

**CHECK LIST OF OBSERVATIONS TO BE MADE WHILE EVALUATING QUARTERLY PROGRESS REPORTS RECEIVED FROM STATE PUBLIC WORKS DEPARTMENTS**

**BRIDGE WORKS**

1. Information incomplete/not furnished/incorrect in respect of the following :
  - (a) Item No. \_\_\_\_\_
  - (b) Sl. No. and columns \_\_\_\_\_
  - (c) Item Nos. \_\_\_\_\_
  - (d) Item Nos. \_\_\_\_\_
  - (e) \_\_\_\_\_
  - (f) \_\_\_\_\_
2. Reasons for the delay in the starting the work/for not starting the work may be furnished.
3. Reasons for delay in calling tenders/for not calling for tenders/in finalizing the tenders may be indicated.
4. Report on the revision of target date may be furnished.
5. Physical progress of item Nos. \_\_\_\_\_ against columns (b) is behind the scheduled targets. Reasons for the same, and the action proposed to be taken to adhere to the final targets may be furnished.
6. Reasons for delay/difficulties in the procurement of the required quantities of cement/M.S./H.T.S./Torsteel may be furnished.
7. 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 be expedited giving reasons for justifying excess.
8. Overall physical progress is not compatible with expenditure. Reasons may be furnished.
9. Expenditure is too low/much in excess/when compared with the allotment for the year. Reasons may be furnished.
10. The work is physically completed but expenditure is seen to be progressively increasing quarter by quarter. This may please be explained.

11. Bridge work is completed. Please report whether it has been opened to traffic. If so, when, and if not, give reasons.
12. Since the work is shown as physically complete, the estimate should be closed as soon as possible and completion report duly verified by audit along with a set of completion drawings may be submitted early.
13. Pictorial Charts not received/not properly filled with colour legend.
14. The revised target date of completion has expired although the work is still incomplete. Fresh and realistic target date of completion with justifying reasons may be intimated.
15. It is not correct to show any revised amount/quantities since no revised estimate has been sanctioned.
16. The progress report does not give information on tilts and shifts suffered by the well foundations as required under this Ministry's circular letter No. NHIII/P/21/75, dated 14th December, 1976.
17. In case approaches and protective works form a part of this job No. or have been sanctioned as a separate job number or approaches form a part of a sanctioned road estimate, it is necessary to give details thereof and stage of progress in the body of the report as directed in this Ministry's letter No. NHIII/P/21/75, dated the 11th March, 1976. This is important for ensuring simultaneous completion of the bridge, its approaches and protective works.
18. Requisite steps may please be expedited to complete the work in all respects within target period along with approaches.
19. Excess material, i.e. cement/M.S./H.T.S./Tor Steel booked may please be withdrawn.
20. 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.
21. The observations made on previous progress reports have not been taken into account while compiling the present progress report under review.