Government of the People's Republic of Bangladesh
Ministry of planning
Implementation Monitoring and Evaluation Division

PROJECT COMPLETION REPORT (PCR): IMED 04/2024 (Revised)

A. PROJECT DESCRIPTION

01.	Name of the Project	:	
02.	Administrative Ministry/Division	:	
03.	Executing Agency	:	
04.	Planning Commission Sector/Division		
05.	Type of Project (Investment/Technical/Feasibility Study):		
06.	Location of the Project (As per Project Document):		

Sl. No	Division	District	City Corporation/ Municipality/Upazila

07. Estimated Cost, Implementation Period and Approval: (In Lakh Taka)

Subject	Apptoved Estimated Cost				Implementation Period	Date of Approval	Approved by
	Total	GOB (Foreign Exchange)	PA (RPA)	Self-finance			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Original							
1st Revised (if applicable)							
2nd Revised (if applicable)							

1st No Cost Extension (If Applicable)							
2nd No Cost Extension (If Applicable)							

Intercomponent Adjustment (If applicable)							

08. Objective of the Project

Overall objective: Specific Objectives (in bullets): • • •

09.Background of the Project (In brief):

10.Major Activities:

11. Reasons for Revision (if applicable):
    - 1st Revision:
    - 2nd Revision

11.1 Reasons for No-Cost Time Extension (if applicable):
    - 1st time No-Cost Time Extension
    - 2nd time No-Cost Time Extension

12. Financing Arrangement (Source-wise):

12.1 Status of Loan/Grant

a) Foreign Financing:

Source (s)	Currency as per Agreement	Amount in US$ (million)	Nature (Loan/Grant/supplier's credit)	Date of Agreement	Date of Effectiveness	Date of Closing	
						Original	Revised
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

b) GOB:

Total amount	Loan	Grant	Cash Foreign Exchange
(1)	(2)	(3)	(4)

c) Self-finance/Equity:

Total amount	Self-finance	Equity	Cash Foreign Exchange
(1)	(2)	(3)	(4)

12.2 Utilization of Project Aid (Source wise):

Source (s)	Total Amount		Actual Expenditure		Unutilized Amount	
	In Us$	In Local Currency	In Us$	In Local Currency	In Us$	In Local Currency
(1)	(2)	(3)	(4)	(5)	(6)	(7)

12.3 Reimbursable project Aid (RPA):

Source (s)	RPA Amount		Amount	Amount	Amount	Remarks
	As per Project Document	As per Agreement	Spent	Claimed	Re-imbrued	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

B. IMPLEMENTATION POSITION

13. Implementation Period:

Implementation Period as per Project Document		Actual implementation	Time Over-run (% of original implementation period	Remarks
Original	Latest Revised			
(1)	(2)	(3)	(4)	(5)

14. Cost of the Project:

Description	Estimated Cost		Actual expenditure	Cost over-run (% of original cost)	Remarks
	Original	Latest revised			
(1)	(2)	(3)	(4)	(5)	(6)

15. Information regarding Project Director (s):

Name, Main Designation & Grade. Mobile Number (From Beginning)	Full time (Yes/No)	Part time (Yes/No)	Responsible for more than one project	Period		Remarks
				Joining	Transfer	
(1)	(2)	(3)	(4)	(5)	(6)	(7)

16. Personnel:

16.1 Personnel of Project implementation Unit (PIU):

Sl. No.	Name of Post (Grade)	Approved Strength	Employed during Implementation
(1)	(2)	(3)	(4)
Total=			

16.2 Personnel Required after the Project Completion:

Sl. No.	As P reposed in Project Document (PD)		Recruited (Yes/No)	If not recruited explain reason and latest status
	Name of Post	Number		
(1)	(2)	(3)	(4)	(5)
Total=				

17. Training (Foreign/Local):

Category	Sl. No.	No. of Days/Weeks/Months (D/W/M), Batch & Participants					
		As in Project Document			Achievement		
		D/W/M	Batch (s)	Participants(s)	D/W/M	Batch (s)	Participants(s)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Local Training							
Sub Total=							
Foreign Training							
Sub Total=							
Total=							

(PD= Project Document)

