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No. RW/NH III/Coord/2/86-DIII

Dated the 9th August, 1990.

To

Chief Engineers of all States/UTs dealing with the National Highways

Subject: Submission of quarterly Progress Reports for National Highway projects under the Externally Aided Programmes.

For proper and adequate monitoring of on-going National Highway works under the externally aided programmes of World Bank, Asian Development Bank etc., the quarterly progress reports are to be furnished now onwards in the specimen format enclosed herewith keeping in view the following points:

2. The enclosed report is only an illustrative for a project in Gujarat to serve as guidance for adaptation for the project for which the progress is being reported. The progress report is to be developed for each particular project depending on its type and nature. It may be ensured that all the relevant details of the project as shown in the sample copy are included in the progress report.
3. The progress report has been divided into two parts. The first part is for reporting the activities, progress and bottlenecks of the project as a whole and has been shown in first eight forms (excluding the cover page) of the sample report. The second part (shown in remaining forms) will describe the progress and other details

of the individual contract of the project. If the project comprises of more than one contract, then details for each contract are to be furnished in the same manner.

4. All pages of the report shall be of the same size as of the enclosed format (A4 size).
5. A computer programme may be developed for generation and preparation of the progress reports as per the sample, to facilitate timely submission.
6. The report has to be furnished for four quarters ending June, September, December and March of each financial year. The report for each quarter under review should reach the Ministry on the 10th of the following month.
7. For externally assisted projects (e.g. World Bank/Asian Development Bank Projects) the report (6 copies) is to be submitted to the following officer for onward transmission to the World Bank/Asian Development Bank/ Department of Economic Affairs etc:-

The Chief Engineer (Planning),
Ministry of Surface Transport
(Roads Wing)
Transport Bhavan, Sansad Marg,
New Delhi-110 001

8. You are requested to kindly acknowledge the receipt of this letter. Suggestions for improvement of the format of this report would be welcome.
 9. It is requested that this letter along with enclosures may be circulated amongst your concerned officers for necessary action and submission of progress reports for all externally aided projects in your State.
 10. The first progress report on this format may be submitted for the quarter ending September 1990 by 10th October, 1990.
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