

No. DB1/90/2008/CE/LSGD

Dated : 06.02.2015


CIRCULAR

A review meeting regarding the functioning of Engineering Wing of Municipalities under LSGD South Circle will be held on 24.02.2015, 10.30 am at O/o the Chief Engineer, LSGD. The Executive Engineers of District Panchayath under LSGD South Circle (7 districts) should also attend the meeting for review of progress of plan projects of GP/BP/DP. The meeting will be presided over by Sri. A.P.M. Mohammed Hanish, IAS (Secretary-LSGD Urban Affairs).

It may be remembered that in the review meeting of Municipalities conducted by the Superintending Engineer, all Engineers has agreed to maintain all registers in their office and achieve a minimum target of 50% of expenditure by the next review meeting.

All Engineers are directed to attend the meeting, with the requisite proformas duly filled up, without fail. No substitute will be allowed on any grounds. The completed proforma should reach this office / Superintending Engineer, LSGD South Circle by 16.02.2015 itself.

Those who report with highest performance will be rewarded by Sri. A.P.M. Mohammed Hanish, IAS during the meeting.


Chief Engineer

**LIST OF REGISTERS MAINTAINED IN
LSGD ENGINEERING WING**

Name of Municipality/LB:

Status as on(date):

Sl No	Name of Register	Yes	No
1	Tender Sale Register	<input type="checkbox"/>	<input type="checkbox"/>
2	Tender Receiving Register	<input type="checkbox"/>	<input type="checkbox"/>
3	Tender Opening Register	<input type="checkbox"/>	<input type="checkbox"/>
4	Agreement Register	<input type="checkbox"/>	<input type="checkbox"/>
5	Register of EMD	<input type="checkbox"/>	<input type="checkbox"/>
6	Register of Security	<input type="checkbox"/>	<input type="checkbox"/>
7	Register of Bill Book	<input type="checkbox"/>	<input type="checkbox"/>
8	Register of Workbill	<input type="checkbox"/>	<input type="checkbox"/>
9	Register of Requisition of Fund	<input type="checkbox"/>	<input type="checkbox"/>
10	Cash in Hand Register	<input type="checkbox"/>	<input type="checkbox"/>
11	Paybill Register	<input type="checkbox"/>	<input type="checkbox"/>
12	Cash Book	<input type="checkbox"/>	<input type="checkbox"/>
13	Register for GPF	<input type="checkbox"/>	<input type="checkbox"/>
14	Register of Salary Certificates	<input type="checkbox"/>	<input type="checkbox"/>
15	Register of RTI	<input type="checkbox"/>	<input type="checkbox"/>
16	Register of Cases	<input type="checkbox"/>	<input type="checkbox"/>
17	Incumbancy Register	<input type="checkbox"/>	<input type="checkbox"/>
18	Register of SB	<input type="checkbox"/>	<input type="checkbox"/>

Sl No	Name of Register	Yes	No
19	Building permit Register	<input type="checkbox"/>	<input type="checkbox"/>
20	Unauthorised Building Register	<input type="checkbox"/>	<input type="checkbox"/>
21	Regularisation/Occupancy Register	<input type="checkbox"/>	<input type="checkbox"/>
22	Asset Register	<input type="checkbox"/>	<input type="checkbox"/>
23	Technical Sanction Register	<input type="checkbox"/>	<input type="checkbox"/>
24	Estimate Register	<input type="checkbox"/>	<input type="checkbox"/>
25	Stock Register	<input type="checkbox"/>	<input type="checkbox"/>
26	Appropriation Register	<input type="checkbox"/>	<input type="checkbox"/>

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Engineer with name
seal

PROFORMA FOR REPORTING STATUS OF TOWN PLANNING

Name of Municipality:

Status as on (date) :

Sl. No.	Particulars	Current Month	Progressive Total for the year 2014- 2015	Remarks
1.	Number of Building permit applications received.			
2.	Number of building permits issued.			
3.	Number of buildings regularised without permit.			
4.	Number of building permits pending.			
4a.	Notice issued for discrepancies			
4b.	Sent for CTP/DTP/Railway/ Other NOC etc			
5.	Number of unauthorised constructions reported till date.			
5a.	PO issued for unauthorised construction			
5b.	CO issued for unauthorised construction			
5c.	Demolished			
5d.	No action taken			

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Name and Seal

PROFORMA FOR REPORTING STATUS OF PLAN PROJECTS (2014-15)

Name of Municipality:

Status as on (date):

A. New projects for the year 2014-15

1)	Total no: of projects for which DPC Approval is obtained:	
2)	No: of projects for which Technical Sanction is obtained:	
3)	Total no: of projects tendered:	
4)	No: of projects E-tendered:	
5)	No: of projects manually tendered:	
6)	Whether DSC obtained?:	
7)	No: of projects above 5lakhs tendered manually:	
8)	No: of projects for which agreement is executed:	
9)	No: of projects for which work has started at site, till date:	
10)	No: of projects completed(including final payment):	
11)	No: of projects yet to be started at site:	

B. Spill Over Projects

1)	Total no: of approved spill over projects :	
2)	No: of spill over projects completed till date:	
3)	No: of spill over projects yet to be completed (with reason):	

Overall Expenditure till date in %:

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Name and Designation