18. Component-wise Progress (As per latest approved Project Document):

Name of Component	Unit	Quantity	Estimated Cost (Taka in Lac)					Actual Progress (Taka in Lac)				
			Total	GOB	PA	Self-finance	Others	Total	GOB	PA	Self-finance	Others
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
(a) Revenue:												
Sub-total (Revenue)												
(b) Capital												
Sub-total (Capital)												
Total a+b (Revenue+ Capital)												

19. Procurement of Transport (in Nos.) :

Type of transport	Number as per Project Document	Number Procured with date	Transferred to Transport Pool with date	Transferred to O & M with date	Condemned/ damaged with date	Returned or transferred to following project	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Car							
Jeep							
Microbus							
Minibus							
Bus							
Pick-up							
Truck							
Motor - Cycle							
By-cycle							
Speed Boat							
Launch							
Others with name							

20. Project Consultant (s) (Local/Foreign):

Name of the Field	Approved man month		Actual man month utilized	Number of Deliverables		Remarks
	As per Project Document	As per contract		As per Project Document	Actual	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
a) Local:						
b) Foreign:						

21. Infrastructure/Erection/Installation Tools & Equipment:

Description	Quantity (as per project document)	Quantity Procured with date	Transferred to O & M with date	Disposed-off as per rule with date	Balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

22. Procurement of Goods, Works and Services:

22.1 Information on packages:

a) Total number of package as per Project Document:-------- (Goods- ----------Works- Services- -------)

b) Total number of package Procured: ------(Goods- -------- Works- ----------Services- ----------)

c) Reason for not procuring (if any):

d) Number of packages for which the estimated cost is more than 1% of the estimated cost of the project: ---------(Goods- --------- Works- --------- Services- ---------)

22.2 Detailed Package-wise information of Goods, Works and Services (For each case the highest 50 (fifty) packages) (Please use the format as in Annexure-l (a), l(b) and l(c))

C. FINANCIAL AND PHYSICAL TARGET AND PROGRESS

23. Original and Revised Financial Provision and physical Target (as per Project Document):

Financial Year	Financial provision & physical target as per original Project Document						Financial provision & physical target as per latest revised Project Document					
	Total	GOB	P.A.	Self-finance	Others	Physical %	Total	GOB	P.A.	Self-finance	Others	Physical %
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

24. Revised ADP allocation and progress:

Financial Year	Revised Allocation & target						GOB Release	Expenditure & physical progress						Unspent* GoB Released
	Total	GOB	P.A.	Self-Finance	Others.	Physical %		Total	GOB	P.A.	Self-Finance	Others.	Physical %	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)= 8-10
Total=														

*Attach the Proof for Reconciliation of Unspent GOB Released

**To determine the physical quantity use the formula as in the circular of Planning Division

D. ACHIEVEMENT OF OBJECTIVES OF THE PROJECT

25. Project objective, Actual achievement and Reason for shortfall (if any)::

Objectives as per Project Document	Actual achievement	Reasons for shortfall (if any)
a)		
b)		
c)		
d)		

E. BENEFIT ANALYSIS

26. Annual Out-put:

Items of out-put	Unit	Estimated quantity expected at full capacity	Actual quantity of out-put during the 1st year of operation at full capacity (or during, real production for newly completed project)
a)			
b)			
c)			
d)			
e)			
f)			

27. Cost/Benefit:

Item	Estimated	Actual
(1) Benefit cost ratio of the project: (i) Financial (ii) Economic		
(2) Internal Rate of Return: (i) Financial (ii) Economic		

28. Please give reasons for shortfall, if any, between the estimated and actual benefit:

F. MONITORING AND AUDITING

29. Monitoring:

Name & Designation of the inspecting official	Date	Identified Problems	Recommendations
1	2	3	4
a) IMED:			

Name & Designation of the inspecting official	Date	Identified Problems	Recommendations
b) Ministry/Agency:			
c) Others: (Please specify)			

30. Auditing during and after Implementation:

30.1 Internal Audit:

Period of Audit	Date of submission of Audit Report	Sl. No.	Major findings/objections and Money involved	Whether objections resolved or not (if not, mention status)
1	2	3	4	5
Total findings/objections and Money involved=				

