

No. RM-25 (1)/83

*Dated the 26th December, 1983*

To

All the State Chief Engineers dealing with National Highways

Subject : Progress Report in respect of repairs/expenditure of Central machine against sanctioned estimate

Kindly refer to this Ministry's letter No. RM-1 (4)/70 dated 21-7-72 vide which procedure and guidelines for preparation of submission of repair estimates of Central machines was prescribed. This *inter alia* included submission of monthly progress report on repairs/expenditure against the sanctioned estimates. Subsequently, as a result of discussion in the group meeting of State Chief Engineers held in the Ministry at New Delhi on 11th and 12th November, 1975, it was decided that such progress reports may be submitted quarterly instead of monthly. Accordingly, the States were intimated vide letter No. RM-21 (5)/75 dated 28.11.1975.

2. It is regretted that progress reports, on the repairs, and expenditure, against the sanctioned estimates are not being received from most of the States. The State PWDs are aware that this Ministry and its Regional SEs (M) have been sanctioning a number of repairs and maintenance estimates for Central machines in recent years. It will be appreciated that unless such progress reports are submitted by the State PWDs regularly and in time, the Ministry and its Regional SEs (M) will not be aware of the progress of the repair works, and utilisation of funds allotted against the sanctioned jobs. It is thus obligatory on the part of the State P.W.Ds. to submit progress reports on repairs and expenditure in prescribed proforma, regularly and it is needless to over emphasise the importance of such periodical reports.

3. On a further review of the matter in the Ministry it has now been decided that the aforesaid progress reports may be sent half yearly instead of quarterly. The proforma for submission of these reports has also been simplified and the revised proforma is attached herewith.

You are, therefore, requested to kindly ensure the submission of the half yearly progress reports by 31st October and 30th April for the half yearly period April to September and October to March respectively. The demands for release of funds under M & R Grant of Central machines against sanctioned estimate

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will be considered in the light of half yearly progress report. It is, therefore, requested that these instructions may also kindly brought to the notice of all concerned P.W.D. Officers.

**PROFORMA FOR HALF YEARLY PROGRESS REPORT OF REPAIRS AND EXPENDITURE ON CENTRAL MACHINERY  
AGAINST SANCTIONED ESTIMATES**

Half yearly report for the month ending _____								
Sl. No.	Name of the work	R.A/JOB No.	Amount sanctioned	Total expenditure incurred	Progress/% of work completed	Month of completion if completed	Reasons for slow progress	Remarks
1	2	3	4	5	6	7	8	9