

**DRAFT**

Government of the People's Republic of Bangladesh  
Ministry of Planning  
Implementation Monitoring and Evaluation Division (IMED)

**Monthly Progress Report**

(Reporting month .....)

**Part-1: (Static Information: It may be change if necessary)**

**A. Project Identification**

**Code**

**A.1 Project Title:**.....

--	--

**A.2 Executing Authority:**

(1) Ministry: .....

(2) Division:.....

(3) Agency/Lead Agency: .....

(4) Agency Type:  Single  Multiple

If Multiple (Other Than Leading Agency)

SL.	Agency name	Code
(1)	(2)	(3)
(1)		
(2)		

নোটঃ একাধিক সংস্থা দ্বারা বাস্তবায়িত প্রকল্পের ক্ষেত্রে যদি ভিন্ন ভিন্ন সংস্থার জন্য যদি ভিন্ন ভিন্ন ডিপিপি থাকে, তাহলে প্রত্যেক ডিপিপি'র জন্য পৃথক ভাবে এই ফরম পূরণ করতে হবে। শুধুমাত্র একই ডিপিপি কিন্তু ভিন্ন ভিন্ন বাস্তবায়নকারী সংস্থার ক্ষেত্রে Lead Agency ফরমটি পূরণ করবে)

**A.3 ADP Sector Name:** .....

**A.4 ADP Sub-Sector Name:** .....

**A.5 Project Location (As per DPP/TPP):**

Division/Metropolitan City	District	Upazilla/Thana	Municipality/Puroshova
(1)	(2)	(3)	

নোটঃ প্রকল্পটি সারা দেশব্যাপী বিস্তৃত হলে জেলা-উপজেলার কোন তালিকা দিতে হবে না, শুধুমাত্র “All Upazillas” লিখলেই হবে। অন্যথায় সংশ্লিষ্ট জেলা উপজেলার তালিকা সংযুক্ত করতে হবে)

**A.6 Probable Major Impact/Thrust of the Project (as per DPP/TPP) (Please tick multiple boxes, if necessary)**

<input type="checkbox"/>	Institutional dev.	<input type="checkbox"/>	Enhanced production	<input type="checkbox"/>	Income & employment generation
<input type="checkbox"/>	Poverty alleviation	<input type="checkbox"/>	Export oriented	<input type="checkbox"/>	Environmental protection/Dev.
<input type="checkbox"/>	Service oriented	<input type="checkbox"/>	Import substitution	<input type="checkbox"/>	Infrastructure development
<input type="checkbox"/>	Women development	<input type="checkbox"/>	Human development	<input type="checkbox"/>	
<input type="checkbox"/>	Others (specify)	<input type="checkbox"/>		<input type="checkbox"/>	

Narrative description of the project impact in brief

**B. Project Objective and Approval Status**

**B.1 Project Objective (As Per DPP/TPP):**

**B.2 Approval Status/ Date of Approval:**

- (1) Original :
- (2) 1<sup>st</sup> Revised (if applicable):
- (3) 2<sup>nd</sup> Revised
- (4) 3<sup>rd</sup> Revised
- (5) So on

Day	Month	Year	Duration of Project					

**B.3 Implementation Period:**

- (1) Original : Date of Commencement
- Date of Completion
- (2) Time extension without cost increase Date of Completion
- (3) Revised (if applicable): Date of Completion
- .....and Date of Completion
- So on(all changes should be sequential) Date of Completion

Day	Month	Year

**C. Project Cost**

**C.1 ADP Program:**

- Main (Investment)
- Self-financed
- PPP
- TA
- JDCF
- Others (please specify)

**C.2 Project Cost (As Per DPP/TPP)**

(Amount in Lakh Taka)

Head	Original	Revised
(1)	(2)	(3)
1. GoB		
2. PA		
2.A-DPA		
2.B-RPA		
3. Others ( Food Aid, JDCF etc)		
<b>Sub -Total (1+2+3+4)</b>		
4. Self-financed		
5. In Kind		
<b>Sub -Total (5+6)</b>		
<b>Total (1+2+3+4+5+6)</b>		

**C.3 Project Aid by Development Partner:**

Development Partner's Name	Development Partner's Currency	Exchange Rate (As per agreement)	Date of Agreement and Effectiveness	Development Partner's Major Conditionality (s) for making credit effective	Date of Loan/Grant Closing		Mode of Finance
					Original	Revised	
(1)	(2)	(3)	(4)	(7)	(5)	(6)	(8)

\* Explanation of self Finance and in kind.

