

### CHECK LIST FOR PROCESSING WORKS PROPOSALS (FOR PLAN WORK)

1.	Name of Item/work as per approved EFC.	
2.	Whether new or on-going works	
3.	If new, state whether it is an approved item of XII plan EFC	
4.	If on-going attached copies of the A/A & E/S of the works.	
5.	a)Cost of work (as per preliminary/revised estimate submitted by CPWD etc.)	
6.	Allocation in the EFC	
7.	In case cost of work is more than allocated EFC amount how the additional funds shall be met	
8.	Committed liabilities in respect of the on-going works and those works already sanctioned but not initiated (to be shown separately)	
9.	Total outlay approved under works of XII plan (To Be given for work under Plan)	
10.	Expenditure incurred so far against the total outlay	
11.	Balance left after deducting the total of (2) & (3) from (1)	
12.	Provision available in the current year's budget (in BE/RE as the case may be).	
13.	Provision utilized out of current year's budget.	
14.	Statutory approval required i.e. if any approval of local bodies; environment is required for execution of work.	
15.	Whether Master layout plan /pre-drawings/ sectional drawings/Attached or not .	
16.	In case of revised estimates, the details for Revision of estimates may be stated i.e. change of scope of work or higher specification/increase plinth area or any other reasons.	
17.	Whether prior approval of Competent Authority obtained for the reasons state as in Col.5.	
18.	Amount already deposited with the executing Agency viz. CPWD etc. (in the case of on-going works) with details of payment made.	
19..	Balance payment to be made (In the case of on-going works).	
20.	Full payment/Part payment to be made (in case of new work)	
21.	In case work is being executed through PWO, other than CPWD 21.1 Whether GFR 126 & 129 has been followed, 21.2 Recommendation of works committee may be enclosed.	

(Signature of Administrative Officer)

**CHECK LIST FOR PROCESSING WORKS PROPOSALS (FOR NON-PLAN WORK)**

1.	Name of work	
2.	Provision in the non-plan budget for the item/work	
3.	Cost of work as per preliminary estimates	
4.	In case preliminary estimate exceed the non-plan allocation how the additional funds shall be met.	
5.	Justification of the execution of work.	
6.	Name of agency executing the work	
7.	In case work is being executed through PWO, other than CPWD 7.1 Whether GFR 126 & 129 has been followed, 7.2 Recommendation of works committee may be enclosed.	

(Signature of Administrative Officer)