

Proforma for reporting of Progress of Projects that have exceeded nearly 90% or above of their initial tender cost.

**‘Enter Project Name**

**PROJECT CODE-        ’**

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## 1 Introduction

This progress details the measures for projects that are reaching its 'completion. The information is to be provided so that the progress, quality, utility and further O&M of the project may be done smoothly. It briefly indicates the documents/steps that are to be followed to ensure the appropriate testing, commissioning and completion of **enter project name**.

The purpose of the progress report is to: >Provide a standard guide for project team members to perform duties consistently and efficiently in executing the project for public interest.

>Accurately define the proposed dates for testing, commissioning & hand over planning of the project:

	TESTING	Commissioning	Completion	Handover
DATE				
Comment by PM if Any				

## 2 Project Scope/Objectives:

The following specific project objectives have been identified (please specify different components as per sanctioned project specially all major component (e.g. mandatory items if part of project must be included in this list \*may add additional row and column if considered as important item):

S.N.	ITEM	Capacity /Día (mm)	Target (Nos/length)	Achievement
1	Pump Station (New)			
2	Pump Station (Strengthening )			
3	CWR			
4	WTP			
5	OHT			
6	Rising Main(meter)			
7.	Other pipes used in the project (Please mention the five largest and length detail).			
7 A.				
7 B.				
7 C.				
7 D.				
7 E.				
House Connection Details				
8.	Connected HH			
Comment if Any:				

### 3. Documentation Status

As the project has been completed 90% already so the finalised completion documentation will be very important. It is intended that during the pre-commissioning and commissioning stages that any 'as-built' changes are marked up on site and incorporated and re-issued on the as-built drawing and project documentation.

	Documentation	Availability	
		Y	N
a	Project Appraisal Note of PPBRD		
b	PFAD Note about project sanction		
c	Copies of all GOs uploaded on portal		
d	Bank Guarantee updated and uploaded on portal		
e	Project Detail Updated on GoI Portal		
f	ATR on final IRMA report is sent and no issue is pending (in case final stage IRMA inspection is not done please indicate clearly) in N.		
g	All drawings and As-built information in pdf and CAD formats		
h	Commissioning Checklists		
i	Hydrostatic testing results done as per technical specification		
j	Inspection checklist reports available		
k	A folder of construction photos of different stages.		

**4. For Project taxation issue kindly attach a separated detail as per MD, UPJN office order dated 7/01/2020 ( the details of calculation to be attached as Annexure 1).**

**5. Quality Monitoring Status :** Kindly attach latest inspection reports as **Annexure 2**. (Last 5 inspections) of concerned PM/SE/CE for the project with following information (inspection report of officials below PM need not be accounted):

S.N.	Date of Site Visit	Concerned officer Name	Designation	Inspection report with photo attached (Y/N)	Any Deficiency observed on site that is mentioned in report.
1					
2					
3					
4					
5					

## 6. Water Asset Progress Checklist:

Please note that this checklist below is to be reviewed and if any answer is N or NA please indicate on comment section why it is N or NA.

WATER PROJECT		
Item	Complete Yes/No/N/A	Comments/ Initials
<b>Management/Documentation</b>		
1. Verify that all project objectives have been achieved.		
2. Verify that all documentation has been provided:		
a. As-Constructed Drawings (PDF & CAD, numbered and named ) and other design documents.		
b. Quality Assurance Documents (including third party quality check of UPJN agency /IRMA reports.)		
c. Photos (Construction, Final Asset and Defect if any before/after).		
D. List of Household provided connection in the project.		
<b>Pipes and Fittings</b>		
1. Verify the appropriate flow meter has been used and are constructed to design specifications.		
2. Verify that all anchorages are constructed to design specifications, including puddle flange anchors on PE mains.		
3. Verify that specified coating for all valves has been applied as per CPHEEO manual		
4. Verify that all surface fittings are exposed, located at surface level and operational. This includes valve extension spindles and marker posts for fittings as specified.		
5. Verify that all pipe work and fittings are coated as specified.		
6. Have approved products and sizes been used as per sanctioned DPR?		
7. Verify that the pipe work has been chlorinated and passed water quality testing.		
8. Verify that all pipelines have been swabbed and flushed.		
9. Verify that all pipe work has been pressure tested and passed		
10. Verify that all road instatement related to the project has been done satisfactory as per competent authority (road owning agency or concerned EO/MCs certificate has to be obtained in this regard).		
<b>Pump Stations</b>		
1. Verify that all project objectives have been achieved.		
2. Verify that O&M Manual of installed pump and electricity connection documentation are available.		
3. Verify that performance testing of pumps has passed.		
4. Verify the appropriate training required for Operators to run the asset has been completed.		

