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## भारतीय मानक मसौदा

नदी घाटी परियोजना के निर्माण के दौरान हुई प्रगति की रिपोर्ट  
देने के लिए प्रपत्र भाग 3 बाढ़ नियंत्रण

(IS 13218 भाग 3 का पहला पुनरीक्षण)

### *Draft Indian Standard*

#### PROFORMA FOR REPORTING PROGRESS DURING CONSTRUCTION FOR RIVER VALLEY PROJECTS PART 3 FLOOD CONTROL

*(First Revision of IS 13218 Part 3)*

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Water Resources Planning, Management and  
Evaluation Sectional Committee, WRD 06

Last Date for comments:  
20/12/2023

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#### FOREWORD

*(Formal Clause of the foreword will be added later)*

The object of monitoring is to identify bottlenecks and to ensure expeditious completion of schemes. Monitoring shall cover various stages of the project right from the conception stage to data collection, investigations planning, sanction, implementation, and operation. The performance would ensure the identification of bottlenecks and monitoring of progress, relating to any preset programme.

This standard (part 3) was first published in 1992. This revision has been brought out in view of the various technological changes that have taken place in this field since 1992 and also to incorporate the latest practices prevalent in this field.

For the purpose of deciding whether a particular requirement of this standard is complied with, the final value, observed or calculated, expressing the result of a test or analysis, shall be rounded off in accordance with IS 2 : 2022 'Rules for rounding off numerical values (second revision)'. The number of significant places retained in the rounded-off value should be the same as that of the specified value in this standard.

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**1 SCOPE**

This Standard provides guidance regarding presentation of proforma for reporting programme/progress of work related to flood control, drainage, bank protection, river-erosion and anti-sea erosion.

**2 PROFORMAE OF REPORTING**

The proformae have been prepared under the following three groups namely:

a) General information pertaining to all ongoing and new schemes

1) Physical & Financial planning & their benefits (Proforma A)

This is an annual form covering all projects in a river basin/sub-basin under the flood control sector in a financial plan period. The report shall cover physical & financial progress, approved outlays, and benefits. Information is to be furnished for each basin separately, showing the location of the scheme and the area benefited on an index map (1 : 50 000). Information regarding spill-over schemes of plan shall also be furnished.

2) Progress report of expenditures (Proforma B)

This is a quarterly report of expenditure which may be used for reporting progress at the project/state level monitoring and also for reposing the causes of variation.

b) Proforma for individual projects

For reporting programme and progress of each project, the following proforma are specified:

1) Proforma and progress till completion (Proforma C)

This proforma shall be adopted for reporting year-wise programme and progress both at the project and at the State level monitoring cells for each project irrespective of cost of schemes. The information in col 2 of this proforma may be furnished corresponding to different items of work planned for execution departmentally/ by separate contracts individually. The information in respect of each major structure put to tender separately in each reach should be reported separately. Under columns 6 to 10, whenever actual progress is reported. The targets shall also be indicated in the numerator. The information in this proforma shall be accompanied by a plan (1: 50 000) of the project showing the details of the scheme and the extent of protection envisaged/afforded. A pictorial chart showing construction programme/progress of various component schemes may also be supplied.

2) Programme/targets of work (Proforma D)

In this proforma quarter-wise targets of works in 5 quarters, the quarter ending June, quarter ending September, quarter ending December, quarter ending March and quarter ending June of the next year, may be mentioned along with work done up to the previous financial year. The break-up of the quantities may be shown separately for execution by departmental and contractual agencies. The work under separate agencies, contracts should be monitored separately, at least at the project and State level. The date of start and stipulated date of completion may be mentioned under remarks columns. The report shall be submitted annually.

c) Detailed reporting of individual projects

For detailed reporting of all activities under each project including land acquisition and project engineering, on a quarterly basis, the following proforma are specified:

1) Progress report of infrastructure development (Proforma E) (For project man-power status)

This report shall be given for each scheme on a quarterly basis. The report shall also contain details regarding approval of schemes by the State Flood Control Board and Ministry of Jal Shakti and the date(s) of administrative approval and expenditure sanction. The information shall be furnished within a month of the end of the quarter under report.

2) Progress report of infrastructure facilities (Proforma F)

All the major items of infrastructure have been listed against code numbers. Additional items as required may be included under the additional code numbers left blank. In the first report for any project item as listed with code numbers 001, 002 etc. may be covered. In subsequent reports only items which are critical in nature and where there is a bottleneck, may be reported as per code numbers only. This report shall be submitted quarterly within a month of end of the quarter under report.

3) Progress of project engineering (Proforma G)

Under col 2 apart from works, procurement of equipment (where called for) is also to be reported. This report shall be submitted quarterly within a month of end of the quarter under report.

4) Progress report of works (Proforma H)

This contains detailed reporting of physical and financial progress in items of works as per the detailed project report of an individual project. The information is to be submitted biannually within a month pre and post flood season.

### **3 GENERAL**

The annual, bi-annual and quarterly reporting of individual projects should invariably be accompanied by a narrative report indicating/highlighting therein the bottlenecks/shortfalls, if any, in the construction of the project and the measures taken/proposed to be taken at the state level to overcome these and any specific assistance needed from the central monitoring cell.

The geo-tagging of projects may be carried out and the photographs of progress achieved shall be uploaded. A web-enabled system may be developed for time saving in reporting and supervision of works.

**PROFORMA A**

**Physical & Financial Planning of Flood Control, Drainage, Bank Protection, River Erosion and Anti-sea Erosion Schemes under River Basin/State.....**

**For Plan Period of .....**

**Approved Cost of the Project .....**

(Rs. In lakhs)

Sl. No	Scheme/ Code No.	Name of State	Location River/ Tributary	District/ Taluka	Estimated Cost	Central Share (.....% or revised CS (.....%)	Central Assistance Released in previous plan	Spill over in present plan	Total Central Assistance	Year-wise Central Assistance released in current plan	Balance	Physical Progress (in %age)	Financial Progress (in %age)	Status (Completed/ ongoing/ abandoned)	B. C. Ratio	Benefitted Area	Benefitted Population			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	Funds released during FY	Funds released during FY	Funds released during FY	Funds released till date	(15)	(16)	(17)	(18)	(19)	(20)	(21)

**PROFORMA B**

**Flood Control, Drainage, Bank Protection, Anti-sea /River Erosion Projects**

**QUARTERLY PROGRESS REPORT OF EXPENDITURE**

**Basin/sub-Basin .....**

**State .....**

**Approved Cost of the Project .....**

(Due by end of quarter)

Sl. No.	Name of Scheme	Estimated Cost Sanctioned	Latest Assessed	Expenditure till End of Year	Budgeted	Expenditure Year			Anticipated During the Year	Total Expenditure	Reason for Shortfall/Over sum in Expenditure					
						Till Last Quarter	During Current Quarter	Cumulative			Price Escalation	Change in Scope	Inadequate Provision	Change in Design	Additional Requirement	Other Causes
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)
A	(Name of Scheme)															
Qtr.																
1																
Qtr.																
2																
Qtr.																
3																
Qtr.																
4																
B	(Name of Scheme)															
Qtr.																
1																
Qtr.																
2																
Qtr.																
3																
Qtr.																
4																

NOTE — Information may be furnished in respect of schemes spilling over from pre-plan, current plan separately in respect of cost of individual schemes.

**PROFORMA C**

**Flood Control, Drainage, Bank Protection and Anti-sea /River Erosion Projects**

**PROGRAMME AND PLAN TILL COMPLETION**

- 1. Project .....
- 2. Basin/Sub-basin .....
- 3. State .....
- 4. Approved Cost of the Project .....

**Programme for Current Plan Period  
Progress for the year ending.....**

(Due for submission by the end of June)

SI. No.	Main Item of Work	Unit	Total Estimated Quantity	Balance Quantity as on 31 <sup>st</sup> March of the last plan	Programme/Progress					Remarks
					Year ..... Target/Actual	Year ..... Target/Actual	Year ..... Target/Actual	Year ..... Target/Actual	Year ..... Target/Actual	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

**PROFORMA D**

**Flood Control, Drainage, Bank Protection and Anti-sea /River Erosion Projects**

**TARGETS OF WORK**

- 1. Project .....
- 2. Basin/sub-Basin .....
- 3. State .....
- 4. Approved Cost of the Project .....

**Programme for the year ending.....**

(Due by 30<sup>th</sup> June)

Sl. No.	Main Item of Work Procurement of Materials	Total Estimated Quantity	Unit	Work Done upto March	Target	Work to be done in Five Quarters Up to V					Remarks
						I Qtr.	II Qtr.	III Qtr.	IV Qtr.	V Qtr.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

NOTES

- 1. The items may be suitably supplemented if necessary.
- 2. The break up to the quantities be shown separately for execution by departmental and contractual agencies. The quantities are to be shown for major contracts separately. The rest may be grouped together. For major contracts the date of completion may be mentioned against 'remarks' column.



