

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

Name of the Work / Project / Beneficiary/ etc.	I/M for closing of breach gap of Sidalsati-Merrerchar embkt. of river Aie at Lalmati area including strengthening and bank restoration at different reaches under SDRF for 2021-22
Name of Scheme/ Programme/ Project- under which the inspected work comes under.	State Disaster Response Fund (SDRF)
Administrative Department Name	Water Resources Department
Name of District	Bongaigaon
Name of LAC	34-Abhayapuri North
Name of Village- Revenue/ Forest	Manikpur

Name of E&M Official with Designation	Smt. Lalita Haloi Reaserch Officer E&M Division T&D Department, Dispur
Name of Line Deptt. official accompanied.	Sri Mukul Ch. Rabha Asstt. Executive Engineer Abhayapuri W. R. Sub-Division Abhayapuri
Date	28-12-2023
Photographs/Video- enclosed	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	34- Abhayapuri North
Name of Village- Revenue/ Forest	Manikpur

Officer conducting the Physical Inspection	Smt. Lalita Haloi
Date of Physical inspection	28-12-2023

Work wise Scheme

Name of Scheme/Programme/Project	I/M for closing of breach gap of Sidalsati-Merrerchar embkt. of river Aie at Lalmati area including strengthening and bank restoration at different reaches under SDRF for 2021-22
Objective of the Scheme/ Programme	To close the breach gap occurred during the previous year flood and strengthen the U/S and D/S portion of the breach location as well as bank protection work with geo-bags and pro-siltation measures.
Scheme/Programme Target Group	Inhabitants of Jaraguri, Lalmati and Huramara villages.

Each work details (use separate page for each work)

Name of the Work /Project	I/M for closing of breach gap of Sidalsati-Merrerchar embkt. of river Aie at Lalmati area including strengthening and bank restoration at different reaches under SDRF for 2021-22
Year	2021-22
Work Location Details	Right bank of river Aie at Lalmati area
Sub Division / Forest / Wildlife Division	Abhayapuri
Development Block	Manikpur and Srijangram
Gaon Panchayat	Chakarabhom and Hapachara
Name of MP Constituency	Barpeta
Objectives	
Objective of the works	To close breach gap with protection and R/S work
Expected output of the work	Protect embankment from breach like situation and induce siltation near embankment.

Name of District	Bongaigaon
Name of LAC	34- Abhayapuri North
Name of Village- Revenue/ Forest	Manikpur

Officer conducting the Physical Inspection	Smt. Lalita Haloi
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Each work details (use separate page for each work)

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Year	2021-22
Work Location Details	Right bank of river Aie at Lalmati area
Sub Division / Forest / Wildlife Division	Abhayapuri
Development Block	Manikpur and Srijangram
Gaon Panchayat	Chakarabhom and Hapachara
Name of MP Constituency	Barpeta
Objectives	
Objective of the works	To close breach gap with protection and R/S work
Expected output of the work	Protect embankment from breach like situation and induce siltation near embankment.

Expected Outcome of the work	Protect the Jaraguri, Lalmati and Huramara area from flood inundation and erosion of river Aie
Impact to be visualized in 3 years (at the time of proposal)	Prevent breach in the embankment by erosion and induce siltation near embankment
Execution Agency (Work funded by)	State Disaster Response Fund (District Commissioner, Bongaigaon)
Name of Implementing Agency	Bongaigaon W. R. Division.
Name of the Officer with Designation	Sri Sovan Saha, Executive Engineer, Bongaigaon W. R. Division, Bongaigaon.
Contact Phone/ Mobile Number	9678987152
Contact email id	wrdbongaigaon@gmail.com
Monitoring Agency / Officer	District Commissioner, Bongaigaon
Name of Monitoring Agency/ Officer from Office of DC / HOD / Authority/ Implementation Agency- IA	Sri Dhruba Jyoti Das Addl. District Commissioner Bongaigaon
Contact Phone/ Mobile Number	
Contact email id	dc-bongaigaon@nic.in

1.2. Master Area Development Plans 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
						No convergence scenario

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	1000.00 Lakh	1000.00 Lakh Dt. 25-04-2022	899.18205 lakh	899.18205 Lakh	Nil

