

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

Index

| Part | S. No | Item | To be prepared by | Page |
|------|-------|---|-------------------|------|
| I. | 1. | Work Brief | DC | |
| | 2. | Master Area Development Plan | | |
| | 3. | Convergence Scenario | | |
| | 4. | Finances | | |
| | 5. | Administrative Approval and Technical Sanction | | |
| | 6. | Physical progress- Timelines | | |
| | 7. | Physical progress- Monitoring | | |
| | 8. | Physical progress- Documentation | | |
| | 9. | Critical comments by Deputy Commissioner/ HOD/ Autonomous Council | | |
| II. | | Transparency and Social Audit if any undertaken by Execution Agency/ District Administration/ HOD/ Autonomous Council | | |
| III. | | Critical comments by Observer | Observer | |
| IV. | | Rating of each work under the Scheme | Observer | |
| V. | | Recommendations of Observer | Observer | |

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 Bongiagon |
| Name of Village- Revenue/ Forest | Barshangaon |

| | |
|--|------------------|
| Officer conduction the Physical Inspection | Pradip Das (R.O) |
| Date of Physical Inspection | 29/12/2022 |

Work wise Scheme

| | |
|------------------------------------|---|
| Name of Scheme/Programme/Project | Ext. of community Hall at Mulagaon G.P Office |
| Objective of the Scheme/ Programme | |
| Scheme/Programme Target Group | |

Each work details (use separate page for each work)

| | |
|---|---|
| Name of the Work / Project | Ext. of community Hall at Mulagaon G.P Office |
| Year | 2019-20 |
| Work Location Details | G.P Office Campus |
| Sub Division / Forest/ Wildlife Division | Bongaigaon |
| Development Block | Dangtol |
| Gaon Panchayat | Mulagaon |
| Name of MP Constituency | 6 No.Barpeta HPC |
| Objectives | |
| Objective of the works | To create a durable community assets |
| Expected output of the work | Office functioning and meeting hall at ground floor |
| Expected outcome of the work | Do |
| Impact to be visualized in 3 years (at the time of proposal) | Good |
| Execution Agency | G.P |
| Name of Implementing Agency | Mulagaon GP |
| Name of the Officer with Designation | Goutam Chandra Roy Accredited Engineer |
| Contact Phone/ Mobile Number | 9401230135 |
| Contact email id | |
| 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 | zpbongaigaon@gmail.com |

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 |
|---------|----------------------------------|---|---------------------|---------------------|-------------------|---------|
| 2019-20 | Central Scheme (Phase-I) | Ext. of community Hall at Mulagaon G.P Office | 8,89,470.00 | 8,89,470.00 | 100% | |
| 2019-20 | Central Scheme (Phase-II) | Do- | 9,65,900.00 | 9,65,900.00 | 100% | |
| 2019-20 | Central Scheme (Phase-II) | Do- | 8,17,830.00 | 8,17,830.00 | 100% | |
| 2019-20 | Central Scheme(Phase-IV) | Do- | 3,26,770.00 | 3,26,770.00 | 100% | |
| 2019-20 | Central Scheme (Interest Fund) | Do- | 6,75,137.00 | 6,75,137.00 | 100% | |
| | | Total Rs= | 36,75,107.00 | 36,75,107.00 | | |

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 |
|---------|---------------------------|-----------------------------|--------------|--|---|
| 2019-20 | 36,75,107.00 | 36,75,107.00 | 36,75,107.00 | 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 |
|---------|---|------------------|----------------------|--|-----------------|---|------------------------------------|
| 2019-20 | 36,75,107.00 | 30/06/20 | 06-02-2020 | 36,75,107.00 | 20-06-2020 | | |

Block Dev. Officer
Dangtol Dev. Block
Bidyapur

Secretary
MULAGAON G. P.

3

President
Mulagaan Gaon Panchayat

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

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) |
| Extension of Community Hall Building at Mulagaon G.P Office (Phase -I) | No. 94 Dated. 30.06.2020 | Rs.8,89,470.00 | Nil | 2013-14 | 10-07-2020 | Rs.8,89,470.00 |
| Extension of Community Hall Building at Mulagaon G.P Office (Phase -II) | No. 95 Dated. 30.06.2020 | Rs.9,65,900.00 | Nil | 2013-14 | 10-07-2020 | Rs.9,65,900.00 |
| Extension of Community Hall Building at Mulagaon G.P Office (Phase -III) | No. 96 Dated. 30.06.2020 | Rs.8,17,830.00 | Nil | 2013-14 | 10-07-2020 | Rs.8,17,830.00 |
| Extension of Community Hall Building at Mulagaon G.P Office (Phase -IV) | No. 97 Dated. 30.06.2020 | Rs.3,26,770.00 | Nil | 2013-14 | 10-07-2020 | Rs.3,26,770.00 |
| Extension of Community Hall Building at Mulagaon G.P Office (Interest Fund) | BDI/189/T S/2020-21/817(A) 22-02-2021 | Rs. 6,75,137.00 | Nil | 2013-14 | 23-02-2021 | Rs. 6,75,137.00 |

