



सत्यमेव जयते

**FIELD REVIEW UNIT (FRU) Toolkit**  
for  
**INDEPENDENT REVIEW OF PROJECTS**

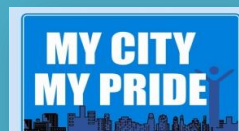
**UNDER**

**Jawaharlal Nehru National Urban Renewal Mission**  
**Ministry of Urban Development**  
**Government of India**



Creating sustainable, equitable and economically vibrant cities

**October-2013**



**Jn NURM**

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## 1. Introduction

Government of India launched the Jawaharlal Nehru National Urban Renewal Mission (JNNURM) on 3rd December 2005, as a reform driven, fast track programme to ensure planned development of cities/towns with focus on efficiency in urban infrastructure/ service delivery mechanisms, and through community participation and enhanced accountability of ULBs/parastatal agencies towards citizens. The Sub-Missions; Urban Infrastructure and Governance (UIG) and Urban Infrastructure Development Scheme for Small and Medium Towns (UIDSSMT) components of JNNURM supported projects in sectors like water supply, sewerage, drainage, solid waste management, urban renewal, roads and flyovers, urban transport, heritage, parking lots and spaces, preservation of water bodies, etc.

The JNNURM Mission Directorate appointed Independent Review and Monitoring Agencies for independent appraisal, review and monitoring of projects under JNNURM. The agencies were appointed and paid by the State level bodies while the State bodies were reimbursed by the JnNURM Mission Directorate for the expenditure incurred.

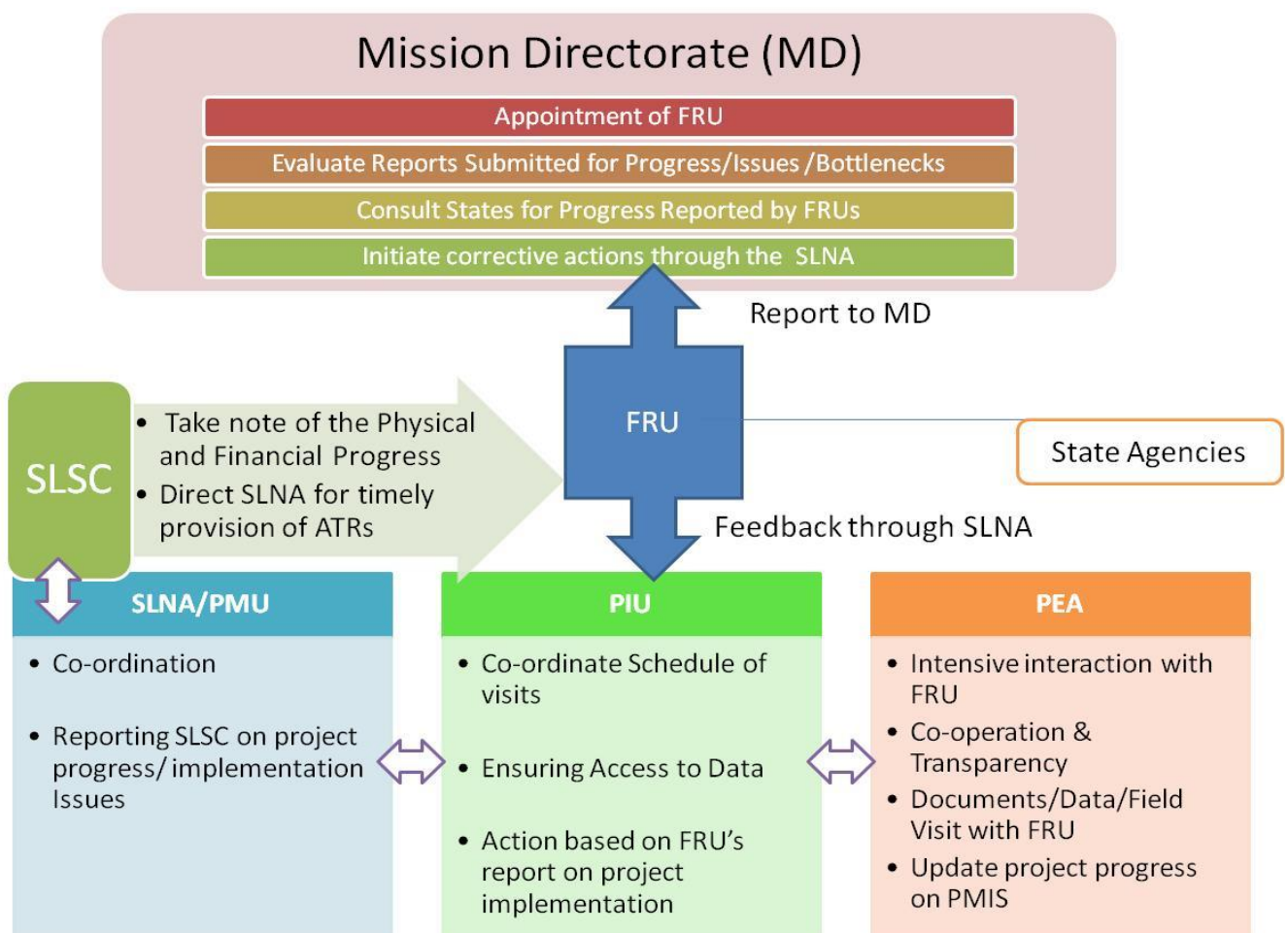
*As a learning and experience gained through implementation of JNNURM projects for the last 7 years, it has been identified that the role of these agencies will be better delivered if the teams are directly appointed and managed by the JNNURM Mission Directorate. Accordingly the Mission Directorate took initiative to form and engage agencies – Field Review Units, for review and independent evaluation of projects sanctioned under UIG & UIDSSMT Sub Missions of JNNURM after 31st March, 2012.*