CS

Dist. Development Commissioner
Bongaigaon

For
Executive Engineer
Bongaigaon W.R. Division
Bongaigaon

Impact to be visualized in 5 years (at the time of proposal)	Prevent breach in the embankment by erosion and induce siltation near embankment
Execution Agency (Work funded by)	State Disaster Response Fund (District Commissioner, Bongaigaon)
Name of Implementing Agency	Bongaigaon W. R. Division.
Name of the Officer with Designation	Sri Sovan Saha, Executive Engineer, Bongaigaon W. R. Division, Bongaigaon.
Contact Phone/ Mobile Number	9678987152
Contact email id	wrdbongaigaon@gmail.com
Monitoring Agency / Officer	District Commissioner, Bongaigaon
Name of Monitoring Agency/ Officer from Office of DC / HOD / Authority/ Implementation Agency- IA	Sri Dhruba Jyoti Das Addl. District Commissioner Bongaigaon
Contact Phone/ Mobile Number	
Contact email id	dc-bongaigaon@nic.in

1.2. Master Area Development Plans 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

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						No convergence scenario

1.4. Finances/ Fund

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2021-22	1000.00 Lakh	1000.00 Lakh Dt. 25-04-2022	899.18205 lakh	899.18205 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	1000.00 Lakh	25-04-2022	25-04-2022	1000.00 Lakh			

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)
I/M for closing of breach gap of Sidalsati-Merrerchar embkt. of river Aie at Lalmati area including strengthening and bank restoration at different reaches under SDRF for 2021-22	No. WR(EDRT)/289/2019-20/Dhubri/05 Dt. 12-05-2022	1000.00	Nil	WRD SoR 2018-19	RGR(RRR)479/2022/2 Dt. 25-04-2022	1000.00

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For

 Executive Engineer
 Bongaigaon W.R. Division
 Bongaigaon

2021-22	1000.00 Lakh	25-04-2022	25-04-2022	1000.00 Lakh			

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)
I/M for closing of breach gap of Sidalsati-Merrerchar embkt. of river Aie at Lalmati area including strengthening and bank restoration at different reaches under SDRF for 2021-22	No. WR(EDRT)/289/2019-20/Dhubri/05 Dt. 12-05-2022	1000.00	Nil	WRD SoR 2018-19	RGR(RRR)479/2022/2 Dt. 25-04-2022	1000.00

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 Bongaigaon W.R. Division
 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
25-04-2022	06-05-2022 (Preliminary) 03-01-2023 (Formal)		28-04-2023	Work 100% 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
19-08-2023	Sri Dhruba Jyoti Das, Addl. District Commissioner Bongaigaon	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, photo enclosed	Yes, photo enclosed	Yes, photo enclosed	No	No

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 Dist. Development Commissioner
 Bongaigaon

For

 Executive Engineer
 Bongaigaon W.R. Division
 Bongaigaon

25-04-2022	06-05-2022 (Preliminary) 03-01-2023 (Formal)		28-04-2023	Work 100% completed.

1.6.2. Physical Progress.2:Evidence : District / HOD/ Autonomous Council level Monitoring

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19-08-2023	Sri Dhruba Jyoti Das, Addl. District Commissioner Bongaigaon	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, photo enclosed	Yes, photo enclosed	Yes, photo enclosed	No	No

CS

 Dist. Development Commissioner
 Bongaigaon

For


 Engineer
 Bongaigaon W.R. Division
 Bongaigaon

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:	
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	Nil
11.	Number of Months -work delayed with reference to approved plan.	None
12.	Transparency& Social Audit	
13.	Sign Board-Yes/No	No
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	No
17.	Involvement of local PRI/ Autonomous Council/ Local body- Yes/ No	No
18.	Quality of work -Excellent/ Good/ Satisfactory/ Poor	Good
19.	Achievement of Schemes -Achieved- Fully/ Partly / Not achieved.	Fully Achieved
20.	Incomplete/ No start of work/Slow programme 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 Impl./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?	Water Resources Department, Bongaigaon Division
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	

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 Dist. Development Commissioner
 Bongaigaon

For

 Bongaigaon V.R. Division
 Bongaigaon

2.	Time delay in Fund/Benefit Release:	
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	Nil
11.	Number of Months -work delayed with reference to approved plan.	None
12.	Transparency& Social Audit	
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14.	Sign Board – Information in local language – Yes/No	No
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23.	Whether the Impl./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?	Water Resources Department, Bongaigaon Division
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	

