Bidyapur

President  
Mulagaon Gaon Panchayat

2  
Block Dev. Officer  
Dangtol Dev. Block

Secretary  
Mulagaon Gaon Panchayat

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
2020-21	Central Scheme	Const of common workshed at Jelkajhar Pt-I (Phase-I) under MGNREGA 2020-21	6.0327 lakhs	0.5557 lakhs	100%	

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	6.0327 L	27/7/20	0.5557 lakhs	Yes	No

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	6.0327 L	27/07/2020	27/07/2020	6.0327 L	27/08/2020		

  
 President  
 Mulagaon Gaon Panchayat  
 Block Dev. Officer  
 Dangtol Dev. Block  
 Sidyapur

  
 Secretary  
 Mulagaon Gaon Panchayat

  
 Asst. Engineer  
 Dangtol Dev. Block  
 Sidyapur



### 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)
Const of common workshed at Jelkajhar Pt-I (Phase-I) under MGNREGA 2020-21	TS No. 0403007009/2020-2021/26750/TS	6.0327 L	27/07/2020	2020-21	27/07/2020	6.0327 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
27/07/2020	17/08/2021	1 Year	05/12/2022	

#### 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
29/12/2022	Pradip Das (RO)	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		
Yes	Yes	Yes	No	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.)	No
2.	Time delay in Fund/Benefit Release:	Yes
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	20%
11.	Number of Months – work delayed with reference to approved plan.	Yes
12.	Transparency & Social Audit	Yes
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	Yes
16.	Social Audit/ Community meeting after the start of the 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 progress 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 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?	SHG
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	

  
President  
Mulagaon Gaon Panchayat

  
(GOUTAM CH. ROY)  
Accdited Engineer  
Dangtol Dev. Block  
Bidyapur

  
i/c Secretary  
Mulagaon Gaon Panchayat

  
Block Dev. Officer  
Dangtol Dev. Block  
Bidyapur

## Part-II: Work wise details and Progress

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



**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.	No
10.	Delay in Utilization Certificate Submission.	No
11.	CAG Reports (If any on the scheme/Programme in the State)	No
12.	Whether the Imp./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	Recommended for immediate handing over of works to the concerned NGO/SIG by the Gaon Panchayat
14.	Any comment/submission by the Executing Agency	-

  
 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		
		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	5
			No signboard	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	
		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	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	10	
		Partly achieved	10		
		Not achieved	0		
	Total			60	



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  
Dispur, Gauhati-06



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

Self visited the site of work viz. "Construction of common workshed at Jelkajhar Part I(Phase-I)" under MGNREGA, 2020-21 along with Shri Ranjan Sanyashi, RA, DC's office Bongaigaon and Shri Gautam Chandra Roy, A.C. Engineer, Dangtol Development Block, Bongaigaon and President, Mulagaon Gaon Panchayat on 29/12/2022.

It has been observed that two nos. of workshed alongwith infrastructure for production of Biofertilizer such as NADEP Composed Pit, Vermicomposed Pit, Pucca Storage for agriculture production, Group nursery and fish breeding pond was found constructed. The works were taken up under the scheme SWANIRBHAR Nari ATMANIRBHAR Axom in convergence with MGNREGA, 2020-21. The signboard found at the site of work is in English. Though the work is completed it is yet to be handed over to the Self Help Group for it's maintenance.

However, the President, Mulagaon Gaon Panchayat assured that the handing over of the assets to the SHG will be done in a short period.

