

7510.7.

No.

Dated the

To

The Chief Engineer

Subject : Quarterly Progress Report for bridge _____ Job No. _____
_____ for the quarter ending _____

Reference : Your Executive Engineer's _____ Division endorsement No. _____ dated _____
_____ forwarding the Progress Report in question.

Sir,

In the Progress report mentioned above, certain omission/deficiencies/defects/discrepancies mentioned against item Nos. _____ on the revers are noticed. You are requested to kindly attend to them and arrange to furnish your replies to the same immediately.

Yours faithfully,
Executive Engineer (Bridges)

Copy forwarded to :

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

Executive Engineer (Bridges)
for Director General (Road Development)

Item Nos.

1. Information incomplete/not furnished/incorrect in respect of the following items :
 A. Item Nos. _____ B. Serial No. _____ C. Item Nos. _____
 D. Item Nos. _____
2. Reasons for the delay in starting the work/for not starting the work may be furnished.
3. Reasons for the delay in calling tenders/for not calling for tenders/in finalising the tenders may be indicated.
4. Report on the revision of target dates may be furnished.
5. Physical progress on items Nos. _____ of columns B is behind the scheduled targets. Reasons for the same, and action proposed to be taken to keep up 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 much in excess of the sanctioned cost and without sanctioned revised estimate. Reasons for this may be furnished.
8. Overall physical progress is not compatible with expenditure. Reasons may be furnished.
9. Expenditure is too low/much in excess/when compared with allotment for the year. Reasons may be furnished.
10. The work is physically completed, but the expenditure is seen to be progressively increasing quarter by quarter. This may be explained.
11. Please report if the bridge is opened to traffic; if so, when if not, please give reasons.
12. Please expedite submission of completion report and completion drawings.
13. Pictorial chart not received/not properly filled with colour legend.
14. Other comments.