

WEL COME

PREPARATION OF CASE RECORDS

MODEL CASE RECORDS

- **A Model Case Record should contain**
 - Order sheet duly numbered**
 - Copy of Approved Annual Action Plan (Shelf of projects)**
 - Copy of Approved Project list**
 - Approved Estimate**
 - **Abstract of cost**
 - **Detailed Estimate**
 - **Plan**
 - **Elevation**
 - **Section Details**
 - **Lead statement**
 - **Analysis of rates**
 - **Material Statement**
 - **Quarry chart**
 - **Bar chart**

Cont..

Cont... from Model Case Records

- Financial Sanction and Technical Sanction report**
- Work Order**
- Agreement/Assignment**
- Proceeding of PIM with Photographs**
- Photograph of Display board**
- Photographs of work site from different angles(A4 size)**
 - **Before start of project (5 nos.)**
 - **During Execution of project including worksite facilities (5 nos.)**
 - **After Completion of Project (5 nos.)**
- C-1,C-2 and Muster rolls**
- Bills and Vouchers**
- Any interim instruction**
 - **Like Complain received and action taken there upon**
 - **Any change in procedure**
 - **Any modification and alteration etc.**
- Proceeding of VMC**
- Completion Certificate**



CASE RECORD

GRAM PANCHAYAT, GUHALDANGRI

- CASE RECORD NO. _____ YEAR _____
- NAME OF THE SCHEME :-
- NAME OF THE PROJECT :-
- PROJECT CODE :-
- TS NO. & DATE :-
- FS NO. & DATE :-
- ESTIMATED COST :-

WAGE COMPONENT		MATERIAL COMPONENT		TOTAL	
Rs.	%	Rs.	%	Rs.	%

- NAME OF THE VILLAGE :-
- NAME OF THE G.P. :-

- NAME OF THE EXECUTANT :-
- NAME OF THE EXECUTING AGENCY :-
- DATE OF COMMENCEMENT OF WORK :-
- DATE OF COMPLETION :-

PAYMENT MADE

BILL NO.	DATE	MB NO.	PAGE	%		TOTAL
				WAGE	MATERIAL	
TOTAL						

- Attach Photograph of people's estimate

<u>A.DETAILS OF DOCUMENTS</u>			
SL.NO	ITEMS	YES	NO
1	Copy of Approved / sanctioned Order		
2	Copy of Approved Plan & Estimate		
3	Copy of TS/FS		
4	Copy of PIM		
5	Copy of VMC		
6	Photographs		
<u>B.FORM & REGISTER (MAINTAIN)</u>			
1	C-I & C-II forms Duly Filled		
2	Muster Roll Duly Filled		
3	Work Site Register		
4	Labour Index Register		
5	Stock Register		
6	Complaint Register		
<u>C.WORK SITE FACILITY (PROVIDED)</u>			
1	Drinking water Facilities		
2	First Aid Box		
3	Rest Shade		
4	Creches		
5	Display Board		
6			

ORDER SHEET

Name of the Work:-

Case Record No.:-

Name of the Executant:-

Year:-

Estimated Cost: - Rs.

Scheme:-

05/05/2010

A sum of Rs. *(in figure)*/(Rupees *in words*) only has been released/sanctioned vide Lr.No _____ dt. _____ of *(name office from which sanction received)* under *(name of scheme)* for the year _____.

The Project namely _____ amounting to Rs. *(in figure)* /(Rupees *in words*) only finds place in the Annual Action Plan Sl.No. _____ Page ____ (Copy Annexed)/ Project list Sl.no. _____ approved vide letter no. _____ date _____ of *(name of approving authority)* for execution through the Gram Panchayat/ Panchayat Samiti.

The GPTA/JE Sri _____ is instructed/requested to visit the site and prepare plan and estimate for Rs. _____ (Rupees _____) only and put up with Technical Sanction from the competent authority on date _____.

B.D.O/Sarpanch

<p>Date</p>	<p>The GPTA/JE Sri _____ has submitted the plan and estimate for Rs. _____ (Rupees _____) only duly Technically Sanctioned by the authority concerned. The project is being Administratively Approved for Rs. <i>(in figure)</i> / (Rupees <i>in words</i>)</p> <p style="text-align: right;">B.D.O/Sarpanch</p>	
<p>Date</p>	<p>As per the Guideline vide Lt.no _____ dt. _____ of MGNREGA the work will be executed through Gram Sanjojak.</p> <p>Issue work order in favour of Sri/Smt. <i>(Name recommended by E.O of concerned panchayat)</i> S/o/W.O/ _____ of village _____ G.P _____ to execute the work. He/She is directed to complete the work by date _____ with following condition indicated in the work order/assignment.</p> <p>The GPTA/JE concerned is directed to ensure the conduct of PIM, erection of display board, photographs in three stages i.e Before, During and After and payment of wages to the labourer regularly.</p> <p>The CP/GRS is directed to enter all the payments in online.</p> <p style="text-align: right;">B.D.O/Sarpanch</p>	
<p>Date</p>	<p>Seen the marginal note of GPTA/JE & application of Gram Sanjojak. For Progress of work _____ Nos of Muster Roll may kindly be issued to the Gram Sanjojak. (As per the mandays mentioned in the estimate)</p> <p style="text-align: right;">A.E</p>	<p><u>AE/BDO/Sarpanch</u></p> <p>The PIM, Display Board, Rest Shed, pre Photograph etc. have been completed. Now for commencement of work _____ Nos. of M.R may kindly be issued to the Gram Sanjojak.</p> <p style="text-align: right;">GPTA/JE</p>

Date	C.P/NREGS Assistant to Issue _____ Nos. of M.R to the Executant.	Issued _____ (in words) Nos. of M.R issued to Sri _____ & entered in Register vide P.O Page No _____ C.P
Date	Check measured the work vide MB No _____ Page no _____. The necessary payment may please be made after duly online of the M.Rs & Vrs.	AE/BDO/Sarpanch Submitted the M.Rs duly filled for 1R/2R/Final Bill by G.S & verified by GRS/PEO with Photograph for payment. The work is under progress. The measurement has been taken by me referring to the pre-measurement taken by concern G.S & recorded vide MB No ___ & Page No ___ for payment of wages to Labourer for Rs. _____ in words (_____) only may kindly be made to their individual Account & submitted the Completion Certificate for closure of the Project. GPTA/JE

Date	C.P /GRS is directed to online the M.Rs & send a copy to the concern G.P for record, entry in Job Cards & register and for necessary pass for payment. B.D.O/Sarpanch	Entered in Online & submitted onlined M.Rs for necessary action C.P/A.C.P/N.A/GRS
Date	Passed for Payment a sum of Rs._____ (Rupees _____) only towards payments of wages to the labours through individual A/C & Vrs. & realise of all deductions. BDO/ Sarpanch	
Date		<u>Paid</u> Rs. _____ Ch. No. _____ Date _____ Cashier/PEO
Date	C.P /GRS is directed to online all the payments & close the Project. B.D.O/Sarpanch	Entered all the payments Online & closed the Project. C.P/A.C.P/N.A/GRS

THANK YOU.....

Biswanath Pratap Nayak