**D. Project Director's Profile****D.1 Name of the Project Director:** .....**D.1.1. Designation (Parent Office) and Pay Scale:** .....**D.1.2. Date of Joining as PD:** .....**D.1.3. Last Working Date of Previous Project Director (if any):** .....**D.1.4. Previous Experience as Project Director (if any):**

Project Code	Project Name	Joining Date as PD	Last Date as PD
(1)	(2)	(3)	(4)

**D.1.5 Service Length :****D.2 Address:****D.2.1 Office:**.....  
.....

Phone: off .....Res.....Cell.....

Fax: .....E-mail:.....

**D.2.2 Whether PD lives in Project Location** Yes No

**D.3 Project Director's Working Status:**

1. Nature of Employment:  Full time  Part time  
 2. Employed for:  Single Project  Multiple Project

**Part-2: (Dynamic Information)****E. Financial Progress****E.1: Current year Progress:**

(Amount in Lakh Taka)

Allocation for the year.....			Taka released	Expenditure upto the reporting month ( % of allocation)			
Taka	Project Aid (RPA)	Total		Taka	Project Aid (RPA)	Total	CD/VAT
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

**E.2: Cumulative Progress (DPP/TPP Target, ADP/RADP Allocation, Release & expenditure):**

(Amount in Lakh Taka)

Financial Year	Financial target						ADP/RADP Allocation			Taka release	Expenditure/ progress			
	as per original DPP			as per latest revised DPP			Taka	P.A.	Total		Taka	Taka	P.A.	Total
	Taka	P.A.	Total	Taka	P.A.	Total				(8)				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	

## F. Contract Implementation Report

(Please fill-in this form for goods and works contract of value according to PPR-2008 and consultancy contract value according to PPR-2008)

### F.1 Contract Implementation:

Description of contracts/package no (as per tender document)	Value			Date of contract agreement	Completion date as per contract	Cumulative Progress upto the reporting month		Contract's extension date	Problems/Reasons for Delay in Contract Implementation (if any):	Description
	As per DPP	As per estimated	As per contract			Amount paid	Physical (%)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)			

#### নোটঃ

- ১। কোন কন্ট্রাক্ট চলমান থাকাকালীন সময়ে এ ছকে তথ্য প্রদান করতে হবে। তবে কন্ট্রাক্ট সমাপ্ত হবার পর মাত্র একবারই তার Progress Report করতে হবে, বারবার নয়।
- ২। Description of contracts সংশ্লিষ্ট ঘরে লিখার জায়গা না হলে শুধুমাত্র প্যাকেজ নং উল্লেখ করলেই হবে। তবে সেক্ষেত্রে কোন প্যাকেজে কি কাজ তা নিম্নে আলাদাভাবে লিখতে হবে।

**G. Implementation Progress:**

**G-1: DPP/TPP Item wise Target and Achievement:**

(Amount in Lakh Taka)

SL.	Name of the Component as per DPP	Unit	As per DPP Target		Achievement upto last June		Target of the current year		Progress upto the month of ..... of the current year		Cumulative Progress upto the reporting period	
			Physical	Financial	Physical (%)	Financial (%)	Physical	Financial	Physical (%)	Financial (%)	Physical (%)	Financial (%)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	12 (6+10)	13 (7+11)
(1)												
(2)												
(3)												
(4)												
(5)												
<b>Total</b>												

**H. Monitoring and inspection:**

Name & designation of the inspecting official	Date of Inspection	Identified Problems	Action taken by executing authority	Recommend ations /Comments
(1)	(2)	(3)	(4)	(5)

**I. Upazila-wise Target of Current Year and Progress of Last Year:**

(Amount in Lakh Taka)

SL.	District	Upazilla/Puroshova/Thana	Total Allocation as per DPP	Cumulative Expenditure Upto Last Year	Financial Target of Current Year	Cumulative Expenditure upto reporting month
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Total:						

**J. Implementation Problems:**

Problem Number	Problem Type	Description of Problem (s)	Measures Suggested
(1)	Approval Process		
(2)	Procurement		
(3)	Management		
(4)	Fund Allocation/Release		
(5)	Manpower Recruitment		
(6)	Others (specify)		

**K. Is the project will be complete in the current year:**

Yes

No

Project Director/  
Authorized Signature  
Date:

Head of the Agency/  
Authorized Signature  
Date:

Secretary/Head of the Planning Wing/Branch  
Authorized Signature  
Date: