

केन्द्रीय विद्यालय संगठन (मुख्या०)

१८, संस्थागत क्षेत्र,
शहीदजीत सिंह मार्ग,
नई दिल्ली ११० ११६



KENDRIYA VIDYALAYA SANGATHAN (Hqrs.)

18, INSTITUTIONAL AREA,
SAHEED JEET SINGH MARG
NEW DELHI 110 116
Ph. 26858570 Fax 26514179

F. 6-17/2010/KVS/Wk-I

Date: 11.03.10

The Assistant Commissioner
Kendriya Vidyalaya Sangathan
ALL REGIONAL OFFICES

Sub: Non/late submission of monthly progress reports in respect of construction works

Sir/Madam,

As per rule after any construction work is sanctioned and AA&ES issued by KVS (HQ), it is the responsibility of Principal to submit monthly progress report in prescribed format with his/her countersignature before 10th of every month for monitoring physical progress and release of next Instalment of fund. The report should be submitted irrespective of fact that whether the work started on ground or not i.e. from the subsequent month after issue of AA&ES.

02. It is observed that most of the Principals are not acting on this aspect. Due to non-receipt/late receipt/receipt of incomplete report leaving blanks, this office is forced to consider release of next Instalment of funds on the basis of reports/requests directly submitted by the construction agencies, so that there is no shortage of funds and avoid delay in completion and cost escalation, besides, non-availability of required accommodation for students and staff. However, the practice of release of fund without receipt of progress report from Principal has been objected by higher authorities.

03. It is, therefore, requested that the Principals may be directed to submit progress report of preceding month by 10th of every succeeding month with his/her countersignature. No further Instalment of funds will be sanctioned by this HQ unless report is received. Any delay in arranging fund to agency, delay in completion, cost escalation and non-availability of accommodation due to non/late receipt of progress report, the concerned Principal will be totally held responsible. For convenience a specimen copy of month progress report is enclosed for circulation to Principal of your region.

04. This issues with the approval of competent authority.

Encl: as above

Yours faithfully,

(K.K. AHUJA)
Executive Engineer

Physical and Financial Progress of Works for the
Month ending

1. Name of Kendriya Vidyalaya :
2. Details of Work :
3. Amount of Admu. Approval & Expenditure Sanction. (KVS Ref. No: & Date) :
4. Contract amount & date of acceptance :
5. Percentage of lowest tender accepted : (+) or (-) _____ % over / below DSR _____
6. If Contract not concluded, likely date of conclusion of contract :
7. If work commenced, Date of commencement :
8. Stipulated date of completion (SDC) :
9. Physical progress of work:

9.1 Building Work : (Tick appropriate stage of work alongwith physical progress of work done in % and give remarks if any)

- i) Foundation work in progress
- ii) Super structure in progress
- iii) Roofing work in progress
- iv) Fitting / finishing work in progress

9.2 Internal services

- i) Under progress
- ii) Completed but testing not done
- iii) Completed and tested

9.3 External services

- i) Under progress
- ii) Completed but testing not done
- iii) Completed and tested

9.4 Any other item of work not covered above

9.5 Overall physical progress (%) (-*)

10. Fund flow status:

10.1 Total amount released by KVS	Rs.
10.2 Amount actually deposited by the Vidyalaya	Rs.
10.3 Expenditure incurred (-*)	Rs.
10.4 Unpaid liability in hand (-*)	Rs.
10.5 Total financial liability at present (10.3 + 10.4) #	Rs.

- indicate only present liability upto the end of reporting month, but not overall balance liability of work.

(*) covering civil / electrical / Development & S&E / Bulk services (civil & Elec)

- 11. Anticipated expenditure for the next quarter based on present pace of work (Month/year to Month/year)
- 12. Target date of completion(TDC) of entire scope of work
- 13. Completion and handing over:-
 - 12.1 Date of completion
 - 12.2 Date of handing over / taking over
- 14. If the work has not started so far or stopped reasons thereof

Place

Date

Signature of I/c of work
Engineer

It is certified that the amount shown against S.No: 10.3 above has been transferred to Head ' Land and Building ' by reducing the balance under ' Deposit with the construction agency '

Signature of Principal
with date.

N.B : This report as on last day of the month be sent direct to KVS(HQ) so as to reach by 10 th of succeeding month. One copy be given to Principal for completing the certificate above and despatch to KVS (HQ) by Principal. Principal must ensure that report is sent to KVS(HQ) by 10th so that the progress is monitored by KVS(HQ) and funds released.

It should be ensured by the agency and Principal that this report is sent to KVS(HQ) from the month of issue of AA&ES regularly without fail, irrespective of fact that whether work started or not.

* Principal should fill the below table.

Instal-ment No & Amt.	Date of Sanction by K.V.S.	Date of receipt of DD/DT by K.V.	Date of deposit with Agency	Remarks.

KVS FORMAT