These agencies will be assigned mandate to carry out field/site inspection, review of quality control & assurance in-situ plans/methodologies being followed by Implementing Agencies for quality checks, identifying bottlenecks, review of the progress of project execution, procurement process, etc. in close coordination with the State Authorities, ULBs, Implementing Agencies and the MoUD for projects sanctioned after 31st March, 2012. The agency will also undertake analysis of a sample of completed projects which were sanctioned under JNNURM before 31<sup>st</sup> March, 2012. The sample size will be 10% and will be randomly selected by the Mission Directorate.

However, the existing Independent Review & Monitoring Agency (IRMA) engaged by the State Governments during the Mission period for review & monitoring of sanctioned projects till 31st March, 2012 and consented by the Mission Directorate, as per the toolkit circulated by the Directorate, will remain operational as per their agreement with the State Governments/SLNA for those sanctioned projects.

## 2. Co-ordination between agencies and Field Review Units (FRU):

The FRU, during the independent evaluation of projects, will visit and interact with a number of stakeholders including institutions, the para-statal bodies, divisions and sub-units of urban local bodies. The role of these sub-units vis-à-vis the FRU in this context and the overall framework for Review and Monitoring Mechanism is described in this section.



No.	Organizational Sub-Unit	Located in	Role vis-à-vis the FRU
<b>Central Level</b>			
1.	<b>Mission Directorate, JNNURM</b>	Ministry of Urban Development	<ul style="list-style-type: none"> <li>▪ The Mission Directorate will be responsible for the appointment of FRU. The Mission Directorate will be responsible for appointing the suitable agency with the required experience and expertise as the FRU, ensuring no major deviation in the scope of services envisaged for FRU.</li> <li>▪ Review the reports periodically submitted by FRU. <b>Monitor progress of projects on basis of self-reporting by the Project Executing Agency (PEA) and independent reporting by the FRU (for projects approved after March 2012 only).</b></li> <li>▪ The States and Mission Cities may be consulted regarding the progress of the project implementation based on the reports of FRU, whenever required.</li> <li>▪ If necessary, the Mission Directorate may seek clarification from FRU before approving fund release under JNNURM.</li> <li>▪ Review and examine the reports of the FRU, scrutinize issues highlighted by the FRU and initiate corrective actions where necessary with concerned PEA through the State Level Nodal Agency (SLNA).</li> <li>▪ Seek inputs and guidance where possible on corrective actions that need to be taken in implementation of the projects.</li> <li>▪ The FRU is required to apprise the Mission Directorate on quarterly basis through a presentation/report about its findings, and action taken by PEA &amp; State Government/SLNA on its report on the implementation status of the projects. The findings in the FRU's reports will be a critical input for processing the request for release of subsequent installments of Additional Central Assistance (ACA) to the projects approved after 31st March, 2012.</li> <li>▪ The payment based on field visits and desk reviews will be made to FRU by the Mission Directorate.</li> </ul>
<b>State Level</b>			
2.	<b>State Level Steering Committee (SLSC)</b>	State Government	<ul style="list-style-type: none"> <li>▪ Take note of physical and financial progress of JNNURM projects, and other issues identified by the FRU.</li> <li>▪ May direct the SLNA and PEAs for timely submissions of Action Taken Reports (ATR) by the implementing agencies, which is as per mandatory reporting format of the FRU (in response to issues/bottlenecks and suggestions on project implementation made in the FRU Report).</li> </ul>
3.	<b>Program Management Unit (PMU)</b>	State Level Nodal Agency	<ul style="list-style-type: none"> <li>▪ Program Management Unit (PMU) are established and housed in each SLNA to provide strategic coordination and support for all JNNURM related reforms, projects, capacity building initiatives and other activities in the State. <b>The</b></li> </ul>

