

भारतीय मानक

नदी घाटी परियोजना के निर्माण के दौरान हुई प्रगति की  
रिपोर्ट देने के लिए प्रपत्र

भाग 1 सिंचाई कार्य

*Indian Standard*

**PROFORMA FOR REPORTING PROGRESS  
DURING CONSTRUCTION FOR  
RIVER VALLEY PROJECTS**

**PART 1 IRRIGATION WORKS**

UDC 651.72 : 627.81

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**BUREAU OF INDIAN STANDARDS**  
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NEW DELHI 110002

## FOREWORD

This Indian Standard was adopted by the Bureau of Indian Standards, after the draft finalized by the River Valley Planning, Project Reports, Progress and Completion Reports Sectional Committee had been approved by the River Valley Division Council.

Proformae for reporting progress during construction for river valley projects are submitted to the concerned authorities in different patterns and formats. The necessity for some kind of uniformity in presentation has been felt since long. This standard has been prepared to serve as a guide to achieve this object.

This standard is being issued in three parts. This Part 1 gives proforma for reporting progress during construction related to irrigation works, such as dam portion, barrages, canals and distribution system.

Part 2 of the series gives guidance for presentation of proformas for reporting progress during construction regarding hydel project works, and Part 3 gives proforma for reporting programme/progress of work related to flood control, anti-sea erosion.

For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result of a test or analysis, shall be rounded off in accordance with IS 2 : 1960 'Rules for rounding off numerical values (*revised*)'. The number of significant places retained in the rounded off value should be the same as that of the specified value in this standard.

*Indian Standard*

# PROFORMA FOR REPORTING PROGRESS DURING CONSTRUCTION FOR RIVER VALLEY PROJECTS

**PART 1 IRRIGATION WORKS****1 SCOPE**

This standard provides guidance regarding presentation of proforma for reporting progress during construction for river valley projects related to irrigation works.

Set of proforma ( Q1, Q2, Q3 and Q4 ) are suggested for collection of progress report of project quarterly. Set of proformae RR ( A-1, A-2, A-3, A-4 and A-5 ) are suggested for collection of progress report of project annually.

**2 TYPE OF PROFORMAE**

Proformae are classified broadly in two types based on the interval of reporting, such as set of quarterly proformae and set of annual proformae.

**3 PROFORMA**

**3.1** Proforma Q-1 is for reporting narrative of the progress, bottlenecks and corrective actions.

**PROFORMA Q-1**

( Quarterly Return )

**Narrative of the Progress, Bottlenecks, etc, Project ( State )**

( Quarter Ending ..... )

**3.1.1 Narrative Progress****a) Dam portion**

- i) Maximum, minimum and average levels achieved:
  - Top of dam proposed
  - Earth dam
  - Concrete/Masonry-Overflow and non-overflow sections.
- ii) No. of gates targetted, fabricated/erected.
- iii) Coffor dams ( top levels, level achieved ); and
- iv) Diversion tunnels

**b) Barrages ( Progress in Nos. )**

- i) Structure
  - Well foundation
  - Piers
  - Structures
- ii) Gates
- iii) River training works
- iv) Coffor dams ( top levels, levels achieved )
- v) Head regulators

c) Canals and Distribution System

- i) Main canals and branches ( separately for each ) progress in kilometres and number of structures in progress/complete
- ii) Distribution system progress in kilometres and number of structures
- iii) Head regulators

**3.1.2 Bottlenecks**

- a)
- b)
- c)

—  
—  
—

**3.1.3 Corrective Actions Taken/Proposed**

- a) At project level
- b) At State Government level
- c) At Central Government level
- d) Please state whether the progress during the quarter is commensurate with the target for the year ending .. and if not, the reasons for the same and remedial action proposed

**3.1.4 Major Projects ( Project-wise )**

- a) Total estimated cost of the project in hand in the base year.....
- b) Total expenditure up to the last year.....
- c) Approved outlay during the current year.....
- d) Expenditure during the year up to the last quarter.....
- e) Expenditure during the quarter reported upon.....
- f) State whether the expenditure is commensurate with the physical progress.

**3.1.5 Medium Projects ( Quarterly Return ) — State/Project**

- a) The number of medium irrigation projects under execution during the year;
- b) Total project potential of medium irrigation projects in the state;
- c) The potential created up to the end of the previous quarter ( Annual, for quarter ending ) ;
- d) Potential created during the quarter ( Annual, for quarter ending ) and;
- e) Remark indicating whether the progress is satisfactory so as to achieve the target.

**3.2 Proforma Q-2** is for reporting progress of work done in the previous three months.

**3.3 Proforma Q-3** is for reporting expenditure during the progress of work done in the previous three months.

**3.4 Proforma Q-4** is for reporting potential and utilisation.

**3.5 Proforma A-1** is for reporting progress of construction in terms of completed annually.

**3.6 Proforma A-2** is for reporting progress of

construction in terms of physical quantities of work done in an year.

**3.7 Proforma A-3** is for reporting progress for pre-construction activities.

**3.8 Proforma A-4** is for the irrigation potential cropwise area.

**3.9 Proforma A-5** is for utilization of water and revenue receipts.

**3.10** The above proformae should be accompanied by bar charts.

**PROFORMA Q-2**

( Quarterly Return )

( Clause 3.2 )

.....Project ( .....State )

**PROGRESS REPORT FOR THE QUARTER ENDING.....( YEAR )**

( PHYSICAL PROGRESS IN QUANTITIES )

Sl No.	Main Items of Works	Latest Estimated Quantity	Unit	Time of Start of Main Component	Cumulative Work Done Up to Previous Quarter	Work Done During Current Quarter		Cumulative Work Done Up to Current Quarter		Shortfall Up to End of Current Quarter (9) - (10)	Date of Com- pletion of Main		Bottlenecks; Reasons for Shortfall, If Any, and Pro- posed Corre- ctive Action
						Schedu- led	Actual	Schedu- led	Actual		Actual Schedu- led	Now Expec- ted	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

**PROFORMA Q-3**

( Quarterly Return )

( Clause 3.3 )

IS 13218 ( Part 1 ) : 1992

.....Project ( .....State )

**PROGRESS REPORT OF EXPENDITURE FOR THE QUARTER ENDING... YEAR**

Items	Estimated Cost Now Anticipated	Cumulative Expenditure Up to Year	Current Year					Total Expen- diture to Date ( Col 3 + 7 )	Reason for Shortfall/ Overrun in Expenditure
			Budget Allotment	Expenditure Up to the End of Last Quarter	Expenditure During the Current Quarter	Cumulative Expenditure During the Year ( Col 5+ 6 )	Anticipated Expenditure During the Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

i) Works

ii) Other  
Expenses  
( overheads )

iii) Total

**PROFORMA Q-4**

( Clause 3.4 )

.....**Project** ( .....**State** )

To be submitted three times a year for Kharif ending January, for Rabi ending July,  
for hot weather crops ending September

**REPORT FOR POTENTIAL AND UTILISATION FOR.....ENDING... ..YEAR**

( Thousand hectares )

1. Project Potential
2. Potential created up to
  - a) 6/88
  - b) 6/89
  - c) 6/90
3. Potential target up to 6/91
4. Utilization of Potential
  - a) Up to 6/90
  - b) Target up to 6/91
5. Progress of Irrigation in 1990-1991
 

a) Kharif	Target
	Actual
b) Rabi	Target
	Actual
c) Hot weather	Target
	Actual
d) Perennials	Target
	Actual
e) Total	Target
	Actual
6. Remarks

**PROFORMA A-1***Annual Year*

( Clause 3.5 )

.....Project ( ..... State )

**PROGRAMME OF WORKS TILL COMPLETION**

( TO BE UPDATED EVERY YEAR AFTER ANNUAL PLAN DISCUSSIONS )

Main Component of Project	Year		Year		Year		Year		Year		Till Completion	
	From	To	To	To	To	To	To	To	To	To	To	To
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

**I. Head Works**

( Dam/Barrage ) ( RL in metres )

(A) Earth/Rockfill

(B) Masonary/Concrete

i) Overflow

ii) Non-overflow

iii) Gates to be erected  
( Nos. )

Reach in km		Reach in km		Reach in km		Reach in km		Reach in km		Reach in km	
From	To	To	To	To	To	To	To	To	To	To	To

**II. Main Canal****III. Distribution System**  
( Systemwise )**LEFT**

i) Name, length in kms

ii)

**RIGHT**

iii)

iv)

**IV. Other works****NOTES****1 Proforma 1 (A) to be accompanied by:**

- Index plan of the project and preferably PERT chart for the dam and headworks.
- Longitudinal Section of the Dam/Head works showing the construction programme annually as indicated in Proforma A-1 in different colours.
- Longitudinal Section and plan of the Canal System showing the main canal, Branches, Distributaries, the off-take points and the ayacut under each subsystem as per sample schematic diagram enclosed in different colours ( for different years ).

**2** The proforma is generally to be used for all projects. In some projects, it may not be possible to furnish information in this format and in such cases, format may be modified suitably by project authorities.



# PROFORMA A-2

Annual Year

( Clause 3.6 )

.....Project ( .....State )

## PROGRAMME/TARGETS OF WORK FOR THE YEAR/SEASON

Activities/Main Items of Work	Estimated Quantity	Unit	Balance Work to be Done	Work to be Done in 5 Quarters Directly Connected with Creation of Potential Up to					Total Col (5-9)	Work to be Done in ..... but not Connected with Creation of Potential Upto					Total Col (11-15)	Remarks
				First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fifth Quarter		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fifth Quarter		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Dam	m³															
Masonry/Concrete Dam	do															
Excavation in foundation	do															
Masonry/Concrete																
Earth Dam/Rockfill Dam																
Cut-off trench	do															
Earthwork/Rockfill	do															
Protection works ( rock toe filter, riprap, etc )	do															
Overflow																
Excavation for foundation	do															
Masonry concrete	do															
Gates	Nos.															
Lining of U/s, D/s channel	m³															
River diversion works ( Coffor dam tunnels )																
Barrage/Weir																
Excavation in foundation	m³															
Pile driving, if any	m³															
Masonry/concrete	m³															

**PROFORMA A-2 ( concluded )**

**PROGRAMME/TARGETS OF WORK FOR THE YEAR/SEASON**

Activities/Main Items of Work	Estimated Quantity	Unit	Balance Work to be Done	Work to be Done in 5 Quarters Directly Connected with Creation of Potential Upto					Total Col 5-9	Work to be Done in but not Connected with Creation of Potential Upto					Total Col 11-15	Remarks
				First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fifth Quarter		First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Fifth Quarter		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
Head regulators																
i) Structures	Nos.															
ii) Gates tee	Nos.															
Gates																
i) Upper sluices	Nos.															
ii) Other barrage gates	Nos.															
River training works																
Any other important items ( Locks, silt excluders, etc )																
Head Regulator																
Excavation for foundation	m <sup>3</sup>															
Concrete/Masonry	do															
Control gates	Nos.															
Canal System																
Left bank canal	km,															
Right bank canal	do															
Director canal for reservoir	do															
Miners ( with names, if any )																
Earthwork	m <sup>3</sup>															
Reservoir cutting	do															
Lining	m <sup>2</sup>															

*Masonry/Concrete Structures*

Fans	Nos.
Regulators	Nos.
C Works	Nos.

*Miners and Water Courses*

Field channels to be constructed at the cost of irrigation project, if any	km
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**NOTES**

- 1 The items listed are only indicative and they may be suitably modified according to the convenience by project authorities.
  - 2 The break-up of the quantities be shown separately for executed works by departmental and contractual agencies.
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**PROFORMA A-3 (i)***Annual Year**( Clause 3.7 )*.....**Project** ... .. **State****PRE-CONSTRUCTION ACTIVITIES — PRE-INVESTIGATIONS, INFRASTRUCTURES, CONSTRUCTION PLANNING AND ANY OTHER MATTER**

NOTE — The report may be in narrative form and the points mentioned below may generally be covered.

1. Hydrological Studies for Headworks — Dam/Barrage
2. Geological and Foundation Investigations:
  - a) Dam and reservoirs
  - b) Barrage/weir
  - c) Big canal structures
3. Organisation ( for Survey and Investigations, Designs, Execution, Quality Control, Monitoring, etc )
  - a) Creation of new posts
  - b) Deployment of personnel
4. Communications
  - a) Roads, railways, etc
  - b) Postal facilities, telegraph, telephones
5. Colony : Residential and Non-residential buildings and other facilities ( Including Land Acquisition )
6. Plant and Equipment and Vehicles
  - a) Construction — planning
  - b) Procurement of construction equipment and spare parts
  - c) Import of equipment and spare parts — schedule of delivery, bottlenecks, etc
  - d) Inspection and transport vehicles
7. Administrative and technical sanctions of project estimates
8. Inter-State/International Matters

# PROFORMA A-3 (ii)

Annual Year

( Clause 3.7 )

.....Project ( ..... State )

