

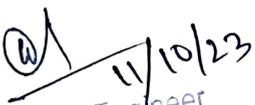
**Model Physical Inspection (Format) of Works in
Bongaigaon District / Administrative Unit/ Authority**

Name of the Work / Project / Beneficiary/ etc.	Construction of Clock tower at Bongaigaon
Name of Scheme/ Programme/ Project- under which the inspected work comes under.	15 th Finance Commission General Basic Grant
Administrative Department Name	DoHUA
Name of District	Bongaigaon
Name of LAC	32 Bongaigaon
Name of Village- Revenue/ Forest	Bongaigaon

Name of E&M Official with Designation	Smt. Bandana Dutta Barooah, ARO
Name of Line Deptt. official accompanied.	Ajit Choudhury . A.E, BMB
Date	11/10/2023
Photographs/Video- enclosed	Yes

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 Bongaigaon Municipality
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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
Name of Village- Revenue/ Forest	Bongaigaon

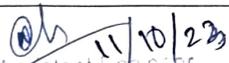
Officer conducting the Physical Inspection	Smt. Bandana Dutta Barooah, ARO
Date of Physical inspection	11/10/2023

Work wise Scheme

Name of Scheme/Programme/Project	15 th Finance Commission General Basic Grant
Objective of the Scheme/ Programme	Beautification of the Town
Scheme/Programme Target Group	15 th Finance Commission General Basic Grant

Each work details (use separate page for each work)

Name of the Work /Project	CONSTRUCTION OF CLOCK TOWER AT BONGAIGAON
Year	2020-21
Work Location Details	Bongaigaon at Chilarai Fly over
Sub Division / Forest / Wildlife Division	Bongaigaon
Development Block	
Gaon Panchayat	
Name of MP Constituency	Barpeta
Objectives	
Objective of the works	Beautification of the project
Expected output of the work	Well functioning clock tower
Expected Outcome of the work	Beautification of Town
Impact to be visualized in 3 years (at the time of proposal)	Increasing public attraction
Execution Agency (Work funded by)	Bongaigaon Municipal Board
Name of Implementing Agency	Bongaigaon Municipal Board
Name of the Officer with Designation	Purosattam Das, Executive Officer
Contact Phone/ Mobile Number	9435721020
Contact email id	
Monitoring Agency / Officer	District Administration
Name of Monitoring Agency/ Officer from Office of DC / HOD / Authority/ Implementation Agency- IA	Nirmali Baruah Addl. Deputy Commissioner (U) Bongaigaon
Contact Phone/ Mobile Number	9101017358
Contact email id	


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1.2. Master Area Development Planas approved by District/ HOD / Autonomous Council if available: Enclose. Does not arise

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
NIL	NIL	NIL	NIL	NIL	NIL	NIL

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	Rs.25,00,0000.00	Rs.25,00,000.00	Rs.25,00,000.00	Rs.25,000,000.00	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
2020-21	Rs.25.00 Lakh	23/7/2020	23/7/2020	Rs.25.00 Lakh	23/7/2020		


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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)
Construction of Clock tower at Bongaigaon	72//SE(W)/15 th FC/B/2020-21 dtd.27/8/2020	Rs.25.00 Lakh	NIL	APWD(B) 2013-14	FS/MDB_2020-21(I)_07 dtd.02/06/2020	Rs.25.00 Lakh

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
5/11/2020	5/11/2020	30/4/2021	15/11/2021	Delay due to Covid-19

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
15/11/2021	Ajit Choudhury, J.E, BMB	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		
No	No	No	No	No


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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.	Yes (Delay due to Covid-19)
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.	7 month (Delay due to covid-19)
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	No
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.	Work completed
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.	BMB
25.	Sustainability of the work- Who will be responsible for its maintenance?	BMB
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	


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


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District Commissioner,
Bongaigaon

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 (7 months due to covid)
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.	Work completed
10.	Delay in Utilization Certificate Submission.	
11.	CAG Reports (If any on the scheme/Programme in the State)	No
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	Maintenance should be done
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)