No.	Organizational Sub-Unit	Located in	Role vis-à-vis the FRU
			<p><b>PMU within the SLNA will play the key role of coordination and oversight of the FRU on behalf of the SLNA.</b></p> <ul style="list-style-type: none"> <li>▪ SLNA shall communicate to all Mission cities / PEAs in the state for extension of cooperation, sharing of information, organizing field visits and all necessary assistance to the FRUs for conduct of periodical review and monitoring.</li> <li>▪ Ensuring that the FRUs have access to the State Level Project Information for filing their reports.</li> <li>▪ Reporting to the SLSC on progress in implementation of projects, and highlighting project implementation issues and constraints that need intervention by the SLSC.</li> </ul>
<b>City Level</b>			
4.	<b>Project Implementation Unit (PIU)</b>	ULB of the Mission City	<ul style="list-style-type: none"> <li>▪ Project Implementation Units (PIU) are established and housed in the ULBs of the Mission Cities, to take the lead charge with respect to implementation of all JNNURM projects and reforms in the city. The PIU will play a key role in facilitating the work of the FRU and coordinate between the FRU and the PEA.</li> <li>▪ Coordination with the PEA, that may either be a Department of the ULB or Govt., a parastatal agency or a Special Purpose Vehicle for the project</li> <li>▪ Co-ordinate with the FRU and PEAs for ‘schedule of visits’ across different projects in the city.</li> <li>▪ Ensuring the FRUs have access to the required documents, project sites, key officials for meetings and discussions and other support required for performance of their role. Such coordination should ensure effective use of time of the FRU while on the field.</li> <li>▪ Consult with the FRU during report preparation and highlight issues and bottlenecks therein.</li> <li>▪ On the basis of FRU’s reports, take up coordination with various agencies in the city, when necessary for resolving bottlenecks in implementation.</li> <li>▪ Coordinate with the PMU in the SLNA and Mission Directorate in the MoUD as necessary, to facilitate smooth and effective functioning of the FRU at the city level.</li> </ul>
5.	Project Executing Agency (PEA)	<p>Department executing the project, in case ULB is executing the project.</p> <p>Parastatal agency, in case the parastatal agency is</p>	<p>Project Executing Agency (PEA) for the purposes of this guidance note, is defined as the agency or organizational sub-unit that is directly responsible for executing the project. In case, the project is being executed by the ULB of the Mission City, PEA will be the department or unit directly responsible for managing all technical, procurement, commercial and physical aspects of the project. In case, the project is being executed by a parastatal agency (such as Urban Development Authority, Water Board, etc.) the parastatal agency itself will be considered as the PEA.</p>