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 Dist. Development Commissioner
 Bongaigaon

For

 Bongaigaon W.M. Division
 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 the invisible and marginalized sections of society 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?	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	No
10.	Stakeholders/Local Public Satisfaction on the planning and progress of works. Excellent/ Good / Satisfactory/Not Satisfactory/Bad	No
11.	Implementation/ Execution Agency Personal + HOD/ Autonomous Council /PRI accompanied (if any in physical monitoring-please specify)	No

CS


 Dist. Development Commissioner
 Bongaigaon

For 
 District Engineer
 Bongaigaon W.R. Division
 Bongaigaon

	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 the invisible and marginalized sections of society 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?	No
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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
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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	No
10.	Stakeholders/Local Public Satisfaction on the planning and progress of works. Excellent/ Good / Satisfactory/Not Satisfactory/Bad	No
11.	Implementation/ Execution Agency Personal + HOD/ Autonomous Council /PRI accompanied (if any in physical monitoring-please specify)	No

CS

Dist. Development Commissioner
Bongaigaon

For
District Engineer
Bongaigaon W.R. Division
Bongaigaon

Handwritten signature and date: 29/12/23

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 Fund yet to receive
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.	
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
13.	Recommendations if any for improvement in work and for sustainability	NO
14.	Any comment/submission by the Executing Agency	NO

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 Fund yet to receive
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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.	
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
13.	Recommendations if any for improvement in work and for sustainability	NO
14.	Any comment/submission by the Executing Agency	NO

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		
		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	
		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	15	
		Partly achieved	10		
		Not achieved	0		
Total				55	

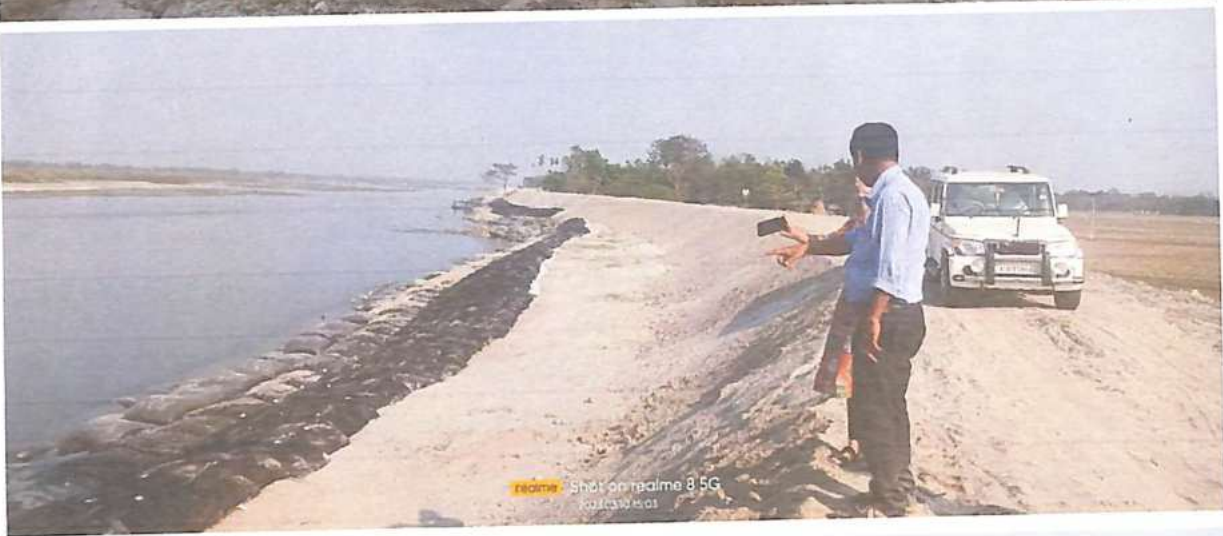
Sl. No	Parameter			Weight age of the Work monitored	
	Name	Performances	Weight age		
1	Physical Progress (20)	>90%	20	20	
		70-89%	15		
		50-69%	10		
		<50%	0		
2	Financial Progress (20)	>90%	20		
		70-89%	15		
		50-69%	10		
		<50%	0		
3	Timely Completion (10)	In Target Time / year	10	10	
		6 months delay	5		
		1 yr delay	0		
4	Transparency (20)	A	Signboard with comprehensive information in local language (Additionally English is optional)	5	
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		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	15	
		Partly achieved	10		
		Not achieved	0		
	Total			55	

