

**CHECK LIST OF OBSERVATIONS TO BE MADE WHILE EVALUATING QUARTERLY PROGRESS REPORTS RECEIVED FROM STATE P.W.Ds.**

*(As Revised in Aug., 1978)*

**ROAD WORKS**

1. The amount of the estimate/date of commencement/agency fixed for execution/target date of completion have not been reported.
2. Reasons for not starting the work/delay in starting the work are wanting.
3. Reasons for revising/re-revising the target date of completion are not furnished.
4. Sanctioned cost of the work is shown incorrectly. This should be Rs \_\_\_\_\_
5. Estimated quantities have not been indicated for item Nos. \_\_\_\_\_
6. Item Nos. \_\_\_\_\_ are not covered by the provisions made in the sanctioned estimate.
7. Cumulative physical progress for item Nos. \_\_\_\_\_ upto and inclusive of quarter under report have not been indicated.
8. Quarterly targets against item Nos. \_\_\_\_\_ of work for the total completion period of the project have not been indicated.
9. Overall physical progress has not been indicated under column Nos. \_\_\_\_\_
10. Cumulative expenditure incurred upto and inclusive of the quarter under report has not been indicated.
11. Expenditure is in excess of the sanctioned cost beyond permissible limits and reasons for not furnishing the revised estimate for this work may be given. Submission of revised estimate may be expedited duly justifying the excess.
12. Physical progress is not compatible with expenditure. Reasons for the same may please be furnished.
13. Progress on items \_\_\_\_\_ of the work is poor/very poor. There is need to speed up the work.
14. Information regarding labour/plant and machinery/bottlenecks/liabilities has not been furnished.
15. Action taken for overcoming the bottlenecks have not been indicated.
16. Bar Chart showing physical progress is not received/incomplete in respect of items \_\_\_\_\_
17. Items of work/quantities/progress figures shown in the present progress report are not consistent with those shown in the previous progress report for item Nos. \_\_\_\_\_. Give reasons.
18. The amount/quantities of items as provided in the sanctioned estimate should continue to be indicated. However, if any amount/quantities need to be modified for valid reasons, these may be indicated within brackets underneath the sanctioned amount/quantities.
19. In case this job includes approaches to bridge (s), details of such bridges and stage of progress on them in the body of the report has not been given as directed in this Ministry's letter No. NHIII/P/21/75, dated 11.3.1976. This is important from ensuring simultaneous completion of road and bridge works included in the project.
20. Position regarding compliance of remarks contained in the technical note accompanying the sanction letter has not been given in the body of the report as required in this Ministry's letter No. NHIII/

Misc./178/73, dated the 26th December, 1974.

21. Progress of land acquisition has not been shown as stipulated in this Ministry's letter No. NHIII/Misc/178/73, dated 26th March, 1974.
22. Laying of WBM and bituminous courses should be so coordinated within the available funds as to avoid damage to WBM.
23. Since the work is shown as physically complete the estimate should be closed as soon as possible and completion report duly verified by the Audit submitted.
24. The progress report was received late. The progress report should reach this Ministry by the 20th of the month following quarter under report except for the March quarter which should reach this office by 30th April.
25. The observations made on previous progress reports have not been taken into account while compiling the present report under review.
26. Replies to letter of even number, dated \_\_\_\_\_ are still awaited. These may be expedited.
27. Progress Report should be submitted on the Ministry's prescribed proforma.
28. Reasons for deviating from the sanctioned specification without obtaining the prior approval of the Ministry may please be furnished.