No.	Organizational Sub-Unit	Located in	Role vis-à-vis the FRU
		executing the project	<p>The role of the PEA vis-à-vis the FRU is mentioned as follows:</p> <ul style="list-style-type: none"> <li>▪ FRU is expected to have intensive interactions with the PEA.</li> <li>▪ PEA will need to provide all necessary documents, provide access to project sites, provide time of its senior personnel and engineers, enable interactions with consultants and contractors, and all other support required for FRU to carry out its mandate.</li> <li>▪ There shall prevail a sense of cooperation and transparency in access to the project documents, and other interactions.</li> <li>▪ Maintaining details of all project related documentation during the life cycle of the project at the project site office / nearest office is the responsibility of the PEA.</li> <li>▪ PEA shall regularly update the project progress on the PMIS and submit other reports to the PIU, SLNA regularly as well as respond to queries raised by the Mission Directorate or its representatives as an when required.</li> </ul>



### 3. FRU- Reporting Format for Projects under JNNURM (sanctioned after March 2012)

#### Check list of Reporting for Field Review Units

Pre-Construction Stage			
1 General Details			
a.	Project Name:		
b.	City :		
c.	State:		
d.	Project Cost (in Rs. Lakh)	Approved Cost	Revised Cost
			Awarded Cost
e.	CSMC Approval Date:		
f.	Funding Pattern (GOI/State/ULB)	GOI as ACA: .....in Rs Lakh... State Share: .....in Rs Lakh... ULB Share: .....in Rs Lakh... PPP Share: .....in Rs Lakh...	
g.	Whether any other source of funding available	Yes/No (if Yes, provide source and amount of funding and which component of the project is funded)	
h.	Implementing Agency:		
i.	Contracting Agency:		
j.	Contract period:		
k.	Number of Packages:		
l.	Implementation Period as per DPR:		
m.	Approved Project Milestones as per the DPR:	<b>Component</b>	<b>Milestone for Completion</b>
			Approved Date under DPR
		Name of Component 1...	
		Name of Component 2...	
		Name of Component 3...	
		Name of Component 4...	
n.	Review Consultants Name:	1) <insert name 1> 2) <insert name 2>	
o.	Date of FRU's Visit:		
p.	Officer in Charge interacted:	<insert name of personnel with designation>	
q.	Type of Report:	<insert whether it is a pre-construction /construction/ commissioning/ trial run and testing/ Post construction evaluation of 10% completed project>	
2 Status of Land Acquisition:			



a. Whether the land required for the project is available or not? - Yes / No

b. If Land is to be acquired , what is the area required ? < insert area of the land >

c. If Land is to be transferred from other sources, give details?

**3 Utility Shifting and Relocation:**

a. What is the status of utility and other services to be shifted and relocated for the project execution to begin?

b. List any issues are there in the shifting of utilities, which may affect the execution of project

**4 Service Level Benchmarks**

a. Has baseline service level benchmarks for the project included in the project document?  
Yes/No

b. If Yes, Please include Baseline and Projected Service Level Parameters as per the following table:

Sl. No.	Indicators	Benchmark	Baseline Service Levels Before Project Implementation	Projected Service Levels After Project implementation
1	Indicator 1 .....	<insert value>	As per DPR	As per DPR
2	Indicator 2 .....	<insert value>	As per DPR	As per DPR
...insert fields				

**4 Project Management Facility**

a. Whether adequate number of supervision / technical / administrative staffs are deployed ?  
Yes/No

b. If deployed, list the staff details:

Proposed Position	Name of Staff	Key Qualification	Years of Experience	Area of Expertise	Relevant Experience w.r.t proposed position/ Government Projects
...insert fields					

c. If there is any need for third party project management, supervision assistance and quality control unit is required, please specify?

d. State whether any procurement process is initiated by the ULB to appoint any third party project management, supervision and quality control agency?

**5 Tendering Process**

a. Whether the procurement done as per the procurement plan, in alignment with the approved DPR ? - Yes / No

b. If there is no procurement plan, this may be obtained from the ULBs and furnished along with this document?

c. Indicate the status of the tendering process as applicable:

i.	Tender documentation completed -	Yes / No
ii.	Invitation of Bids -	Yes / No
iii.	Bid evaluation -	Yes / No
iv.	Tender awarded -	Yes / No
v.	Total number of packages for which bidding is under process in conformity with the approved DPR -	<insert the number of packages with Package Ids>

- d. If there is any discrepancy found in the bidding documents regarding compliance to the approved DPR?  
Yes / No
- e. If yes, provide the details of deviations found in the bidding documents, which may have cost implications on the project?

