1. **INTRODUCTION**
2. **PROGRESS OVERVIEW**

WORKS A

Design /Approval Status

* Submissions and/ or approvals for the month.
* Appendix 1 to provide approvals to date

Physical progress

* Summary of activities location-wise for the month

WORKS B

Surveys / GFC status - tabulation

* Survey submissions and GFC issued for the month location-wise;
* Refer Appendix 2 for overall status to-date

Physical progress

* Cumulative progress till last month ; Progress this month

1. **OVERALL PROGRESS – CHART WISE**

* Physical - planned vs actual
* Financial – planned vs actual
* RA Bills ; Payments received to-date

1. **3-MONTH LOOK AHEAD AND CATCH –UP PLANS**

* Work plan, document submission & financial forecast

1. **QA/QC**

* Summary of tests etc. for the month
* Records for the month
* Instructions received in the month;
* Approvals received in the month

1. **HEALTH & SAFETY**

* Tie up with hospitals/ambulances;
* Accidents; injuries; lost time records for the month & cumulative

1. **ENVIRONMENTAL MONITORING PLAN**

* Issues & measures taken for EMP compliance for the month

1. **PERMISSIONS / APPROVALS FROM STATUTORY BODIES/LINE DEPARTMENTS**
2. **EQUIPMENT & MANPOWER**

* All equipment & manpower deployment for the month – tabulated form
* Key Staff Details with contact nos.

1. **PROCUREMENT OF PLANT & MATERIALS**

* Vendor approvals status
* Including delivery of consignments in that month & storage locality

1. **MEETINGS AND SITE VISITS**
2. **CORRESPONDENCES**

* From BWSSB including action taken where required
* From Contractor

1. **ISSUES & AREAS OF CONCERN**
2. **PROGRESS PHOTOS**

* Location specific – with date and location stamp

**APPENDIX 1:**

Works A – Document Approvals to date. Site & component wise.

**APPENDIX 2:**

Works B – Survey submissions & GFC issued to-date. Location wise

**APPENDIX 3:**

Work programme.