30.2 External Audit:

Period of Audit	Date of submission of Audit Report	Sl. No.	Major findings/objections and Money involved	Whether objections resolved or not (if not, mention status)
1	2	3	4	5
Total findings/objections and Money involved=				

G. POST-PROJECT REMARKS

31. General Observations/Remarks on the Project
    - 31.1 Background
    - 31.2 Justification/Adequacy
    - 31.3 Objectives and
    - 31.4 Project revision with reasons

32. Rationale of the project (Consider the following issues):
    - 32.1 Concept
    - 32.2 Design
    - 32.3 Location and
    - 32.4 Timing.

33. Brief description on planning and financing of the project and its applicability (Consider the following issues):

33.1 Project Identification
33.2 Project Preparation
33.3 Appraisal
33.4 Credit Negotiation
33.5 Credit Agreement
33.6 Credit Effectiveness
33.7 Loan Disbursement
33.8 Loan Conditions
33.9 Project Approval and
33.10 Others(specify)

34. Analysis of the post- implementation situation and result of the project (Consider following issues):

34.1 Whether the beneficiaries of the project have clear knowledge about the Target/Objectives of the project.
34.2 Programme for use of created-facilities of the project
34.3 O & M Program of the project.
34.4 Impact of the project (Direct & Indirect)
34.5 Transfer of Technology and Institutional Building through the project.
34.6 Employment generation through the project.
34.7 Possibility of Self employment.
34.8 Possibility of Women-employment opportunity.
34.9 Women's participation in development.
34.10 Probable Impact on Socio-Economic activity.
34.11 Impact on environment.
34.12 Sustainability of the project.
34.13 Contribution to poverty alleviation/reduction.
34.14 Opinion of the public representatives, local elite, local administration, teachers, religious leaders, women's representatives etc.
34.15 Contribution of Micro-credit programs and Comments on overlapping with any NGO activities.

35. Problems encountered during Implementation (with duration & steps taken to resolve those) (Consider following issues):

35.1 Project management:
35.2 Project Director:
35.3 Land Acquisition:
35.4 Procurement:
35.5 Consultancy:
35.6 Contractor:
35.7 Manpower:
35.8 Law & Order:
35.9 Natural calamity:
35.10 Project financing:
35.11 Allocation and release:
35.12 Design formulation/approval:
35.13 Project aid disbursement and re-imbursement:
35.14 Mission of the development partners:
35.15 Time & Cost Over-run:
35.16 Project Monitoring:
35.17 Delay in Decision:
35.18 Transport, Training:
35.19 Approval and Others:

36. Remarks & Recommendations of the Project Director:

Date.....

Signature and seal of the Project Director

37. Remarks/Comments of Agency Head:

Date.....

Signature and seal of Agency Head

38. Remarks/Comments of the Secretary/Senior Secretary of the Ministry/Division:

Date.....

Signature and seal of Secretary

Annexure-1(a)

Information Related to Procurement of Goods:

As per Project Document		Estimated Cost.	Procurement Method	Approving Authority	Date of Tender Invitation	Name of Newspaper	Date of Opening	Date of Approval	Date of NOA	Contract Price & Date	Actual Payment	Date of Completion	
Package No	Description of Pack age											As per Contract	Actual
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
		Plan											
		Actual											
		Deviation											
		Plan											
		Actual											
		Deviation											
		Plan											
		Actual											
		Deviation											

* Please mention Dates for plan and actual
* Deviation in days (difference between plan and actual)
*Plan as per procurement plan described in project document

Annexure-1(b)

Information Related to Procurement of Works:

As per Project Document		Estimated Cost.	Procurement Method	Approving Authority	Date of Tender Invitation	Name of Newspaper	Date of Opening	Date of Approval	Date of NOA	Contract Price & Date	Actual Payment	Date of Completion	
Package No	Description of Pack age											As per Contract	Actual
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
		Plan											
		Actual											
		Deviation											
		Plan											
		Actual											
		Deviation											
		Plan											
		Actual											
		Deviation											

* Please mention Dates for plan and actual
* Deviation in days (difference between plan and actual)
*Plan as per procurement plan described in project document