**6 NOC and other clearances:**

- a. Whether all the Environmental and inter- departmental clearance are obtained? Yes / No
- b. If there are any serious issues involved in obtaining the clearances, that may have an impact on the project and lead to delays, this may be indicated?  
i.....  
ii..... etc.

**7 Project Design Documentation:**

	List of project design documents	Yes / No	Remarks
a..	General Arrangement Drawings		
b..	Detailed Engineering Design Drawings		
c..	Drawings for Miscellaneous components		
d..	Bill of Quantities		
e.	Detailed Cost Estimates		
f.	Bid documents		
g.	Test & Investigation Reports		
h.	Materials report		

**Note: If there are any discrepancies found in the above listed documents, this may be reported**

**8 Public Private Partnership (PPP) in Project Development**

- a. Whether any PPP component involved in the DPR – Yes/No
- b. Please specify the PPP components and funding pattern by Govt. and Private Party.

**9 Package Wise Award Detail**

a.	Package Wise Award Detail	<b>Package ID</b>	<b>Detail</b>			
		Package I.....	<detail description>			
		Package II.....	<detail description>			
b.	Package Wise Awarded Cost (in Rs Lakh)	<b>Package ID</b>	<b>Package Cost</b>			
		Package I.....	(in Rs Lakh)			
c.	Package Wise Dates for Completion of Work	<b>Package ID</b>	<b>Dates of Completion</b>			
		Package I.....	<dd/mm/yy>			
d	Extension of time (if any)	<b>Ext</b>	<b>Package 1</b>	<b>Package 2</b>	<b>Package 3</b>	<b>Package 4....</b>
		I	Time of completion in <dd.mm.yy>			
		II...				

**Check list of Reporting for Field Review Units**

<b>Construction Stage</b>			
<b>1 General Details</b>			
a. Project Name:			
b. City :			
c. State:			
d. Project Cost (in Rs. Lakh):	<b>Approved Cost</b>	<b>Revised Cost</b>	<b>Awarded Cost</b>
e. CSMC Approval Date:			
f. Funding Pattern (GOI/State/ULB) :	GOI as ACA: .....in Rs Lakh... State Share: .....in Rs Lakh... ULB Share: .....in Rs Lakh... PPP Share: .....in Rs Lakh...		
g. Whether any other source of funding available :	Yes/No (if Yes, provide source and amount of funding and which component of the project is funded)		
h. Implementing Agency:			
i. Contracting Agency:			
j. Contract period:			
k. Number of Packages:			
l. Implementation Period as per DPR:			
m. Approved Project Milestones as per the DPR:	<b>Component</b>	<b>Milestone for Completion</b>	
		Approved Date under DPR	
	Name of Component 1...		
	Name of Component 2...		
	Name of Component 3...		
	Name of Component 4...		
n. Review Consultants Name:	1) <insert name 1> 2) <insert name 2>		
o. Date of FRU’s Visit:			
p. Officer in Charge interacted:	<insert name of personnel with designation>		
q. Type of Report:	<insert whether it is a pre-construction /construction/ commissioning/ trial run and testing/ Post construction evaluation of 10% completed project>		
<b>2 Physical Progress</b>			
a. Date of Award of work to Execution Agency:	DD/MM/YY		
b. Scheduled Date of Commencement of works :	DD/MM/YY		

c.	Actual date of Commencement of works :	DD/MM/YY			
d.	Schedule Completion Date :	DD/MM/YY			
e.	PMC/Architects/Design Consultant:	<insert name of agency and designated role>			
f.	Is there any discrepancy observed in the project milestones proposed not matching the approved DPR? <b>Yes /No</b>				
g.	If Yes Provide the Revised Project Milestones:				
	<b>Component/Package</b>	<b>Milestone as Per Approved DPR</b>			<b>Milestones after Deviation</b>
		Milestone for Completion	Date of completion for Milestones under Approved DPR	Milestone Completed (as %) during FRU Visit	Revised Milestone for Completion
	Component/Package 1...				Revised of Date of for Completion
	Component/Package 2..				
	Component/Package 3...				
h	Detail About Extension of Time (if Any):				
	<b>Package</b>	<b>Time Line During Contract</b>		<b>Ext I..</b>	<b>Ext II..</b>
	Package 1	Time of completion in <dd.mm.yy>			
	Package 2...				
i.	Quality of construction materials used in the project and ascertained from the records:  <provide an overview of the quality analysis and quality control measures taken during execution>				
j.	If any deviation against specification as given in the DPR, please specify  <provide detail of deviation ad reasons thereof. Also Comment, if the deviation is making any significant alteration in the service out- put of the project in a negative way?>				
k.	When there are major issues related to ascertain the quality of materials used, FRU agency may prevail on quality assurance <sup>1</sup> check results.				

