

Physical Monitoring of ----- Deptt. Work in ----- District.

(Use additional sheets if necessary)

Officer conducting the Physical Monitoring =

Date of Physical Monitoring =

(A) Back Ground

(a) Scheme/Programme/Project =

(b) Objective of the Scheme/Programme =

(c) Scheme/Programme Target Group =

(d) Year =

(e) Objective of the Works =

(f) Work Location Details

(g) Sub-Division =

(h) Block =

(i) Gaon Panchayat =

(j) Village =

(k) MP Constituency =

(l) MLA Constituency =

(m) Implementing HOD (State Level) =

(n) Field Executing Agency/Contractor with Name, address and Phone No.) =

o. Executing Agency(Responsible Office) Jurisdiction =

p. Source of Fund/Investment/benefit = Amount in Lakh Rupees

Centre	State	Others	Total
%	%	%	
Rs.	Rs.	Rs.	

(B.1) For Works Department:

Technical and Administrative Approval:

Technical Approval			Administrative Approval	
No and Date	Amount (Lakhs)	Scheduled Rate/Yr	No. and Date	Amount Approved (Lakhs)

\*The latest approved estimate/Guidelines etc. should be made available to the monitoring official.

Revised Estimates details (including No. of times) if any =

Date of Work allotment =

Completion Target date as per work allotment =

In case of Work Deptt. Where in Contractors are allowed: Contractor selection process

- a. Date and No. of Tender notice =
- b. Method of Notice (News Paper/Notice Board/Others with date)
- c. No. of Days allowed for tender publicity and opening =
- d. No. of bids/tenders received on NIT =
- e. No. of Contractors selected for the project =
- f. Any other information on Contractors =

(B.2) In case of Welfare Programmes

Item	Quantity			
	as per norms	Sanctioned	Lifted/received	Distributed

(C) Financial Progress (on the date of visit)

Year	Approved Estimate	Sanctioned Amount With date	Ceiling/Cheque amount with date	Expenditure		Utilisation Certificate Submitted Amount	
				Involved	Incurred	Amount	Date

(D) Physical Progress (Enclose Photographs if any)

Actual Date of Start =

Target Date of Completion =

Item of Works	Units and Dimensions of Physical Target as per Estimate	Estimated Cost of Each Item of Work	Achievement (including %)	Expenditure involved	Projected Date of Completion
Total			%		

(E) Monitoring by the Impl./Execution Agency :

a. Official responsible for the Work Execution (full details including designation, phone No.) =

b. Whether all required clearances were obtained by the Impl. Execution Agency =

c. Nos./Dates of visits made by the Official responsible, as per Inspection Register =

d. No. & dates of visits by the Imp. Agency/HOD/Supervising authority and the last visit date ; and whether the Exe. Agency has taken action against the comments of inspecting official.

(F) Reasons submitted by the Implementation/Executing Agency for

- a. Time delay in the work/service/Benefit Delivery (withy reference to the scheme year & work allotment time.)
- b. Time delay in Fund/Benefit Release
- c. Cost overruns/High cost of units (please mention market price e if feasible)
- d. Diversion of Funds/Benefit/Service Delivery
- e. Less Work against the amount spent
- f. Non compliance to scheme/Programme guidelines in implementation/for duplication of works/Any other.
- g. Not following the approved estimate/design/Deviation from the approved estimate/design/Quality Standards
- h. Incomplete/No start of work/Slow progress of works
- i. Delay in Utilisation Certificate Submission

G) CAG Reports (If any on the scheme/Programmein the state)

H) Whether the Impl./Exe. Agency/ GP included the asset creation in the Asset Register.

I) Any comment/submission by the Executing Agency.

Attention by the Executing Agency  
(Signature and Seal with date and contact numbers)



Critical Report of E & M official

(A) Social Audit : Transparency and local takeholders/Users/people involvement

- Signboard in Local Language before the start of works with full details =
- Meeting with local people, Panchayat President and/Local MLA at work site before the start of work and at monthly intervals (in case of works) =
- Attendance/Proceeding of local people/Panchayat involvement maintenance =
- Stockholders/Local Public Satisfaction on the planning and progress of works =
- Whether the Implementation/Execution Agency maintain and showed/gave the photographs of work-before start, during and at the end (along with locals+PRIs) =Yes/No
- Implementation/Execution Agency Personnel+PRI accompanied (if any in physical monitoring-please specify)

(B) Conclusion of E & M official

- a. % of Physical and Financial Progress and U.C. submitted.
- b. Items of work not started/incomplete/poor in quality.
- c. Approval of Estimate by a competent authority, if not taken
- d. Whether all required clearances (land/pollution etc.) were taken for the start of work, if not taken.
- e. Whether the site/beneficiary selection is as per Guidelines or not?Satisfaction of stockholders/Local People & Impact.
- f. Compliance of Scheme guidelines in the implementation/execution
- g. Attainment of the objective of the scheme and the work as outlined at the beginning and the impact of work.
- h. Duplicacy of work by any Agency/in previous years (If any)
- i. Reasons in case of poor/Excellent performance
- j. Personnel responsible in case of poor/Excellent performance
- k. Economic viability and Sustainability of the project
- l. Any other observations

(C) Work Rating (as per the prescribed weightage)

(D) Recommendation for further improvement (2 points)

Name, Signature and Seal of E & M Officer

with date

Rating Criterion

Sl.No.	Parameter			Weightage of the Work monitored
	Name	Performance	Weightage	
1.	Physical Progress (20)	>90%	20	
		70-80%	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	
		6 months delay	5	
		1 year delay	0	
4.	Transparency (20) A	Signboard	5	
		No Signboard	0	
	B	Local mass Community meeting before the work for planning and awareness	5	
		C.	Monthly meeting with the community	5
	D.	PRI involvement	5	
		No PRI involvement	0	
5.	Quality of Work (15)	Excellent	15	
		Good	10	
		Satisfactory	5	
		Poor	0	
6.	Achievement of scheme (15) objectives	Fully achieved	15	
		Partly achieved	10	
		Not achieved	0	

## Grade and Weightage

Grade	Weightage
A (Excellent)	>90%
B (Good)	70-80%
C (Satisfactory)	50-69%
D (Poor)	<50%