1.6.1.. Physical Progress.1: Time taken to complete the works

| Date of approval of the work | Date of work allotment | Target Date: Completion | Actual Date of work completion | Remarks |
|------------------------------|------------------------|-------------------------|--------------------------------|---------|
|------------------------------|------------------------|-------------------------|--------------------------------|---------|

| | | | | |
|--|------------|---------------------------------|------------|-----------|
| District / HOD/ Autonomous Council | | target as per work allotment | | |
| 10-07-2020 | 10-07-2020 | 180 Days | 19-01-2021 | 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 |
|--------------------|---|---|--|
| 29-12-2022 | Pradip Das RO | | |
| | | | |
| | | | |

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 |


Secretary
MULAGAON G. P.


President
Mulagaon Gaon Panchaya


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


Block Dev. Officer
Dangtol Dev. Block
Bidyapur

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 | 100% |
| 11. | Number of Months – work delayed with reference to approved plan. | No |
| 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. | No, fully 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. | Yes |
| 24. | Persons responsible for poor/excellent performance if any/ | No |
| 25. | Sustainability of the work- Who will be responsible for its maintenance? | G.P office |
| 26. | Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council | |

Block Dev. Officer
Dangtol Dev. Block
Bidyapur

Secretary
MULGAON G. P.

President
Mulgaon Gaon Panchayat

(GOUTAM CH. ROY)
Accrdted Engineer
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- | Yes, details attached. |
| 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. | Necessary attached |
| 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 |
| 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, attached |
| 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, proof attached. |
| 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/ Executing Agency Personal + HOD/ Autonomous Council / PRI accompanied (if any in physical monitoring – please specify) | |

Part-III. Critical comments of Observer on the observations of the Implementation/Executing Agency/ DC

| | | |
|----|---|----|
| 1 | Time delay in the work selection /services/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 | - |
| 14 | Any comment/submission by the Executing Agency | - |


 Research Officer
 Transformation & Development Department
 Dispar, Bawalad-04

Grade and weight age

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



Research Officer
Transformation & Development Department
Dispur, Assam-781 001

(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 | 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 | |
| | | B Social Audit/ Local Mass Commonly meeting before the start of work for planning and awareness | 5 | 5 |
| | | | No community planning and awareness meeting | |
| | | C Monthly Social Audit/ meeting with the community or at least once/ during/ upon whole work completion | 5 | 5 |
| | | | No meeting | |
| | | D PRI / Local body/ Council Involvement | 5 | 5 |
| | | | No PRI involvement | |
| 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 | | | 95 | |


 Research Officer
 Transformation & Development Department
 Dispur, Guwahati-06

Part.V. Recommendation of the M&F Observer:

Self visited the site of work viz. "Extension of Community Hall at Mulagaon GP Office" under 14th Finance Commission, 2019-20 along with Shri Ranjan Sanyashi, I.A. DC's office Bongaigaon and Shri Gautam Chandra Roy, A&E Engineer, Dangatol Development Block, Bongaigaon and President, Mulagaon Gaon Panchayat on 29/12/2022.

It has been observed that the construction of Community hall in the GP office compound on the first floor has been taken up and found completed. The construction of ground floor is yet to be started and the same is not incorporated in the Plan estimate. As reported by the GP President, the construction of the ground floor will be taken up under the 15th Finance Commission. Signboard in English language found at the site of the work. Overall the quality of the work is found to be good.



Research Officer
Transformation & Development Department
Dispur, Assam-781 005



Latitude: 26.455071
 Longitude: 90.538887
 Elevation: 56.14 m
 Accuracy: 12.8 m
 Time: 29-12-2022 13:28
 Note: OFFICE BUILDING OF MULAGAON GP UNDER 14th FINANCE COMMISSION, BONGAIGAON DISTRICT



Latitude: 26.45516
 Longitude: 90.538884
 Elevation: 56.14 m
 Accuracy: 19.7 m
 Time: 29-12-2022 13:33
 Note: OFFICE BUILDING OF MULAGAON GP UNDER 14th FINANCE COMMISSION, BONGAIGAON DISTRICT



Latitude: 26.45524
 Longitude: 90.538941
 Elevation: 56.14 m
 Accuracy: 22.1 m
 Time: 29-12-2022 13:32
 Note: OFFICE BUILDING OF MULAGAON GP UNDER 14th FINANCE COMMISSION, BONGAIGAON DISTRICT



Latitude: 26.45507
 Longitude: 90.53889
 Elevation: 56.14 m
 Accuracy: 20.0 m
 Time: 29-12-2022 13:28
 Note: OFFICE BUILDING OF MULAGAON GP UNDER 14th FINANCE COMMISSION, BONGAIGAON DISTRICT