**3 Commercial Performance**

<sup>1</sup> If any discrepancy is observed ,while reviewing the project, the FRU may suggest to the Project Executing Agency (PEA) to conduct necessary tests to check the quality of the materials used.

- a. State whether Machinerics and Equipments procured forming as part of the project according to the mile stones? Yes / No
- b. List the details of warranty, guaranty, licenses, insurance etc., for the equipments for the procured:
- c. List the details of Bank guarantee:

**4 Financial Performance**

- a. Report on verification of financial receipt statements of the project from different agencies :
- b. Report on utilisation funds flow of the project :
- c. If any discrepancy in the above two leading to major change in the overall project performance, please report in detail :
- d. If there is any major variation in the overall project cost (+10%) report in detail :

**5 Bottlenecks and Action Taken**

- a. List Bottlenecks in Achieving Approved Milestones ( pertaining to technical, financial and administrative issues) and Actions Taken:
 

Issues and Bottlenecks	Recommended Action
List ...1	Action ...1
List ...2	Action ...2
<i>...insert fields.....</i>	
- b. State what actions have been taken from the State /ULB/PEA for the list of recommendations suggested in the last FRU Report, as part of **Action Taken Report.**

**Check list of Reporting for Field Review Units****Trial Run and Testing Stage**

<b>1 General Details</b>			
a.	Project Name:		
b.	City :		
c.	State:		
d.	Project Cost (in Rs. Lakh)	<b>Approved Cost</b>	<b>Revised Cost</b>
			<b>Awarded Cost</b>
e.	CSMC Approval Date:		
f.	Funding Pattern (GOI/State/ULB) :	GOI as ACA: .....in Rs Lakh... State Share: .....in Rs Lakh... ULB Share: .....in Rs Lakh... PPP Share: .....in Rs Lakh...	
g.	Whether any other source of funding available :	Yes/No (if Yes, provide source and amount of funding and which component of the project is funded)	
h.	Implementing Agency:		
i.	Contracting Agency:		
j.	Contract period:		
k.	Number of Packages:		
l.	Implementation Period as per DPR:		
m.	Approved/Revised Project Milestones:	<b>Component</b>	<b>Milestone for Completion</b>
			Date under Approved DPR/Revised Milestone Date
		Name of Component 1...	
		Name of Component 2...	
		Name of Component 3...	
		Name of Component 4...	
n.	Review Consultants Name:	1) <insert name 1> 2) <insert name 2>	
o.	Date of FRU's Visit:		
p.	Officer in Charge interacted:	<insert name of personnel with designation>	
q.	Type of Report:	<insert whether it is a pre-construction /construction/ commissioning/ trial run and testing/ Post construction evaluation of 10% completed project>	
<b>2 Adequacy of Documentation</b>			
a.	List and verify the completion drawings “ <b>As built drawings</b> ” available with the ULB?		
b.	List what are the Documentation of all operational instructions, manuals of equipments available with the O/M team?		
c.	Whether the Necessary Documents have been handed over to the ULB for future reference:		
	1. <i>As build drawings: Yes/No</i>		
	2. <i>Operation and Maintenance Manual: Yes/No</i>		



