

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

Name of the Work / Project / Beneficiary/ etc.	Installation of STW with Solar PV Pumpset
Name of Scheme/ Programme/ Project- under which the inspected work comes under.	RIDF
Administrative Department Name	Agriculture Dept.
Name of District	Bongaigaon
Name of LAC	32 Bongaigaon
Name of Village- Revenue/ Forest	Chitkagaon

Name of E&M Official with Designation	Smt. Bandana Dutta Barooah, ARO
Name of Line Deptt. official accompanied.	Bhaskarjyoti Das, AEE (Agri), Bongaigaon
Date	10-10-2023
Photographs/Video- enclosed	Yes

Index

Part	S.No	Item	To be prepared by	Page
I.	1.	Work Brief	DC / Council/ Line Department	
	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	E&M Official	
IV.		Rating of each work under the Scheme		
V.		Photographs.		
VI.		Recommendations of Observer		

Bafar

Asstt. Executive Engineer (Agri)
Bongaigaon

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
Name of Village- Revenue/ Forest	Chitkagaon

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

Work wise Scheme

Name of Scheme/Programme/Project	RIDF
Objective of the Scheme/ Programme	Assured irrigation facility
Scheme/Programme Target Group	Farmer

Each work details (use separate page for each work)

Name of the Work /Project	Installation of STW with Solar PV Pumpset
Year	2021-22
Work Location Details	Chitkagaon
Sub Division / Forest / Wildlife Division	AEE (Agri), Bongaigaon
Development Block	Dangtol
Gaon Panchayat	Chaprakata
Name of MP Constituency	Barpeta
Objectives	Assured Irrigation facility
Objective of the works	After completed the installation farmer will get the irrigation for cultivation.
Expected output of the work	Farmer will get the water from Solar energy without any running cost
Expected Outcome of the work	Farmers able to save the money for irrigation.
Impact to be visualized in 3 years (at the time of proposal)	The farmers is received five years warranty, five years free maintenance and insurance of the pumpset etc.
Execution Agency (Work funded by)	NABARD funded. (NABARD)
Name of Implementing Agency	Asst. Executive Engineer (Agri), Bongaigaon,
Name of the Officer with Designation	Bhaskarjyoti Das, AEE (Agri), Bongaigaon
Contact Phone/ Mobile Number	9864864950
Contact email id	erbhaskarjyotidas@gmail.com
Monitoring Agency / Officer	Agriculture Deptt.
Name of Monitoring Agency/ Officer from Office of DC / HOD / Authority/ Implementation Agency- IA	Asia Khatun, Junior Engineer, Agriculture

Contact Phone/ Mobile Number	8761963715
Contact email id	akhush91@gmail.com

1.2. Master Area Development Planas approved by District/ HOD / Autonomous Council if available: Nil.

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

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	Rs. 211134.15	Rs. 211134.15 Date- 18-05-2022	Rs. 211134.15	Yes	Nil
N. B. Amount for per unit, Farmers have deposited 25% of total cost for STW and 15% of total cost for Solar PV Pumpset					

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
	Nil	Nil	Nil	Nil	Nil	Nil	Nil
N. B. Financial related work is done by the Directorate of Agriculture, Assam.							


Asstt. Executive Engineer (Agri)
Bongaigaon

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	Schedule Rate/Yr	No. and Date	Amount Approved (Lakhs)
Installation of STW with Solar PV Pumpset	AEE/Agri/BNGN/RI DF-119/Pt-2/SO/2022-23/28, Date- 05-08-2022	Rs. 211134.15	Nil	CPWD SOR(DSR) for 2021		

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
18-05-2022	05-08-2022	26-08-2022	26-08-2022	

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
14-08-2022	Chandan Owary, Asst. Agricultural Engineer	No	No
26-08-2022	Asia khaun, Junior Engineer	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


N. B. All photograph is uploaded in the MIS portal of RIDF scheme



Asstt. Executive Engineer (Agri)
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.	Nil
2.	Time delay in Fund/Benefit Release:	Nil
3.	Cost over runs/High cost of units	Nil
4.	Diversion of Funds/Benefits/ Service Delivery.	Nil
5.	Less Work against the amount spent.	Nil
6.	Noncompliance to scheme/Programme guidelines if any in implementation	Nil
7.	Duplication of works if any.	Nil
8.	Not following the approved estimate/design/ Deviation from the approved Estimate/design/Quality Standards.	Nil
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.	Nil
12.	Transparency& Social Audit	Nil
13.	Sign Board-Yes/No	Nil
14.	Sign Board – Information in local language – Yes/No	Nil
15.	Social Audit/ Community meeting before the start of the work- Yes/No	Nil
16.	Social Audit / Community meeting after completion of work- Yes/No	Nil
17.	Involvement of local PRI/ Autonomous Council/ Local body- Yes/ No	Nil
18.	Quality of work -Excellent/ Good/ Satisfactory/ Poor	Excellent
19.	Achievement of Schemes -Achieved- Fully/ Partly / Not achieved.	Fully
20.	Incomplete/ No start of work/Slow programme of works.	Completed
21.	Delay in Utilization Certificate Submission.	Nil
22.	CAG Reports (If any on the scheme/Programme in the State)	Nil
23.	Whether the Impl./Exc. Agency/GP included the asset creation in the Asset Register.	Nil
24.	Persons responsible for poor/excellent performance if any.	Nil
25.	Sustainability of the work- Who will be responsible for its maintenance?	Concern supplier
26.	Any comment/submission by the Executing Agency / DC/ HOD/ Autonomous Council	Work completed


