

1. One pager brief about each and every project
2. Scope and physical progress against it in percentage (previous years cumulative and current year).
3. Financial dispensation
4. It's start date, revisions, and change in pc1 value, change due to change in scope, change due to price escalation
5. Current schedule with deliverables in capital and revenue side both in detail.
6. Get this job done today from the field in a formatted sheet or database direct entry.

SECRETARY'S DIRECTIONS TO HEAD OF INSTITUTES

Dear All

As discussed in detail in our meetings on development portfolio managed by your respected office, progress update is required on standard format. Please ask your team to get that from my development wing today and fill the template in soft and hard form and return via email and dak by tomorrow morning before 8 am. Both hard copies signed by the head of institution and soft copy is needed. Hard copy may reach in two three days but soft copy is needed urgently on excel format. Chairman P&D will himself discuss each and every case progress on Monday himself only for health deptt.

Proforma for Progress Report of Development Projects

Name of the Scheme alongwith ADP #

Details of Project Director	
Name	
Designation	
Contact # (Mobile & Landline)	
E-mail address	

Approval History				
Description	Financial Year	Revenue	Capital	Total
Original Approval alongwith gestation period				
1st Revised alongwith gestation period				
2nd Revised alongwith gestation period				

Scope				
Description	Capital	Revenue	Change in Cost	
			Due to Change in Scope	Due to Price Escalation
Original Approval alongwith gestation period				
1st Revised alongwith gestation period				
2nd Revised alongwith gestation period				

Financial Phasing as per approved PC-I			
Year	Capital	Revenue	total

ADP Allocation in CFY
