

SYSTEM OF RECEIPT AND DISPOSAL OF PROGRESS REPORTS CONCERNING WORKS

(Circulated by DGRD on 13.11.73)

Through my earlier notes of 4.3.1972, 18.4.1972, 19.4.1972, 20.9.1972, 4.11.1972, 16.2.1973, 21.2.1973, 31.7.1973 and 21.9.1973, I had been impressing upon the Technical Officers in the Headquarter of the Roads Wing that requisite attention must be paid to the receipt from States of prescribed monthly/quarterly progress reports of works regularly in time and for the due examination/evaluation and disposal and for prompt follow up being made with the State PWDs. for any observations required to be communicated in that respect. The Tech. Plg. Cell (Roads) had been impressed upon to regularly observe the requirement of compiling a consolidated abstracted picture of the progress of works on a quarterly basis and its submission regularly in proper time. The whole position was reviewed with the C.Es/Roads and SEs/Roads in the last two weeks and it was found that in certain respects the matter had not received the desired attention. Below are mentioned the aspects which had lacked in adequate and timely attention and which deserve to be given immediate attention and pursuit hereafter :-

- (1) A review is not being made every month of the sanctioned works for which monthly/quarterly progress reports as prescribed have not been received and consolidated d.o. letters with lists of such works have not been sent regularly to the State C.Es with copies to our R.Os/E.L.Os for the latter to immediately pursue the matter.
- (2) On receipt of progress reports from the State PWDs in certain cases these have not been put up promptly to the Technical Officers for their perusal in dak stage. Later for the reports which had been so put up on their receipt back from the Technical Officers in the Sectt. Sections, the same after being brought on the relevant files have not been put up promptly to the Technical Officers for their making the required evaluation for consequential observations being communicated to the State PWD concerned with copy to R.O./E.L.O. This matter seems to call very careful observance of the prescribed requirements in future at all times. Progress works reports are to be dealt with on separate individual/files.
- (3) It was indicated that when the progress reports in dak stage came up to the Technical Officer they had the contents of the reports suitably recorded in the progress registers supposed to be maintained by the Technical Officers. However, it seemed that this had not been done in all cases of reports received from the State PWDs promptly. Discussions with the Technical Officers had led to the view that such entries in the progress registers should correctly be made as being done at present at the stage a progress report came to the Technical Officer's hand in dak stage. It is, therefore, necessary that progress reports received from States be put up in dak stage promptly so that the entries in the progress registers are kept up-dated within the shortest possible time they are received in the Roads Wing.

2. The progress evaluation aspect to be achieved from the examination of the progress reports is highly important but did not appear to be receiving requisite attention. From this evaluation have to flow observations to the State PWDs regarding sanctioned works not having been settled for fixation of agency for execution, for the work not having actually been started, for the progress being slow and lagging compared to targets and for any other bottlenecks, such as land acquisition, non-availability of materials, etc. as may be noticed from the reports. It is, therefore, extremely important that such evaluation is purposefully and promptly done and observations communicated to the State PWDs and R.Os/E.L.Os promptly. While making evaluation of subsequent progress reports the need paid to earlier communicated observations as a result of evaluation of previous reports would need to be watched for and if the same may have lacked attention this would need to be pointed out in references conveying evaluation observations on these subsequent reports.

3. Tech. Plg. Cell had not compiled consolidated quarterly abstract progress reports after 31.3.1972. They were asked to do so forthwith on priority and bring the work up-to-date and ensure keeping it regularly upto date in future also.

4. The Sectt. Sections who had a vital role to play in this matter along side the Technical Officers were requested through D.S. (R) and Under Secretary concerned to ensure that the work received proper prompt attention and no aspects thereof were allowed to be neglected.

5. Technical Officers were requested to see that balanced attention was given to the work of progress reports alongside and at par with the work of handling project estimate cases.

6. It is requested that the matter should be given by all concerned requisite priority attention in future. Besides the expected normal pursuit of the above requirement regarding progress reports it is also stipulated that hereafter following actions should also be taken :

- (1) Every month one week after the expiry of the due date for receipt of the progress reports from the State PWDs each CE(R) for his zone SE-wise should forward to Tech. Plg. Cell (Roads) an appraisal note covering the following :
 - (a) Whether for reports for sanctioned works due but not received, a consolidated d.o. reminder with the list of works has been issued to the State C.E. with copy to R.O./E.L.O.

- (b) Whether for the progress reports received entries have been made in the progress registers at the dak stage itself.
 - (c) Whether the progress reports have been evaluated and observations communicated to the State PWDs.
- (2) The tabulated information received from the progress reports as presently prescribed for being supplied by Technical Officers to the Tech. Plg. Cell (Roads) shall continue to be promptly furnished to the Cell to enable them present consolidated picture to the higher authorities.

7. The Tech. Plg. Cell (Roads) shall hereafter apart from submitting the consolidated abstract progress picture, also put up a monthly appraisal report based on reports furnished by the Technical Officers whether action under para 6 (a), (b) and (c) above has been taken for all sanctioned road works.

8. It may please be noted that monitoring of progress of works is attached a very high importance by the Ministry as also the Planning Commission and Ministry of Finance and the matter has assumed still greater importance with the Fourth Plan being in the last year and our being on the threshold for entering the Fifth Plan. The matter should, therefore, not be allowed to be neglected at all.