Asstt. Executive Engineer (Agri)
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	Satisfactory
11.	Implementation/ Execution Agency Personal + HOD/ Autonomous Council /PRI accompanied (if any in physical monitoring-please specify)	Executive agency physically monitoring the side and satisfactory for the work.


District Commissioner,
Bongaigaon


Asst. Executive Engineer (Agri)
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.	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 (Work completed)
10.	Delay in Utilization Certificate Submission.	No
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	
14.	Any comment/submission by the Executing Agency	

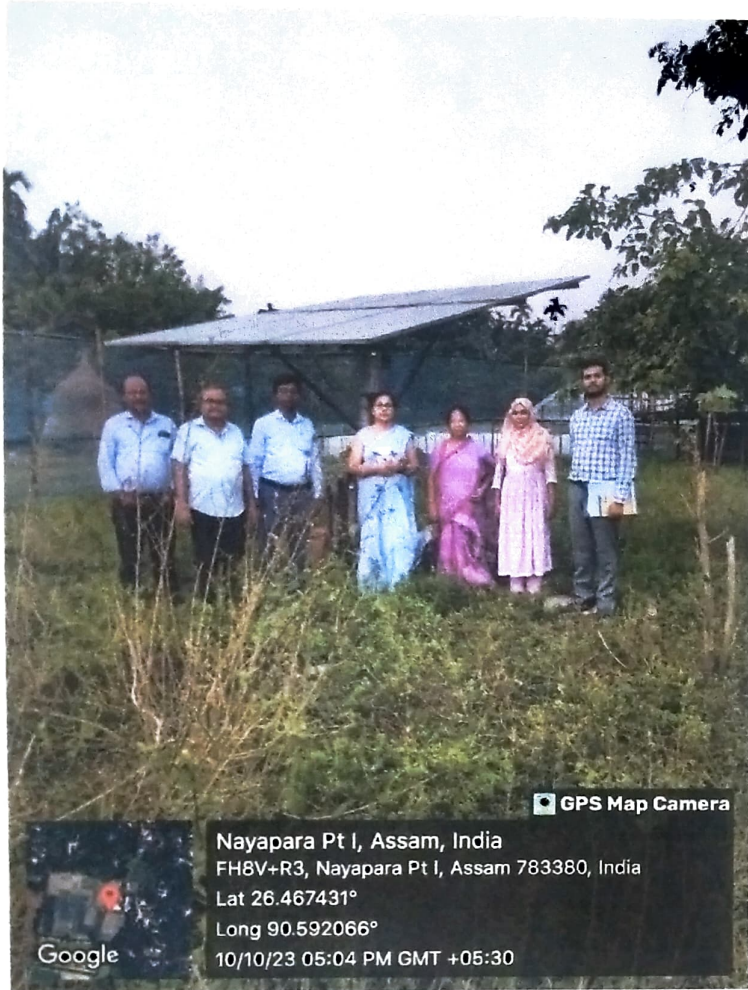
Part.IV.Rating of each of the work by M&E Observer
(Use separate sheet for each work/ project)

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	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	0
			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			75	

Grade and weight age

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

Part.V. Photographs



Bafkar
Asstt. Executive Engineer (Agri)
Bongaigaon

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

Name of Work : Installation of STW with solar PV of pumpset
Name of Department : Agriculture Deptt.
Name of Visiting Officials : Mrs Bandana Dutta (Barcoah) A.R.O.
Shri Abhinav Das. R.A.

Observations deserving appreciation:

1. 100% work is done
2. Solar energy will be harnessed properly to benefit the farmers
3. The success story will help in increasing the number of beneficiary across the state.

Observations: Areas of Improvement:

1. → A signboard should be erected mentioning all the scheme details.
- 2.
3. → Cleanliness should be maintained following Swachh Bharat mission.
- 4.
5. → Efforts should be made to widely publicise the successful implementation of the project.
- 6.
- 7.
- 8.
- 9.
- 10.

B. Dutta (Barcoah)
Asst. Research Officer
Evaluation & Monitoring
Transformation & Development Dept.
Dispur