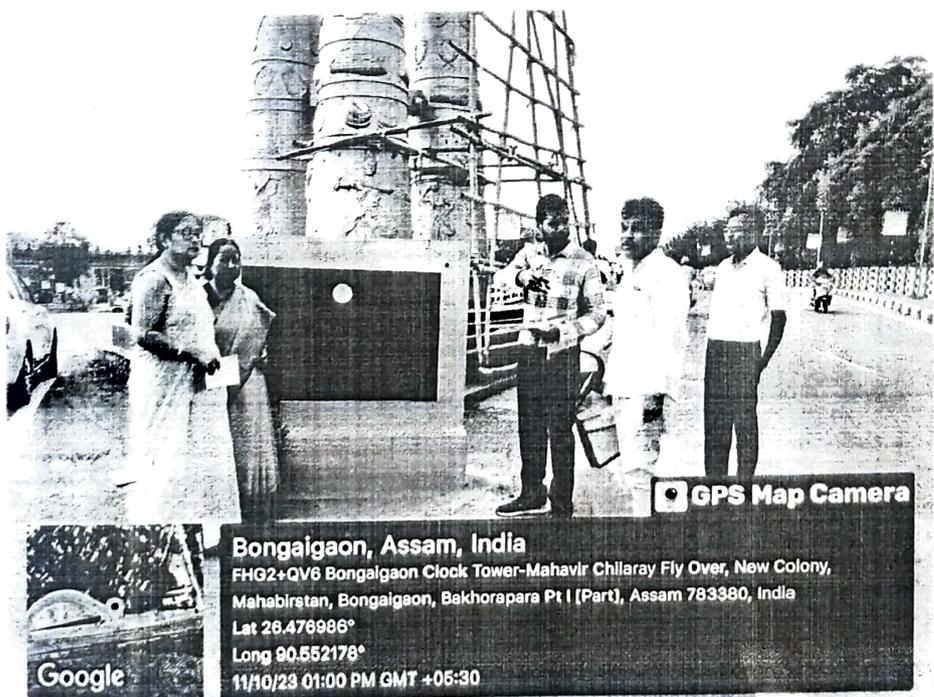
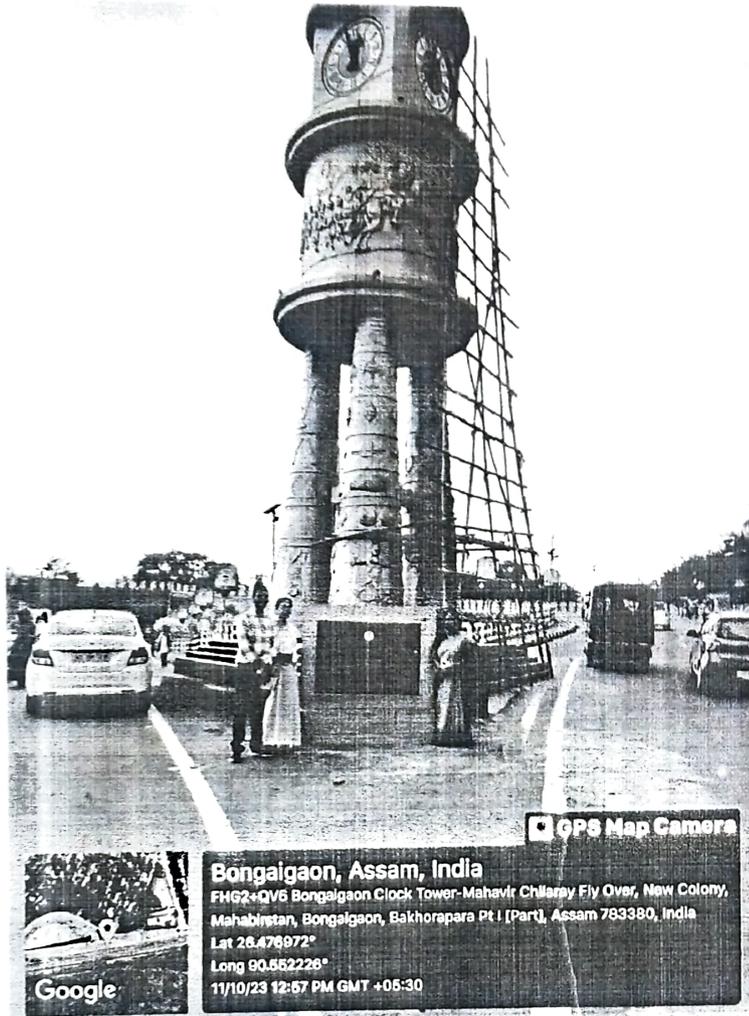
Sl. No	Parameter			Weight age of the Work monitored	
	Name	Performances	Weight age		
1	Physical Progress (20)	>90%	20	20	
		70-89%	15		
		50-69%	10		
		<50%	0		
2	Financial Progress (20)	>90%	20	20	
		70-89%	15		
		50-69%	10		
		<50%	0		
3	Timely Completion (10)	In Target Time / year	10	5	
		6 months 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	0
			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	0
			No meeting	0	
		D	PRI / Local body/ Council Involvement	5	0
			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				75	

Grade and weight age

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

NAME OF WORK: CONSTRUCTION OF CLOCK TOWER AT BONGAIGAON UNDER 15TH FINANCE COMMISSION FOR THE YEAR 2020-21.

ESTIMATED AMOUNT: RS. 25,00,000.00



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

Name of Work : Construction of CLOCK TOWER
Name of Department : Housing & Urban Affairs
Name of Visiting Officials : Mrs Bandana Dutta (Barsooh) A. R. O.
Shri Abhinav Das R. A.

Observations deserving appreciation:

1. It is enhancing the beauty of the town.
2. It is located at the heart of Bongaigaon.
3. It resembles culture of Assamese heritage.
such as JAPI, NAGARA, PEPA, DHOL etc.

Observations: Areas of Improvement:

1. → A permanent solution should be undertaken
2. so as to solve the frequent repairing
3. of the clock.
4. → Lighting facility should be well regulated
5. → It is observed that frequent discolouration
6. is occurring.
- 7.
- 8.
- 9.
- 10.

B. Dutta (Barsooh).

Asst. Research Officer
Evaluation & Monitoring
Transformation & Development
Dispur