Grade and weight age


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


Grade	Weight age
A (Excellent)	$\geq 90\%$
B (Good)	80-89% ✓
C (satisfactory)	70-79%
D (Poor)	$< 70\%$

Name of Scheme: I/M for closing of breach gap of Sidalsati-Merrerchar embkt. of river Aie at Lalmati area including strengthening and bank restoration at different reaches under SDRF for 2021-22

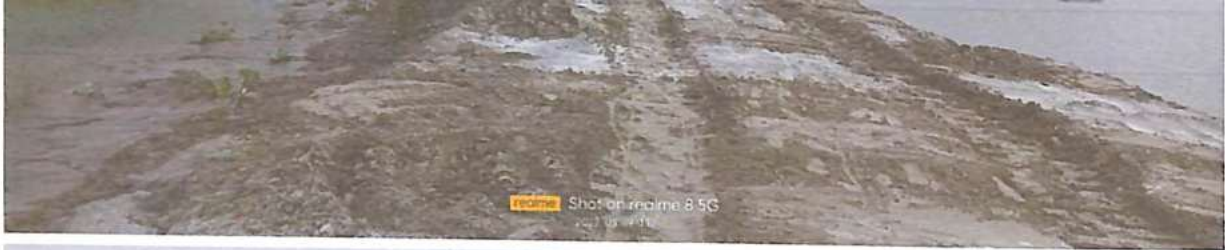


DURING EXECUTION OF DIFFERENT WORKS


A.E./J. E.
Abhayapuri W. R. Sub-Division
Abhayapuri


Asstt. Executive Engineer
Abhayapuri W. R. Sub-Division
Abhayapuri



Executive Engineer
Bongaigaon W. R. Division
Bongaigaon



DURING EXECUTION OF DIFFERENT WORKS


A.E./J. E.

Abhayapuri W. R. Sub-Division
Abhayapuri


Asstt. Executive Engineer
Abhayapuri W. R. Sub-Division
Abhayapuri


Executive Engineer
Bongaigaon W. R. Division
Bongaigaon

Part.V. PHOTOGRAPHS


Name of Scheme: I/M for closing of breach gap of Sidalsati-Merrerchar embkt. of river Aie at Lalmati area including strengthening and bank restoration at different reaches under SDRF for 2021-22




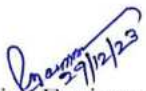
BEFORE EXECUTION AT BREACH LOCATION



BEFORE EXECUTION EMBANKMENT


A. E./J. E.
Abhayapuri W. R. Sub-Division
Abhayapuri



Asstt. Executive Engineer
Abhayapuri W. R. Sub-Division
Abhayapuri



Executive Engineer
Bongaigaon W. R. Division
Bongaigao

Name of Scheme: I/M for closing of breach gap of Sidalsati-Merrerchar embkt. of river Aie at Lalmati area including strengthening and bank restoration at different reaches under SDRF for 2021-22



AFTER EXECUTION OF DIFFERENT WORKS


A. E./J. E.
Abhayapuri W. R. Sub-Division
Abhayapuri


Asstt. Executive Engineer
Abhayapuri W. R. Sub-Division
Abhayapuri


Executive Engineer
Bongaigaon W. R. Division
Bongaigaon

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

Name of Work : 1/4M for closing of breach gap of Sidalsati-Mesherichar embk. of river Aie at Lalmati area including strengthening & bank restoration at different reaches under SDRF (2021-22)

Name of Department : Dept. of Water Resource

Name of Visiting Officials : Smt. Lalita Haloi, Asst. Director, E & M Division

Smt. Bernali Borah, Jr. Development officer, E & M Div.

Observations deserving appreciation:

- ① Well constructed embankment with geobags protections and porcupines (concrete) was observed at the visited site.
- ② The project gets completion within the stipulated time.
- ③ The completion of this embankment is reducing the potential of flood in the neighbouring area.

Observations: Areas of Improvement:

- ① Signboard was not seen in the site. The concerned authority is requested to meet the signboard in local language with all details of the project as soon as possible.

Shilpa
Research, Gender
Governance & Development Dept.
Dispur, Guwahati, Assam