  
Research Officer  
Transformation & Development Department  
Dispur, Guwahati-06





Latitude: 26.455201  
 Longitude: 90.543994  
 Elevation: 56.24 m  
 Accuracy: 16.3 m  
 Time: 29-12-2022 13:57  
 Note: CONSTRUCTION OF COMMON WORK UNDER MGNREGA, BONGAIGAON DISTRICT



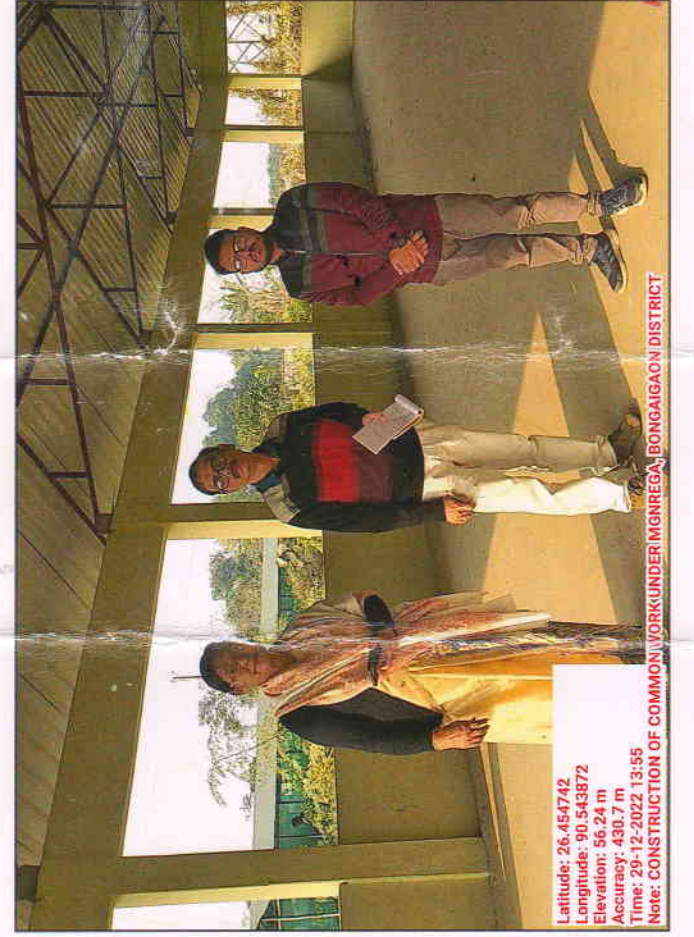
Latitude: 26.454645  
 Longitude: 90.543745  
 Elevation: 56.24 m  
 Accuracy: 28.0 m  
 Time: 29-12-2022 13:55  
 Note: CONSTRUCTION OF COMMON WORK UNDER MGNREGA, BONGAIGAON DISTRICT



Latitude: 26.454628  
 Longitude: 90.543851  
 Elevation: 56.24 m  
 Accuracy: 18.6 m  
 Time: 29-12-2022 13:59  
 Note: CONSTRUCTION OF COMMON WORK UNDER MGNREGA, BONGAIGAON DISTRICT

CONSTRUCTION OF COMMON WORK UNIT  
 1. IMPROVING THE PRODUCTION OF BIO-FERTILIZERS WITH  
 2. IMPROVING THE PRODUCTION OF BIO-FERTILIZERS WITH  
 3. IMPROVING THE PRODUCTION OF BIO-FERTILIZERS WITH  
 4. IMPROVING THE PRODUCTION OF BIO-FERTILIZERS WITH  
 5. IMPROVING THE PRODUCTION OF BIO-FERTILIZERS WITH  
 6. IMPROVING THE PRODUCTION OF BIO-FERTILIZERS WITH

NAME OF ST: MARGAON  
 NAME OF BLOCK: BARHATA, SUNBARI  
 NAME OF DISTRICT: BARHATA, SUNBARI  
 NAME OF STATE: WEST BENGAL  
 PIN CODE: 741122  
 DISTRICT: WEST BENGAL  
 BLOCK: BARHATA, SUNBARI  
 ST PRABU BISHWAN CHODOURRY  
 GROUP OF STAFF  
 ST PRABU BISHWAN CHODOURRY  
 GROUP OF STAFF  
 ST PRABU BISHWAN CHODOURRY  
 GROUP OF STAFF



Latitude: 26.454742  
 Longitude: 90.543872  
 Elevation: 56.24 m  
 Accuracy: 430.7 m  
 Time: 29-12-2022 13:55  
 Note: CONSTRUCTION OF COMMON WORK UNDER MGNREGA, BONGAIGAON DISTRICT