	<p>3. <i>Equipment Manuals: Yes/No</i></p> <p>4. <i>Material Specification and Work Specification Manual: Yes/No</i></p> <p>5. <i>Training Manuals :</i></p> <p>6. <i>Others (if any Specify): .....</i></p>																
<b>3</b>	<b>Manpower and Staffing Requirement</b>																
A	What are the training arrangements made to the O/M team and bring out the actual training provided to the team as on date of reporting?																
b.	Report about the adequacy of training provided to the O/M team in terms of the following:																
	<table border="1"> <thead> <tr> <th><b>Level of staff trained</b></th> <th><b>Higher level</b></th> <th><b>Middle Level</b></th> <th><b>Junior Level</b></th> </tr> </thead> <tbody> <tr> <td>Number of staff trained</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Time Duration</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Adequate / Not adequate</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<b>Level of staff trained</b>	<b>Higher level</b>	<b>Middle Level</b>	<b>Junior Level</b>	Number of staff trained				Time Duration				Adequate / Not adequate			
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Number of staff trained																	
Time Duration																	
Adequate / Not adequate																	
<b>4</b>	<b>Trial Run Reporting</b>																
a.	Report about the Trial run / testing of the projects completed? <i>(The agency must specifically describe the test conditions adopted in the trial runs. They must elaborate about the performance of the project during the trial run.)</i>																
b.	Indicate the problems / performance level of the plants /machinery during trial run stage? <i>(Incidences of failures and conditions under which the project failed to perform must be indicated in this field)</i>																
c.	If the performance level of the plants and machinery is not adequate and satisfactory, list the correction measures suggested?																
<b>5</b>	<b>Warranties /Guarantees covered under the project</b>																
a.	Enlist all warranties covered under the utility / project / project component.																

### Check list of Reporting for Field Review Units

#### Evaluation of Running Projects (10% of completed projects sanctioned before March, 31, 2012)

1 General Details			
a.	Project Name:		
b.	City :		
c.	State:		
d.	Project Cost (in Rs. Lakh)	Approved Cost	Revised Cost
			Awarded Cost
e.	CSMC Approval Date:		
f.	Funding Pattern (GOI/State/ULB) :	GOI as ACA: .....in Rs Lakh... State Share: .....in Rs Lakh... ULB Share: .....in Rs Lakh... PPP Share: .....in Rs Lakh...	
g.	Whether any other source of funding available :	Yes/No (if Yes, provide source and amount of funding and which component of the project is funded)	
h.	Implementing Agency:		
i.	Contracting Agency:		
j.	Contract period:		
k.	Number and description of Packages:		
l.	Implementation Period as per DPR:		
m.	Approved/Revised Project Milestones:	Component	Milestone for Completion
			Date under Approved DPR/Revised Milestone Date
		Name of Component 1...	
		Name of Component 2...	
		Name of Component 3...	
		Name of Component 4...	
n.	Review Consultants Name:	1) <insert name..1 and role of consultants> 2) <insert name ..2 and role of consultants >	
o.	Date of FRU's Visit:		
p.	Officer in Charge interacted:	<insert name of personnel with designation>	
q.	Type of Report:	<insert whether it is a pre-construction /construction/ commissioning/ trial run and testing/ Post construction evaluation of 10% completed project>	
2 Project Performance			
a.	Project outcomes to improve services in the project area:	Provide improvement of applicable service level benchmark parameters based on availability of information in a separate sheet.  The operational efficiency of relevant parameters may reflect improvement in life style, public convenience, etc.	

	<p><i>from the project, and may be elaborated from a comparative situation analysis <b>before</b> and <b>after</b> the project.</i></p> <p>The relevant fields through which such reporting is to be done are:</p> <p>Project Name, Location, Sanctioned Cost, Funding Pattern (GOI Share, State Share, ULB Share, and PPP Share), Date of Sanction, Date of Project Completion, Project Objective, Project Components, Components which were taken up through PPP, Project Outcomes ( as number of beneficiaries, improvement in revenue generation or any suitable quantifiable parameter), Service Conditions (<b>Before and After</b> the project completion).</p>
<p>b.</p>	<p>Provide details of the performance of the contractual obligations relating to the aspects of plant performance, machinery and projects?</p>

## 4. Executive Summary Format for FRU

(To be filled for Construction, Trial Run and Testing Stage)

