

सडक विभाग
केन्द्रियस्तरको अनुगमन कार्यविधि

सडक विभाग अन्तर्गतक कार्यान्वयनस्तरका निकाय (डिभिजन सडक कार्यालय/योजना) हरुबाट सम्पादन भईरहेका कार्यहरुलाई अझ प्रभावकारी बनाउन केन्द्रस्तरबाट समेत योजना अनुगमन गर्न कार्य व्यवस्थित रुपमा गर्नका लागि यो संक्षिप्त कार्यविधि स्वीकृत हुन पेश गरिएको छ ।

१. अनुगमन गर्ने कार्यलाई भौगोलिक रुपमा ५ विकास क्षेत्र अनुरूप नै क्षेत्रगत रुपमा गर्ने र पाँचै विकास क्षेत्र अनुगमन टोली गठन गरी खटाईने ।

२. अनुगमन टोलीको बनौट निम्नानुसार रहने,

(क) उपमहानिर्देशक, सडक विभाग	- संयोजक
(ख) क्षेत्रीय निर्देशक (सम्बन्धित क्षेत्र)	- सदस्य
(ग) सि.डि.ई., सडक विभाग	- सदस्य
(घ) कम्तीमा अधिकृतस्तरका कर्मचारी (स.वि.आ.प्र.शाखा)	- सदस्य

उक्त टोलीमा सडक विभागको प्रशासन शाखाबाट समेत प्रतिनिधित्व गराउन सकिने ।

३. टोलीले आफुलाई तोकिएको क्षेत्र भित्रको अनुगमन गर्ने, तत्काल साईटमा नै दिनु पर्ने र दिन सकिने निर्देशन दिने र समस्या सम्बन्धमा अनुगमन पश्चात् विभागीय प्रमुख समक्ष समाधानका उपायसहित पेश गर्ने ।

दोश्रो टोलीले पहिलो टोलीको सुझाव कार्यान्वयन भए नभएको समेत अनुगमन गरी प्रतिवेदन दिने ।

४. प्रत्येक अनुगमन टोलीले अनुगमन कार्य सम्पन्न गरी फर्केको १५ दिन भित्र भ्रमण प्रतिवेदन विभागीय प्रमुख समक्ष पेश गर्ने ।

५. अनुगमन कार्य गर्दा संलग्न अनुगमन चेकलिष्ट अनुसार गर्ने, चेकलिष्टमा नपरेका तर, अनुगमनका क्रममा रोजिएका सूचना/तथ्याङ्कहरु एवं समस्याहरु समेत संलग्न गर्न सकिनेछ ।

६. अनुगमन टोलीले चालु आर्थिक वर्ष भित्र एउटा क्षेत्रमा कम्तीमा २ पटक पुर्ण अनुगमन गर्ने ।

७. क्षेत्रगत अनुगमनका लागि चालु आर्थिक वर्षमा निम्नानुसार टोली खटाउने ।



सम्बन्धित क्षेत्रीय निर्देशक आफ्नो क्षेत्र अन्तर्गतको अनुगमन टोलीको पदेन सदस्य हुने ।

(क) पूर्वाञ्चल र पश्चिमाञ्चल विकास क्षेत्र

१.	उपमहानिर्देशक	संभा महामात्र	संयोजक
२	सि.डि.ई.	संभार महाशाखा	सदस्य
३	लेखा अधिकृत	आर्थिक प्रशासन शाखा	सदस्य
४	शाखा अधिकृत	प्रशासन शाखा	सदस्य

(ख) मध्यमाञ्चल विकास क्षेत्र

१.	उपमहानिर्देशक	भोजना तथा डिजाईन महाप्रमुख	संयोजक
२	सि.डि.ई.	योजना (PMEU)	सदस्य
३	प्र.ले.नि./लेखा अधिकृत	आर्थिक प्रशासन शाखा	सदस्य
४	कानून अधिकृत	कानून शाखा	सदस्य

(ग) मध्यपश्चिमाञ्चल र सुदूरपश्चिमाञ्चल विकास क्षेत्र

१.	उपमहानिर्देशक	उत्तर महामात्र	संयोजक
२	सि.डि.ई.	सडक तथा ट्राफिक शाखा	सदस्य
३	लेखा अधिकृत	आर्थिक प्रशासन शाखा	सदस्य
४	उ.स./शाखा अधिकृत	प्रशासन शाखा	सदस्य

 

A. General Procurement Process

Name of the office:

Date:

1. Is the procurement Plan prepared and approved for each project as per PPR?

Yes

☐

No

☐

2. Is the procurement process follow the Procurement Plan?

3. Is the complete document prepared before the invitation of bids?

4. Is the bid Evaluation Committee formed as per PPR?

5. Is the bid document submitted to the evaluation committee specifying time frame?

6. Transparency of the procurement process –

1. Bid Invitation
2. Bid Evaluation
3. Bid Acceptance

7. Total number of contracts running for this fiscal year-

nos

a) Contractor's intension for this time extension-

nos

b) Time extension granted/ recommended -

nos

c) Cost variation claimed-

nos

d) Cost variation Approved/Recommended -

nos

e) Price escalation claimed-

nos

f) Price escalation Approved/ Recommended-

nos

g) Desputes arosed in contract-

nos

h) Desputes settled/ in process-

nos

Signature of the Division Chief

Date:

Signature of Inspector

Date:



B1. General Contract Administration

Name of the office:

Name of Division/ Project Chief:

Name of Account section Chief:

F.Y.:

Date of the inspection:

Detailed Information of Contract

S.N.	Budget Sub head	Approved Budget (Rs)	Name of the Project	Date of the Programme Submission	Date of the Approval of Programme	Date of Notice for Bid	No. of Bids Purchased	Date of First Bid Purchased	Date of First Bid Dropped	Date of Opening of Bids	Date of Award Contract	Estimate Amount (Rs)	Contract Amount (Rs)	WS/QAP Submitted (Yes/No)	Performance Security		Remarks
															Amount	Validity Date	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

Signature of the Account Chief

Date:

Signature of the Division Chief

Date:

Signature of Inspector

Date:

CS

B2. Contract Performance Tracking

Name of the office:

Name of Division/ Project Chief:

Name of Account section Chief:

Date:

Detailed Information of Contract Performance

S.N.	Contract No.	Name of the Project	Name of the contractor	LCB/ICB	Date of Agreement	Original Completion Date	Final Completion Date	Estimate Amount	Original Contract Amount	Final Contract Amount	QAP& WS Submitted/ Revised (Yes/No)	Overall Quality Achieved good/fair/poor	Dispute/ Claim situation	WS/QAP Submitted (Yes/No)	Remark
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

Signature of the Division Chief

Date:

Signature of Inspector

Date:

CS

B. General Project Implementation

Name of Office:

Date:

1. Is the Responsibility of Supervision and quality control to the individual in written?
2. Is the work/ activity performed only in the presence of responsible representative?
3. QAP, Updated working drawing, work schedule and other approved documents available on site?
4. Is applied Quality Control procedure follow the approved QAP?
5. Is the site Registry maintained on Site?
6. Frequency of Site supervision-

a) Division Chief/PM b) Engineer/CRE c) Sub-Ed/ARE

7. Is there Laboratory in operation on working site and Division/Project Office?
8. Testing facilities available on Site Lab-
9. Testing facilities available on Office Lab-
10. Responsibility of Lab operation specified/ not specified?
11. Documentation of Lab tests and testing results?

a) Good b) Fair c) Poor

12. Compliance of Tests-methodology and frequency according to Standard Specification?

a) Sufficient b) Satisfactory c) Insufficient

13. Compliance of overall Quality achieved in construction and Quality Control –

a) Sufficient b) Satisfactory c) Insufficient

14. Constraints and Suggestions in Project Implementation and Quality Control –

15. Supervision vehicles

- a) Working Condition

i) Pick up/jeep b) motor cycles

- b) Additions requirements

i) Pick up/jeep b) motor cycles

16. Road maintenance equipments (tractor, hand roller, mini dumper)

- a) Working Condition

i) Tractor ii) Hand Roller iii) Mini Dumper

- b) Additions requirements

i) Tractor ii) Hand Roller iii) Mini Dumper

Signature of the Division Chief

Date:

Signature of Inspector

Date:

D. Detailed Information of Right of way

Name of the Office:

F.Y.:

Name of Division:

Date of Inspection :

S.N.	Name of the Road	Total Length (m)	Road category NH/FR/UR/Oth	Width of ROW(m)	compensation paid (km)	Kitta kat(km)	Ownership Certificate Achieved (km)	Budget allocated for this F.Y.	Programme for this F.Y.	Progress till Date	Specification problem	Remarks
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												

Signature of the Account Chief

Date:

Signature of the Division Chief

Date:

Signature of Inspector

Date:

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E. Status of Beruju

Name of the office:

Name of Division Chief:

Name of Account section Chief:

F.Y.:

Date of the inspection:

S.N.	Budget Subhead	Name of the Project	Date of last Audit	Amount of Beruju Pointed out by last Audit	Origin of Beruju	last three performance on Beruju						Remarks
						F.Y. :		F.Y. :		F.Y. :		
						Additional Rs.	Deduction Rs.	Additional Rs.	Deduction Rs.	Additional Rs.	Deduction Rs.	
1												
2												
3												
4												
5												
6												
7												
8												
9												

Signature of the Account Chief

Date:

Signature of the Division Chief

Date:

Signature of Inspector

Date:

