

भारतीय मानक

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

भाग 3 बाढ़ नियंत्रण

Indian Standard

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

PART 3 FLOOD CONTROL

UDC 651.72 : 627.81 : 627.51

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BUREAU OF INDIAN STANDARDS
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Price Group 6

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.

The object of monitoring is to identify bottlenecks and to ensure expeditious completion of schemes. Monitoring shall cover various stages of the project right from conception stage to data collection, investigations planning, sanction, implementation and operation. The performance would ensure identification of bottlenecks and monitoring of progress, relating to any preset programme.

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 3 FLOOD CONTROL

1 SCOPE

This Standard provides guidance regarding presentation of proformae for reporting programme/progress of work related to flood control, drainage, bank protection and anti-sea erosion.

2 PROFORMAE OF REPORTING

2.1 The proformae have been prepared under the following three groups, namely:

- a) *General information pertaining to all on-going and new flood control, drainage, bank protection and anti-sea erosion projects*

i) *Financial planning (Proforma A)*

This is an annual form covering all projects under the flood control sector. The report shall cover financial progress also below the approved outlays. Information is to be furnished for each basin separately showing the location of the scheme and the area benefited on an index map (1 : 50 000). Information regarding spill-over schemes of plan shall also be furnished.

ii) *Physical progress and benefits (Proforma B)*

This proforma is in continuation of above form. Benefits of all schemes both programmed as well as actual shall be indicated.

iii) *Employment directly generated (Proforma C)*

Employment information is to be filled in only in respect of direct employment arising out of planned schemes.

iv) *Progress report of expenditure (Proforma D)*

This is a quarterly report of expenditure which may be used for reporting progress at the project/State level monitoring.

b) *Proformae for Individual Projects*

For reporting programme and progress of each project, the following annual proformae are specified:

i) *Programme and progress till completion (Proforma E)*

This proforma shall be adopted for reporting programme and progress both at the project and at the state level monitoring cells for each project irrespective of cost of schemes. The information in col 2 of

this proforma may be furnished corresponding to different items of work planned for execution departmentally/by separate contracts individually. The information in respect of each major structure put to tender separately in each reach should be reported separately. Under columns 8 to 12, whenever actual progress is reported, the targets shall also be indicated in the numerator. The information in this proforma shall be accompanied by a plan (1 : 50 000) of the project showing the details of the scheme and the extent of protection envisaged/afforded. A pictorial chart showing construction programme/progress of various component schemes may also be supplied.

ii) *Programme/targets of work (Proforma F)*

In this proforma targets of works in 5 quarters, the quarter ending June, quarter ending September, quarter ending December, quarter ending March and quarter ending June of the next year, may be mentioned alongwith work done up to the previous financial year. The break up of the quantities may be shown separately for execution by departmental and contractual agencies. The work under separate agencies, contracts should be monitored separately, at least at the project and State level. The date of start and stipulated date of completion may be mentioned under remarks columns. The report shall be submitted annually.

c) *Detailed Reporting of Individual Projects — Quarterly*

For detailed reporting of all activities under each project including land acquisition and project engineering, on a quarterly basis, the following proformae are specified:

i) *Progress report of infrastructure development (Proforma G) (For project man-power status)*

This report shall be given for each scheme on a quarterly basis. The report shall also contain details regarding approval of schemes by the State and Flood Control Board and Planning Commission and the date(s) of administrative approval and

expenditure sanction. The information shall be furnished within a month of the end of the quarter under report.

ii) *Progress report of infrastructure facilities*
(*Proforma H*)

All the major items of infrastructure have been listed against code numbers. Additional items as required may be included under the additional code numbers left blank. In the first report for any project, item as listed with code numbers 001, 002, etc, may be covered. In subsequent reports only items which are critical in nature and where there is a bottleneck may be reported as per code numbers only. This report shall be submitted quarterly within a month of the end of the quarter under report.

iii) *Progress of project engineering*
(*Proforma J*)

Under col 2, apart from works, procurement of equipment (where called for) is

also to be reported. This report shall be submitted quarterly within a month of the end of the quarter under report.

iv) *Progress report of works (Proforma K)*

This form is similar to the annual proforma for individual projects but the information is to be submitted on quarterly basis within a month of the end of the quarter under report.

3 GENERAL

The annual and quarterly reporting of individual projects should invariably be accompanied by a narrative report indicating/highlighting therein the bottlenecks/shortfalls, if any, in the construction of the project, and the measures taken/proposed to be taken at the State level to overcome these and any specific assistance needed from the Central Monitoring Cell.

PROFORMA A

Due by 30 June

Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects

FINANCIAL PLANNING/PROGRESS FOR THE FINANCIAL YEAR 19 19.....

Basin/Sub-Basins

State

Sl No.	Name of Scheme	Approved Estimated Cost and Year	Latest Estimated Cost and Year	B. C. Ratio Original Estimated Cost Latest Estimated Cost	Total Expenditure at the End of Past Plan Period	Spill-Over Cost	Approved Outlay for Current Plan	Proposed Outlay Till End of Current Plan					Approved Outlay/Actual Expenditure					Date of Start/Target Date of Completion
								Year	Year	Year	Year	Year	Year	Year	Year	Year	Year	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

Pre Plan/
Plan Schemes

PROFORMA B
Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects
PHYSICAL PROGRESS AND ACHIEVEMENTS

Basin/Sub-Basin... ..
 State.....

(Achievement and Benefits) in continuation
 of Proforma A Due by 30th June

Name of Dist and Taluk Benefited	Total Expected Benefits (Ha)	Actual Achievements Up to End of Last Plan			Expected During Current Plan Period			Target/Achievements for the Year ..			Target/Achievements for the Year ..			Target/Achievements for the Year ..			Target/Achievements for the Year ..			Target/Achievements for the Year ..		
		New Length km	Im-prove-ment km	New Area Pro- tected (Ha)	New Length km	Im-prove-ment km	New Area Pro- tected (Ha)	New Length km	Im-prove-ment km	New Area Pro- tected (Ha)	New Length km	Im-prove-ment km	New Area Pro- tected (Ha)	New Length km	Im-prove-ment km	New Area Pro- tected (Ha)	New Length km	Im-prove-ment km	New Area Pro- tected (Ha)	New Length km	Im-prove-ment km	New Area Pro- tected (Ha)
(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)

PROFORMA C

Due by 30 June

Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects
EMPLOYMENT DIRECTLY GENERATED OR EXPECTED AND ACTUAL/ANTICIPATED EXPENDITURE

Basin/Sub-Basin.....

State

Sl No.	Name of Scheme	Total Expen- diture to End of Last Plan	Appro- ved Out- lay for Current Plan	Total Direct Employment Generation															
				Pre Plan Scheme (Actual)		Plan Scheme (Target)		Year (Target)		Year (Target)		Year (Target)		Year (Target)		Year (Target)		Next Plan (Target)	
				Cons- truc- tion (Person Days)	Conti- nuing (Person Days)	Cons- truc- tion (Person Days)	Conti- nuing (Person Days)	Cons- truc- tion (Person Days)	Conti- nuing (Person Days)	Cons- truc- tion (Person Days)	Conti- nuing (Person Years)	Cons- truc- tion (Person Days)	Conti- nuing (Person Years)	Cons- truc- tion (Person Days)	Conti- nuing (Person Years)	Cons- truc- tion (Person Days)	Conti- nuing (Person Years)	Cons- truc- tion (Person Days)	Conti- nuing (Person Years)
				(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

Pre-Plan/
Plan Schemes

PROFORMA D*Due by End of Quarter***Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects****QUARTERLY PROGRESS REPORT OF EXPENDITURE**

Basin/Sub Basin

State

Sl No.	Name of Scheme	Estimated Cost		Expenditure Till End of Year	Expenditure Year					Total Expenditure (5 + 9)	Reasons For Short Fall/Over Sum in Expenditure
		Sanctioned	Latest Assessed		Budgeted	Till Last Quarter	During Current Quarter	Cumulative (7 + 8)	Anticipated During Year		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Pre Plan/ Plan Schemes											
A.											
1.											
2.											
3.											
4.											
B.											
1.											
2.											
3.											
4.											
C.											
1.											
2.											
3.											
4.											
D.											
1.											
2.											
3.											
4.											
E.											
1.											
2.											
3.											
4.											

NOTE — Information may be furnished in respect of schemes spilling over from pre-plan, current plan separately in respect of cost of individual schemes.

PROFORMA E

Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects

PROGRAMME AND PROGRESS TILL COMPLETION

1. Project
2. Basin/Sub-Basin.....
3. State

Programme for Current Plan Period
 Progress for the Year Ending.....
 (Due for submission by end of June)

Sl No.	Main Item of Work	Unit	Total Estimated Quantity	Balance Quantity As On 31/3 of the Last Plan	Programme/Progress					Remarks
					Year ... Target/ Actual	Year..... Target/ Actual	Year..... Target/ Actual	Year... Target/ Actual	Year..... Target/ Actual	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

PROFORMA F
Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects

TARGETS OF WORK

1. Project.....
2. Basin/Sub-Basin
3. State.....

Programme for the Year Ending ...
 Due by 30 June

Sl No.	Main Items of Work Procurement of Materials	Estimated Quantity	Unit	Work Done up to March	Target	Work to be Done in Five Quarters Up to 6/					Remarks
						I Qr. 4/ .. to 6/...	II Qr. 7/ .. to 9/ ..	III Qr. 10/ ... to 12/ ..	IV Qr. 1/ .. to 3/ ..	V Qr. 4/... to 6/ ..	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

NOTES

1 The items listed may be suitably supplemented if necessary.

2 The break up of the quantities be shown separately for execution by departmental and contractual agencies. The quantities are to be shown for major contracts separately. The rest may be grouped together. For major contracts the date of start and stipulated date of completion may be mentioned against 'remarks' column.

IS 13218 (Part 3) : 1992

PROFORMA G

Flood Control, Drainage, Bank Protection, Anti-Sea Erosion Projects

PROGRESS REPORT OF INFRASTRUCTURE DEVELOPMENT (PROJECT MANPOWER STATUS)

Project

Due within a Month of the End of Quarter Under Report

Basin/Sub-Basin

State

Approved by State TAG and FCB/
Planning Commission No. and Date.....

Date of Admission, Approval and Expenditure Sanction

PROGRESS FOR QUARTER ENDING... ..

Sl No.	Details	Managerial and Supervisory				Departmental Staff						Contractor's Staff						Remarks
		Chief Engineer	Superintending Engineer	Executive Engineer	Astt. Engineer	Junior Engineer	Highly Skilled Workers	Skilled Workers	Semi-Skilled Workers	Unskilled Workers	Total	Engineer	Highly Skilled Workers	Skilled Workers	Semi-skilled Workers	Unskilled Workers	Total	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

PROFORMA H**Flood Control, Drainage, Bank Protection, Anti-Sea Erosion Projects****PROGRESS REPORT OF INFRASTRUCTURE FACILITIES**

Project

Basin/Sub-Basin

State.....

Due within a Month of the End
of the Quarter Under Report

Progress for Quarter Ending
April/July/October/January

Code No.	Items	Unit	Total Estimated Quantity	Quantity Completed	Current Year's (Quantity)									Total	Reasons for
					Scheme for the Year	First Scheme	Quarter Achievement	Second Scheme	Quarter Achievement	Third Scheme	Quarter Achievement	Fourth Scheme	Quarter Achievement		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

PROFORMA J

Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects

PROGRESS OF PROJECT ENGINEERING

Project.....
 Basin/Sub-Basin
 State

Due within a Month of the End
 of the Quarter Under Report
 Progress for Quarter Ending

Sl No.	Name of Work Item of Procure- ment	Surveys and Foundation Soil Investigations		Finalising Designs and Specifications		Issuing M.I.T		Finalisation of Contract		Stipulated Date		Critical Items and Shortfall
		Scheme Date	Actual Date	Scheme Date	Actual Date	Scheme Date	Actual Date	Scheme Date	Actual Date	Start of Work	Completion of Work	
1	2	3	4	5	6	7	8	9	10	11	12	13

PROFORMA K

Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects

PROGRESS REPORT OF WORKS

Project... ..

Basin/Sub-Basin

State..... ..

Programme for the Year.....

Progress for Quarter Ending.....

Due within one Month of the
Quarter Under Report

Sl No.	Main Item of Work	Latest Estimated Quantity	Unit	Date of Start	Cumulative Progress up to Previous Quarter Ending	Progress During Current Quarter		Cumulative Progress to		Shortfall (8 - 10)	Date of Completion		Bottlenecks, Reasons for Shortfall, if any, and Proposed Corrective Action
						Target	Actual	Target	Actual		Original Target	Revised Target	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Standard Mark

The use of the Standard Mark is governed by the provisions of the *Bureau of Indian Standards Act, 1986* and the Rules and Regulations made thereunder. The Standard Mark on products covered by an Indian Standard conveys the assurance that they have been produced to comply with the requirements of that standard under a well defined system of inspection, testing and quality control which is devised and supervised by BIS and operated by the producer. Standard marked products are also continuously checked by BIS for conformity to that standard as a further safeguard. Details of conditions under which a licence for the use of the Standard Mark may be granted to manufacturers or producers may be obtained from the Bureau of Indian Standards.