S.No	Description Head	General Detail Sheet				
1	<b>Type of Report:</b>					
2	<b>Date of Visit:</b>	<dd.mm.yy>	<b>Number of Visits Undertaken</b>	<insert number>		
3	<b>Project Name:</b>					
4	<b>Location:</b>					
5	<b>Date of Approval:</b>					
6	<b>Number of Package:</b>					
7	<b>Package ID with Description:</b>	<b>Package ID</b>	<b>Detail</b>			
		Package I.....	<detail description>			
		Package II.....	<detail description>			
8	<b>Project Cost – (in Rs Lakh)</b>	<b>Approved Cost</b>	<b>Revised Cost</b>	<b>Awarded Cost</b>		
9	<b>Funding Pattern (in Rs Lakh)</b>	<b>GOI</b>	<b>State</b>	<b>ULB</b>	<b>Others</b>	
10	<b>Package Wise Awarded Cost (in Rs Lakh)</b>	<b>Package ID</b>	<b>Package Cost</b>			
		Package I.....				
11	<b>Contract Dates</b>	<b>Award</b>	<b>Agreement</b>	<b>Completion</b>		
12	<b>Name of the Contractor:</b>	<insert name>				
13	<b>Name of Project Management Consultants:</b>					
14	<b>% Deviation from DPR:</b>	<insert percent deviation from the approved component >				
15	<b>Component wise Deviation from DPR :</b>	<provide component wise deviations from the Approved DPR and reasons thereof>				
16	<b>Extension of Time:</b>	<b>Ext</b>	<b>Package 1</b>	<b>Package 2</b>	<b>Package 3</b>	<b>Package 4....</b>
		I	Time of completion in <dd.mm.yy >			
		II...				

17	<b>Implementation Period Highlights</b>	<i>As per Approved DPR</i>
		<i>As per Contract</i>
		<i>Time Over Run</i>

*The following sheet needs to be attached with the 'General Detail Sheet' if the project is in Pre-Construction Stage*

<b>Pre-Construction Stage</b>								
1	<b>Land Acquisition</b>	<i>Provide detail about Adequacy of Land, and Status of Land Acquisition</i>						
2	<b>Utility Shifting</b>	<i>Status of utility and other services to be shifted and relocated</i>						
3	<b>Service Levels</b>	<i>Whether Baseline and Projected Service Levels of the project has been provided in the project documents</i>						
4	<b>List Packages which has not been tendered</b>	<table border="1"> <thead> <tr> <th><b>Package ID</b></th> <th><b>Reason for not tendering</b></th> </tr> </thead> <tbody> <tr> <td>Package I.....</td> <td></td> </tr> <tr> <td>Package II.....</td> <td></td> </tr> </tbody> </table>	<b>Package ID</b>	<b>Reason for not tendering</b>	Package I.....		Package II.....	
<b>Package ID</b>	<b>Reason for not tendering</b>							
Package I.....								
Package II.....								
5	<b>Status of NOCs and Clearance Required</b>	<i>Yes/No List which has not yet been obtained</i>						
6	<b>Is the Project Design Document is as per requirement</b>	<i>Yes/No (Please provide your comments in case discrepancy in documentation is found)</i>						

The following sheet needs to be attached with the 'General Detail Sheet' if the project is in Construction Stage

Construction Stage Report - Progress of Work					
1	Physical Progress – Package Wise	Package ID	Physical Progress		
			(in % Completion)		
2	Financial Progress - Package Wise	Package ID	Amount in Lakhs	Progress (as % of funds utilized)	Progress (as % of Approved Cost)
3	Over All Financial Release to the project account(as per SLNA Report)	GOI	State	ULB	Others
					(ppp...)
4	List and Frequency of Tests Undertaken	<List component wise test of material and works>			
5	Quality of Construction Material Used	<comment on the overall quality of construction and material and highlight issues>			
6	Bottlenecks:	<list project bottlenecks>			
7	Project Performance:	<overall project performance till date with respect to time, quality of work, co-ordination between agencies, efficiency of implementing and executing agencies>			
8	Detail out any <u>critical Issue</u> and Areas of Concern for the Future Progress of the project				

*The following sheet needs to be attached with the 'General Detail Sheet' if the project is in Trial Run Stage*

<b>Trial Run Stage</b>	
1	Have all relevant documents for operation and maintenance (such as 'As built drawings', 'Operation Manual' etc.) have been submitted to the Project Executing Agency and verified adequately. List documents.
2	Has the O&M team been mobilized for the project? Yes/No
3	Comment on adequacy of the team to take up the project in future.
4	Whether the project performed as per expectations during the trial run stage? Yes/No
5	Report for any discrepancy/issues in the project during the trial run stage