

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

Name of the Work / Project / Beneficiary/ etc.	SWANIRBHAR NAARI SCHEME
Name of Scheme/ Programme/ Project- under which the inspected work comes under.	SWANIRBHAR NAARI SCHEME
Administrative Department Name	Handloom & Textiles
Name of District	Bongaigaon
Name of LAC	All LACs under Bongaigaon District
Name of Village- Revenue/ Forest	All Villages under Bongaigaon District

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.	Shri R.N. Das Superintendent, Handloom & Textiles, North Salmara, Abhayapuri
Date	28/12/2023
Photographs/Video- enclosed	Yes

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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	All LACs under Bongaigaon District
Name of Village- Revenue/ Forest	All Villages under Bongaigaon District

Officer conducting the Physical Inspection	Smti. Lalita Haloi Research Officer E&M Division, T&D Department, Dispur.
Date of Physical inspection	28/12/2023

Work wise Scheme

Name of Scheme/Programme/Project	SWANIRBHAR NAARI SCHEME
Objective of the Scheme/ Programme	Economic upliftment of Weavers / Market Support
Scheme/Programme Target Group	Local Weavers

Each work details (use separate page for each work)

Name of the Work /Project	SWANIRBHAR NAARI SCHEME
Year	2021-22
Work Location Details	Bongaigaon District
Sub Division / Forest / Wildlife Division	Bongaigaon District
Development Block	All Dev.Blocks under Bongaigaon District
Gaon Panchayat	All Gaon Panchayats under Bongaigaon District
Name of MP Constituency	Barpeta
Objectives	Development of Handloom Industry
Objective of the works	Self-Dependent of weavers
Expected output of the work	Market Support
Expected Outcome of the work	Earnings of the weavers to be higher
Impact to be visualized in 3 years ( at the time of proposal)	Higher income of the weavers
Execution Agency (Work funded by)	Handloom & Textiles
Name of Implementing Agency	Handloom & Textiles
Name of the Officer with Designation	Shri R.N. Das Superintendent, Handloom & Textiles, North Salmara, Abhayapuri
Contact Phone/ Mobile Number	9864478725
Contact email id	rajeebdas12@gmail.com

CS  
  
Dist. Development Commissioner  
Bongaigaon

  
Superintendent  
Handloom & Textiles  
North Salmara, Abhayapuri

Monitoring Agency / Officer	District Level Committee
Name of Monitoring Agency/ Officer from Office of DC / HOD / Authority/ Implementation Agency- IA	District Level Committee
Contact Phone/ Mobile Number	6003172484, Centre In-Charge of P.C
Contact email id	Kalam8402874016@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, 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
N/A	N/A	N/A	N/A	N/A	N/A	N/A

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.
N/A	N/A	N/A	N/A	N/A	N/A

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
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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 Bongaigaon

  
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### 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)
N/A	N/A	N/A	N/A	N/A	N/A	N/A

### 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
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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
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### 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 geo tagging is done and hosted in District / HOD/ Autonomous Council website/ Yes/No
Before the work	During the work progress	Upon completion		
Yes	Yes	Yes	Yes	Yes

  
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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.	Does not arise
2.	Time delay in Fund/Benefit Release:	Does not arise
3.	Cost over runs/High cost of units	Does not arise
4.	Diversion of Funds/Benefits/ Service Delivery.	Does not arise
5.	Less Work against the amount spent.	Does not arise
6.	Noncompliance to scheme/Programme guidelines if any in implementation	Does not arise
7.	Duplication of works if any.	Does not arise
8.	Not following the approved estimate/design/ Deviation from the approved Estimate/design/Quality Standards.	Does not arise
9.	Physical Progress in % as on date of inspection	--
10.	Financial Progress in % as on date of inspection	--
11.	Number of Months -work delayed with reference to approved plan.	Does not arise
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 completion of 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 programme of works.	N/A
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.	Yes
24.	Persons responsible for poor/excellent performance if any.	Does not arise
25.	Sustainability of the work- Who will be responsible for its maintenance?	
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	Implementation of scheme in the area is quite purposeful.

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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-	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.	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?	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
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
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/ Execution Agency Personal + HOD/ Autonomous Council /PRI accompanied (if any in physical monitoring-please specify)	Yes

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Superintendent  
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T&D Officials along with Officials from Handloom & Textiles Department , Bongagaon visited the Procurement centre under SWANIRBHAR NAARI scheme at O/o. Superintendent Handloom & Textiles, Abhayapuri on 28/12/2023





**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.	Does not arise
2.	Time delay in Fund/Benefit Release:	Does not arise (DBT transfer)
3.	Cost over runs/High cost of units	Does not arise
4.	Diversion of Funds/Benefits/ Service Delivery.	Does not arise
5.	Less Work against the amount spent.	NO
6.	Non-compliance to scheme/Programme guidelines if any in implementation	NA
7.	Duplication of works if any.	NO
8.	Not following the approved estimate/design/ Deviation from the approved Estimate/design/Quality Standards.	NA
9.	Incomplete/ No start of work/Slow programme of works.	Ongoing procurement
10.	Delay in Utilization Certificate Submission.	NA
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.	NA
13.	Recommendations if any for improvement in work and for sustainability	Good
14.	Any comment/submission by the Executing Agency	Helpful to local weavers

**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	10	
		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	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	5
			No meeting	0	
		D	PRI / Local body/ Council Involvement	5	
			No PRI involvement	0	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				<del>55</del> 55	

Grade and weight age

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

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

Name of Work : Swanirbhar Naari scheme

Name of Department : Handloom & Textile Department

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

Observations deserving appreciation:

- ① Procurement <sup>centre</sup> of locally made products from weavers of Bongaigaon district under 'Swanirbhar Naari' scheme was visited
- ② A good numbers of weavers are registered in 1st phase and 2nd phase of registration under this scheme (total - 12,262 no.s of weavers)
- ③ For 1st phase about 22 lakh and for 2nd phase about 38 lakh procurement of weaving products till the date of inspection under this scheme.

Observations: Areas of Improvement:

- ① The authority may request to keep motivating the local weavers in weaving activity and help them in upcoming days to access suitable market.

*Hali.*  
Research Officer  
Transformation & Development Dept.  
Government of Assam  
Dissemination