

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 Bongaigaon LAC
Name of Village- Revenue/ Forest	Bongaigaon Town Pt.I
Officer conduction the Physical Inspection	Pradip Das, Research Officer TND
Date of Physical Inspection	29/12/2022

Work wise Scheme

Name of Scheme/Programme/Project	Development Eco Park and water body adjacent to Eco park in the line of accolade at Bongaigaon Town under CIDF
Objective of the Scheme/ Programme	Environment protection and Socio Economic development of the area.
Scheme/Programme Target Group	29/09/2022

Each work details (use separate page for each work)

Name of the Work / Project	Development Eco Park and water body adjacent to Eco park in the line of accolade at Bongaigaon Town under CIDF
Year	2020
Work Location Details	Bongaigaon Town Pt.I

Assistant Engineer, PWD
 Bajal District & Bongaigaon District
 Territorial Building Division
 Pathsala

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Sub Division / Forest/ Wildlife Division	Bongaigaon
Development Block	Bongaigaon Development Block
Gaon Panchayat	Bongaigaon Municipality
Name of MP Constituency	Barpeta
Objectives	
Objective of the works	Environment protection and Socio Economic development of the area.
Expected output of the work	Improved community health, preservation and protection of the environment and Socio economic growth of the area.
Expected outcome of the work	Higher profitability of the Administration.
Impact to be visualized in 3 years (at the time of proposal)	Community, Economic and Environmental benefits.
Execution Agency	PWD (Bldg.)
Name of Implementing Agency	Town & Country Planning Deptt.
Name of the Officer with Designation	Dinesh Sarma Medhi
Contact Phone/ Mobile Number	9864026179
Contact email id	dsarmamedhi@gmail.com
Monitoring Agency/ Officer	PWD (B)
Name of Monitoring Agency/ Officer from Office of DC/ HOD/ Authority/ Implementation Agency- IA	Executive Engineer PWD (B)
Contact Phone/ Mobile Number	9864026179
Contact email id	dsarmamedhi@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
2019-2022	SOPD			Rs.573.3318 0 L	51%	


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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
2019-2020	11-02-2020	Rs.1569.00 L Date 11-02-2020	Rs.573.33180 L	Rs.573.33180 L	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	NA	11-02-20	NIL	573.33 L	11-11-21	NA	NIL
					29-03-22		

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)
Development Eco Park and water body adjacent to Eco park in the line of accolade at Bongaigaon Town under CIDF	95/SMC/CE of 2019-2020	Rs.1569.00	Nil	APWD(B) SOR 2013-14	AA/TCP_2019-20(I)_95, dt.11-02-2020	Rs.1569.00

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
	29/09/2020	28-09-22	31-03-2023	Work is in progress

Assistant Engineer, PWD
Bajali District & Bongaigaon District
Territorial Building Division
Pathaala

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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
NA			

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		
NA	NA	NA	NA	

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.)	
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	52%
10.	Financial Progress in % as on date of inspection	38%
11.	Number of Months – work delayed with reference to approved plan.	3 months
12.	Transparency & Social Audit	No
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	NA


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16.	Social Audit/ Community meeting after the start of the work- Yes/No	NA
17.	Involvement of local PRI/ Autonomous Council/ Local body- Yes/No	NA
18.	Quality of work – Excellent/ Good/ Satisfactory/ Poor	Excellent
19.	Achievement of Schemes – Achieved- Fully/ Partly / Not achieved.	Partly
20.	Incomplete/ No start of work/ Slow progress of works.	No
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/	NA
25.	Sustainability of the work- Who will be responsible for its maintenance?	
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	NA


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

[Signature]
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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.)	Yes, delayed
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.	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.	NA
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	To speed up the construction work
14.	Any comment/submission by the Executing Agency	-


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

Sl. No	Parameter		Performances	Weight age	Weight age of the Work monitored
	Name				
1	Physical Progress (20)		>90%	20	10
			70-89%	15	
			50-69%	10	
			<50%	0	
2	Financial Progress (20)		>90%	20	0
			70-89%	15	
			50-69%	10	
			<50%	0	
3	Timely Completion (10)		In Target Time / year	10	5
			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	
			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					40

Grade and weight age

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


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

Self visited the site of work viz. "Development of Eco Park and water body adjacent to Eco park in the line of Accoland at Bongaigaon town" under CIDF, 2019-20 along with Shri Ranjan Sanyashi, RA, DC's office Bongaigaon and Shri A. Islam, A.E.E, PWD, Building, Abhayapuri Sub-Division, Bongaigaon on 29/12/2022.

On visiting the site of work, it has been observed that the construction works of 5 nos. of Water Bodies is under progress. The construction of 3 nos. of Changing Rooms are yet to be started. It is assumed that on completion of the scheme, the project will attract local people and tourist to enjoy the water games and relaxing in the line of Accoland, Guwahati.

It has been informed that the said amenities, on completion, will be handed over to the Bongaigaon Municipality Board for its running and maintenance. As a result, the Bongaigaon Municipality Board will be able to earn from the sale of entry pass etc.


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Dispur, Guwahati-06

Join Site Visit by T&D & PWD (B)



Project Details

Name of Work : Development of eco park and water body adjacent to eco park in line Accoland at Bongaigaon Eco Park
Situation of Work : Bongaigaon Eco Park
Construction of Work : Rs 152,376,998.00
Name of Contractor : Sri Kamal Chandra Goyary
Date of Commencement : 29/09/2020
Item of work with Qnty : As per Bill Enclosed
Client : PWD (Bldg), Assam

ZONE: E