**PROFORMA E**

**Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects**

**PROGRESS REPORT OF INFRASTRUCTURE DEVELOPMENT (PROJECT MANPOWER STATUS)**

Project ..... Progress for quarter ending .....  
 Basin/sub-Basin .....  
 State .....  
 Approve by TAC/DoWR and State TAC and FCB/  
 Investment Clearance by MoJS and Date.....  
 Date of Admission, Approval and Expenditure Sanction.....  
 Approved Cost of the Project .....

(Due within a month of the end quarter under report)

Sl. No.	Details		Managerial and Supervisory				Departmental Staff				Contractor's Staff				Remarks			
	(1)	(2)	Chief Engineer	Superintending Engineer	Executive Engineer	Assistant Engineer	Junior Engineer	Highly Skilled Workers	Skilled Workers	Semi-Skilled Workers	Unskilled Workers	Total	Engineer	Highly Skilled Workers		Skilled Workers	Semi-Skilled Workers	Unskilled Workers
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

**PROFORMA F**

**Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects**

**PROGRESS REPORT OF INFRASTRUCTURE FACILITIES**

**Project .....**

**Progress for quarter ending .....**

**Basin/sub-Basin .....**

**State .....**

**Approved Cost of the Project .....**

(Due within a month of the end quarter under report)

Sl. No.	Items	Unit	Total Estimated Quantity	Quantity Completed	Current Year's (Quantity)									Total	Reasons for
					Scheme for the Year	First Scheme	Quarter Achievement	Second Scheme	Quarter Achievement	Third Scheme	Quarter Achievement	Fourth Scheme	Quarter Achievement		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

**PROFORMA G**

**Flood Control, Drainage, Bank Protection and Anti-Sea Erosion Projects**

**PROGRESS OF PROJECT ENGINEERING**

**Project .....**

**Basin/sub-Basin .....**

**Progress for quarter ending .....**

**State .....**

**Approved Cost of the Project .....**

(Due within a month of the end quarter under report)

S. No.	Name of Work	Surveys & Foundation Soil Investigations		Finalizing Designs and Specifications		Issuing M.I.T.		Finalization of Contract		Stipulated Date		Critical Items and Shortfall
		Item of Procurement	Scheme Date	Actual Date	Scheme Date	Actual Date	Scheme Date	Actual Date	Scheme Date	Actual Date	Start of Work	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

**PROFORMA H**

**Flood Management Programme during Plan (FY.....)**

**Code No. of the Scheme .....**

1. Name of Scheme:
2. Approved Cost:
3. Central Share approved by Inter-Ministerial Committee:
4. Central Assistance released till date:
5. Date of Award of Work:
6. Time Schedule of Completion:

Statement of Quarterly Financial Progress of quarter ending .....

Sl. No.	Item of Works	Total Cost (Approved by AC)	Financial Achievement (up to the last quarter)	Progress in the present quarter Ending .....		Cumulative Progress
1)	2)	3)	4)	Target	Achievement	7)
i)	Cost of Land, if any					
ii)	Cost of earthwork					
iii)	Cost of revetment, Launching Apron and Stone Pitching etc.					
iv)	Cost of Cement Concrete					
v)	Cost of Inspection Roads, if any					
vi)	Cost of Drains, if any					
vii)	Any other item if not covered above					
viii)	Any other item if not covered above					
ix)	Any other item if not covered above					
x)	Overall financial progress of the Scheme					

NOTE — The above statement may be certified by Engineer-in-Charge/Competent Authority based upon the works completed at site, checked and found correct.

**Flood Management Programme during Plan (FY.....)**

**Code No. of the Scheme .....**

1. Name of Scheme:
2. Approved Cost:
3. Central Share:
4. Protected Area:
5. Population Benefitted:

Statement of Quarterly Financial Progress of quarter ending .....

Sl. No.	Item of Works	Total Cost (Approved by TAC/RCE)	Unit	Physical Achievement (up to the last quarter)	Progress in the present quarter Ending ..... Target	Achievement	Cumulative Progress
1)	2)	3)	4)	5)	6)	7)	8)
	i) Land Acquisition						
	ii) Length of Embankment						
	iii) Length of revetment						
	iv) Length, Width and Depth of Launching Apron						
	v) Quantity of Earthwork						
	vi) Quantity of Stone works						
	vii) Concrete work						
	viii) Inspection Roads, if any						
	ix) Drains, if any						
	x) Any other item if not covered above						

NOTE — The above statement may be certified by Engineer-in-Charge/Competent Authority that these have been checked physically and quantities shown are correct.