5. If SCADA in project verify it is working correctly and it is linked with central monitoring system.		
6. Verify the pump is properly mounted.		
7. Verify the pump is operating at the correct electrical current (Amps).		
8. Verify the pump is operating at the correct pressure and flow rate.		
9. Verify the pump is rotating in the right direction.		
10. Verify the flow switch is operating.		
11. Verify the electrical cabling is installed correctly.		
12. Verify there are safety guards on all rotating pump and motor parts.		
13. Verify that the Valves are clockwise closing.		
14. Verify that the pipe work has been provided to the correct size.		
15. Verify that there is adequate supports for the valves and pipe work.		
16. Verify all gate valves operate through the full range and are left in the open position.		
17. All pipe work in pits to be Powder Coated properly as per design criteria.		
<b>Pump Station Concrete</b>		
1. Verify that the concrete slab is flush with the finished surface level.		
2. Verify that there is no damage to any exposed concrete surface.		
3. Verify that the top slab does not affect the drainage of the site.		
4. Verify that the surface dimensions of the top slab are in accordance with the design drawings.		
5. Verify that the below ground concrete structures are dimensionally correct and in accordance with the design drawings.		
6. Verify no leakage through the concrete structure.		
7. Verify that all chamfers are provided in accordance with the design drawings.		
<b>OVER HAND TANK</b>		
1.Has all tests being done for structural quality of OHT (as mandated technically).		
2. Verify that there is no defect in columns and storage tank.		
3. Verify that OHT being put to usage as desired.(if any OHT is not put to usage kindly attach a separate sheet with reasons thereof)		
<b>CWR &amp; WTP</b>		
1.Verify that all tests has been done as per stipulated norms and test report are satisfactory.		
2.Has the CWR been put to usage successfully		
3.Has the WTP being completed as per sanctioned design and capacity.		
4. Has the WTP being tested for water quality as per technical specifications.		
5. Verify if WTP working as per its design criteria		

<b>Testing</b>		
1. Verify that the pipe work has been chlorinated and passed water quality testing.		
2. Verify that all pipelines have been swabbed and flushed.		
3. Verify that all pressure pipe work has been pressure tested <b>(HYDROSTATIC)</b> and passed. (attach report summary as per <b>Annexure 3</b> )		

COMMENTS IF ANY TO ADD:

Contractor Representative	Signature	Date
UPJN PM:	Signature	Date

ATTACHMENT:

ANNEXURE 1(Y/N): GST calculation detail as per UPJN OM dated 07/01/2020.

ANNEXURE 2(Y/N): last 5 site inspection report.

ANNEXURE 3(Y/N): **HYDROSTATIC Report details as per attached format.**

### ANNEXURE 3

#### HYDROSTATIC TEST SUMMARY FOR PRESSURE PIPES

Lab Ref. No: \_\_\_\_\_

Date \_\_\_\_\_

Tested as per CPHEEO _____	Date Tested: _____
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Sl. No	Material of pipe	ID (mm)	Stretch	Length (m)	Applied test pressure (kg/cm <sup>2</sup> )	Time in hrs			Observations
						1	2	3	

Comments of the PM \_\_\_\_\_

Any rectification to be done by the contractor  
Signature of the PM \_\_\_\_\_

\_\_\_\_\_  
Signature of the Contractor