

No. NHIII/MISC/178/73

Dated the 13th December, 1973

CIRCULAR**Subject :** Progress Reports in respect of road and bridge works financed wholly or partly by the Central Government**A copy of the minutes of the meeting held with Chief Engineers on 26.11.1973 is attached.**

2. After the meeting it has been decided that the quarterly reports should come to the Roads Wing directly from the Executive Engineers of the States and these need not be routed through their Chief Engineers for transmission to this Ministry. The Executive Engineers will, however, send a copy of the report sent to us to their Chief Engineers also. This is considered necessary in view of the need to have prompt reporting and have upto date information which can be fruitfully utilised for timely and effective control on progress of works. In this connection it is expected that the targets to be shown in the quarterly reports or their subsequent modifications would have been got approved by the State Executive Engineers from their Superintending Engineers or Chief Engineers.

3. Item II(3) of the minutes will accordingly be substituted by the following :

"The receipt of progress reports will be watched by the Technical Officers from the progress registers and where these are not received in time, necessary reminders will be sent to the State Chief Engineers with copies to their respective Executive Engineers. These statements are scheduled to be received in this Ministry by 15th of the month following the month in which the quarter ends".

4. Instructions in the light of the decisions taken in the meeting and as further modified as per preceding paragraphs have already been issued to the State Governments. All the officers and sections in the Roads Wing will also please ensure prompt and timely action in accordance with the minutes and paras above.

All Officers of the Roads Wing/All Sections

SUMMARY OF THE DECISIONS TAKEN AT THE MEETING HELD BY DIRECTOR GENERAL (ROAD DEVELOPMENT) WITH THE CHIEF ENGINEERS ON 26.11.1973 REGARDING ACTION TO BE TAKEN ON PERIODICAL PROGRESS REPORTS ON WORKS

PRESENT :

- 1. Shri B. Balwant Rao, C.E. (B) I.**
- 2. Shri D.T. Grover, C.E. (B) II.**
- 3. Shri P.C. Bhasin, C.E. (B) III.**
- 4. Shri S.L. Kathuria, C.E. (R) I.**
- 5. Shri T.N. Bhargava, C.E. (R) III.**
- 6. Shri D.R. Upadhyaya, C.E. (R) IV.**
- 7. Shri A.I. D'Costa, C.E. (R) PL.**
- 8. Shri P.K. Thakur, C.E. (M).**
- 9. Shri D.P. Gupta, S.E. (R) PL.**

10. Shri N.H. Keswani, S.E. (R) II-A.
11. Shri H.B. Gajria, S.E. (B) II-A.
12. Shri R. Gopalakrishnan, S.E. (R) II-A.
13. Shri V.R. Mehta, D.S. (R).

The question regarding effective action for control on progress and quality of works was discussed. The need and frequency of existing progress reports on works was also discussed. The following decisions were arrived at :

I. Returns to be sent and registers to be maintained by the State PWDs :

- (1) Monthly progress reports from Executive Engineers of the States must hereafter be discontinued. Only the CEs in charge of N.H./Centrally financed works should send quarterly progress reports, as already prescribed, to this Ministry, with a copy of the progress report to the concerned Regional Officer.
- (2) In lieu of the existing monthly progress reports the State EEs in charge of Divisions will maintain monthly progress registers for each job. These progress registers will be in the same proforma as the monthly progress report so far sent by them to this Ministry. It should be ensured by the ROs and ELOs during their tours and inspection of works that these monthly progress registers are maintained by the Works Divisions of the State PWDs and they should review the pace of progress with respect to targets and convey observations wherever necessary for improvement.
- (3) The prescribed monthly return for achieving speedy commencement in respect of works sanctioned but not yet commenced, introduced by a circular No. NHI-41 (10) 71 dated 7th August, 1971, will continue to be sent to this Ministry by the CEs of the States with copy to ROs/ELOs and submission ensured and made regular so that progress relating to the invitation of tenders, their finalisation and commencement of work can be watched. A copy of this will also be sent to the ROs and ELOs concerned for watch and ensuring implementation.

II. Action in the Ministry

- (1) As soon as a job is sanctioned the Secretariat Works sections will open a separate works progress file with a copy of the sanction.
- (2) The Technical Officers on receipt of a copy of the job sanction will have an entry of the job made in the progress registers to be maintained by them. The proforma for these progress registers will be reviewed for standardisation by C.E. (R) I and C.E. (R) IV on the Roads side and by C.E. (B) I and C.E. (B) II on the Bridges side.
Separate progress registers should be maintained for works pertaining to each State and entries in the progress register will be in the chronological sequence of date of sanction.
- (3) The receipt of progress reports will be watched by the Technical Officers from the progress registers and where these are not received in time, necessary reminders will be sent to the State CEs.
- (4) On receipt of the progress reports these will be put up by the Sections in dak stage to the Technical Officers.
- (5) On receipt of the progress reports in the dak stage, the Technical Officers will have the progress of work noted in the progress registers. The reports should thereafter be promptly returned to the Sections concerned and this period should not ordinarily exceed three days.
- (6) The progress registers, besides showing the physical and monetary progress, should also reflect the targets set and shown in the progress reports.
- (7) On receipt of the progress reports back from the Technical Officers, the Section Officers will have them promptly diarised and put on the relevant progress file. The progress file then be "Submitted" by the Assistant without any noting to the EEs for further study, evaluation and action. The timely submission of these will be watched through weekly arrears statements.
- (8) The study, evaluation and action on the progress report will be finalised at the following levels :

(a) Jobs costing upto Rs 5 lakhs	EEs
(b) Jobs costing upto Rs 25 lakhs	SEs
(c) Jobs costing more than Rs 25 lakhs	CEs
- (9) The points on which check is to be exercised are indicated in the attached Annexure. Letters will be issued promptly by the Technical Officers where action on any of these points or any other important point is required to be taken by the States by marking the item (s) on the cyclostyled letter form and signing it. (It should not be necessary for the case to go back to the section for a draft letter to be put up). A copy of such letters will also be endorsed to the ROs and ELOs. The letters to the States should go latest by the end of the first month of the succeeding quarter.
- (10) Action on certain points will also need to be taken within the Ministry and this should also be done expeditiously.

III. Action on monthly return for jobs newly sanctioned :

Action on the monthly return will continue to be taken in terms of circular No. NHI-41 (10)/71 dated 7.8.1971.

IV. Appraisal sheet :

Two weeks after the due date for receipt of quarterly reports, each SE should prepare quarterly appraisal sheet as per para 6 of DG (RD)'s circular letter of 13.11.73, copy again enclosed, pertaining to all the works within his jurisdiction and send

it to the Technical Planning and Co-ordination Cell through his CE. The Technical Planning & Co-ordination Cells will put up a consolidated appraisal sheet to ADGs and the DG (RD) every quarter within a period of three weeks after due date of receipts of quarterly reports in the Ministry.

2. All the action on quarterly reports should be oriented in such a manner that our control on works is effective so that they start promptly after sanctions, they are carried out according to schedule and are of requisite quality. Where the expenditure exceeds the sanctioned amount the States should be promptly directed to send revised estimates justifying excess, as in the absence of a revised estimate being sanctioned any excess beyond permissible limit would remain unauthorised and inadmissible.