

No. NHIII/MISC/178/73

Dated the 18th January, 1974

Subject : Progress reports in respect of Road &amp; Bridge works financed wholly or partly by the Central Government

Copies of the following letters in connection with progress, monitoring and quality control on Central sector road works are attached :

- (i) Circular letter No. NHIII/MISC/178/73 dated 13th December 1973 issued to all State Governments in connection with the procedure and proforma for submission of progress reports.
- (ii) Letter No. NHIII/MISC/178/73 dated 13th December 1973 to all Regional Officers/Engineer Liaison Officers in connection with inspection of works and submission of monthly reports by Regional Officers to Director General (Road Development).

**I. Action to be taken in the headquarters office**

**(a) Progress reports from States :**

- (i) Progress reports are due to be received in duplicate in this Ministry by the 15th of the month following the quarter under report. These on receipt will be put up by the Sections in dak stage to the Technical Officers.
- (ii) On receipt of the progress reports in dak stage the Technical Officers will remove one copy and insert it at the appropriate place in the looseleaf progress registers. The other copy should be returned promptly to Sections on the same day or at least on the next working day. Where duplicate copy has not come and so long as submission by States of duplicate copies does not become a regular routine procedure, the contents of the report be noted in the progress register as before.
- (iii) 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 of the section. This file will then be "submitted" by the Assistant without any noting to the Executive Engineer for further study, evaluation and action. The timely putting up of the progress reports by the Section will be watched by the Section Officers through the weekly arrear Statements. The study, evaluation and action on the progress reports will be finalised at the following levels :

- (a) Jobs costing upto Rs 5 lakhs
- (b) Jobs costing upto Rs 25 lakhs

Executive Engineers  
Superintending Engineers

## (c) Jobs costing more than Rs 25 lakhs

Chief Engineers

The deficient items in the progress reports should be ticked off on the standard check list and letter issued promptly by the Technical Officers to State Chief Engineer copy to Executive Engineer concerned, as per Annexure I for road works and Annexure II for bridge works. (It should not be necessary for the case to go back to the Sections for putting up a draft letter). A copy of such letters will also be endorsed to the Regional Officers/Engineer Liaison Officers. Letters to the State should go latest by the end of the first month of the succeeding quarter.

- (iv) Follow-up on these deficiencies should be undertaken through letters as per Annexure III for road works and Annexure IV for bridge works.
- (v) During evaluation the Executive Engineers should enter on both copies of each quarterly report the position regarding inspection of the work in question during the quarter under report by officers of the Ministry in the region or headquarters. This will be entered in the following form :

Dates inspected

DG (RD)

ADG

C.A.E.

S.E.

R.O.

E.L.O.

The information regarding inspections carried out by ROs/ELOs will be obtained from the monthly D.O. reports received by DG (RD) from the ROs.

- (vi) Action on points needing attention or action within the Ministry should also be taken simultaneously by the Technical Officers.
- (vii) A review of the position regarding non-receipt of quarterly reports should be undertaken one week after the due date and letter issued as per Annexure V for road works and Annexure IV for bridge works in respect of job numbers for which progress reports are not received.

## (b) Appraisal sheet

Two weeks after the due date for receipt of quarterly reports, each S.E. should prepare quarterly appraisal sheet as per para 6 of DG (RD) 's circular letter of 13.11.1973, pertaining to all the works within his jurisdiction and send it to the Technical Planning and Co-ordination Cell through his C.E. The Technical Planning and Co-ordination Cells will put up a consolidated appraisal sheet to ADGs and the DG (RD) every quarter within a period of four weeks after due date of receipt of quarterly reports in the Ministry.

2. All headquarter's officers and sections will please ensure that action is taken as per the above instructions correctly and in time.

ADG (B)/All C.Es/All S.Es/All U.Ss/All Work Sections.