

7510.6.

No.

*Dated the January, 1974*

To

The Chief Engineer,

Subject : Quarterly Progress Report for Job No. \_\_\_\_\_ for the quarter ending \_\_\_\_\_

Reference your Executive Engineer's \_\_\_\_\_ Divisions' letter No. \_\_\_\_\_  
dated \_\_\_\_\_

Sir,

In the progress report referred to above certain omissions/deficiencies/discrepancies mentioned against item Nos. \_\_\_\_\_ on the reverse of this letter have been noticed. It is requested that these may be looked into and reply thereof be furnished to this Ministry immediately.

Yours faithfully,

(Executive Engineer) (Roads)  
for Director General (Road Development) & Addl. Secretary.

Copy forwarded to :

1. Executive Engineer, P.W.D., \_\_\_\_\_
2. Regional Officer, Ministry of Shipping and Transport (Roads Wing) \_\_\_\_\_
3. The Engineer Liaison Officer, Ministry of Shipping & Transport for ensuring compliance

Item No.

1. The amount of estimate/date of commencement Agency/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 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 No. \_\_\_\_\_ are not covered by the provisions made in the sanctioned estimate.
7. Cumulative physical progress for item Nos. \_\_\_\_\_ upto and inclusive of the 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. The reasons for not furnishing a revised estimate for the work may be given.
12. Physical progress is not compatible with expenditure. Reasons for the same may please be furnished.
13. Progress on items \_\_\_\_\_ of work is poor/very poor. There is need to speed up the work.
14. Information regarding labour/plant and machinery/bottlenecks/liabilities have not been furnished.
15. Action taken for overcoming bottlenecks have not been indicated.
16. Bar chart showing physical progress is not received/incomplete in respect of items \_\_\_\_\_
17. Other remarks.