## PRE-CONSTRUCTION ACTIVITIES – LAND ACQUISITION, SURVEYS AND INVESTIGATIONS

Sl No.	Activities/ Main Items of Work	Total Estimated Quantity	Unit	Completed Up to June of Previous Year	Current Year Say ( )		Year-wise Programme Till Completion			Reasons for Shortfall, If Any, Corrective Action Proposed
					Prog- ramme	Achieve- ment	From To	From To	From To	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1.	Acquisition of Land									
	a) Dam and appurtenant work	hectare								
	b) Reservoir	"								
	c) Barrage/weir with head regulator and river training works	"								
	d) Main canals and branches	kilometre								
	e) Distributaries of miners	"								
	f) Water courses and field channels ( to be constructed at Government cost )	hectare of command area								
	g) Others									
2.	Rehabilitation of Oustees									
	a) Families	Nos.								
	b) Villages	Nos.								
3.	Topographical Surveys									
	a) Dam and reservoir	hectare								
	b) Barrage/weirs and river training works	"								
	c) Main canals and branches	kilometres								
	d) Distributaries of miners									
	e) Others									
4.	Surveys for quarries and borrow areas ( in terms of quantities required for construction )									
	a) Dam									
	i) Masonry/Concrete	m <sup>3</sup>								
	ii) Earth/Rockfill	"								
	b) Barrage/Wears									
	i) River training works	"								
	c) Main canal and branches	"								
5.	Pre-irrigation soil surveys and drainage in command	hectare								

### NOTES

1 The items listed above are indicative and they may be suitably modified according to the convenience by project authorities.

2 In case of aquisition of land, the land to be acquired from public ( cultivated and uncultivated ) and Government departments ( like Forest, etc ) be indicated separately.

# PROFORMA A-3 (iii)

( Clause 3.7 )

Due on 31st August

.....Project ( .....State )

## PRE-CONSTRUCTION ACTIVITIES — DESIGN, TENDERS AND AWARD OF WORK

( All the dates shall be ACTUAL if the activity is complete on the date of reports of ANTICIPATED if the activity is to start or is in progress )

Sl No.	Item of Work	Design and Drawing				Tenders and Award Contracts					Award Date	Date of Start	Date of Comple- tion	Reasons for Slippage If Any in an Activity and Corrective Action Proposed
		Preliminary Drawings for Tender Pur- poses		Final Drawing for Cons- truction Purposes		Date of Invitation of Tenders								
						Preparation of documents	Date of issue	Date of opening of tender						
		Date of start	Date of finish	Date of start	Date of finish			Tender notice	Orig- inal	Extended or re-tender				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

### 1. Dam

- a) Coffor dam
- b) Earth/Rockfill
- c) Right bank  
Left bank
- d) Concrete/Masonry
- e) Non-overflow
- f) Spillway

### 2. Tunnels

- a) Diversion
- b) Irrigation or power
- c) Barrage/weir
- d) Main structure
- e) Head regulators

### 3. Main Canals and Branches ( separately for each Canal )

- a) Reach-wise
- b) Tunnels
- c) Big structures (Falls, Regulators, Cross Drainage Works, Bridges, Railway Crossing, etc )

### NOTES

1 The items listed above are only indicative and they may be suitably modified and new items added wherever necessary.

2 For departmental construction only the schedule date of start and completion of the work may be mentioned.

3 The report for a particular year should include all works under construction and those proposed for construction during the current and succeeding year.

**PROFORMA A-4**

( Clause 3.8 )

**THE IRRIGATION POTENTIAL CROPWISE AREA**

Year of Report

Name of the state :

Name of the district :

( Area in thousand hectares )

Name of Project Major/Medium	Perennial	Two Seasonal	Kharif	Rabi	Hot Weather	Total
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. i.						
ii.						
iii.						
2. i.						
ii.						
iii.						

- i. On full development ( only when project under construction ).
- ii. Created by .....month and ..... year ( this row may be filled with area figures of the project for the year of report ).
- iii. Likely additional creation during the subsequent year.

**PROFORMA A-5**

( Clause 3.9 )

**UTILIZATION OF WATER AND REVENUE RECEIPTS**

Year of Report

Name of the state :

Name of the district :

Name of Project ( As in Proforma A ) ( Major/Medium )	Names of Crops	Crop Areas in Thousand ha and Water Utilisation in Th.ha.m					Total Water Utilisation	Revenue Receipts ( Rs in Lakhs )		Total Revenue in Lakhs
		Perennial	Two Seasonal	Kharif	Rabi	H. W.		Current	Arrears	
		A U	A U	A U	A U	A U				

Total of district... ..

A = Area of crop in thousand hectares.

U = Water utilised ( if cropwise utilisation is not available, seasonwise water utilisation total in th.ha.m to be given ).



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