

(On the letter head of Utility)

DAILY PROGRESS REPORT OF UTILITY.

To:
Ward Engineer
_____ Ward.

Sub:- Trench on _____

Ref: - Circular No. MDB / 4259 Dated 14 March 2005

Sir,

1. Permit No. & Date : _____
2. Date of Progress Report : _____

The progress of above work is as follows:-

Sr.No.	Particular	Proposed as per plan	Actual Progress
1	Laying of cable		
2	Transporting of excavated earth.		
3	Damage to Municipal Utility.	_____	
4	Damages to other Utility.	_____	
5			

Date : _____

Engineer of Utility.

Observations of Ward Engineer

1	Delayed in starting	Yes / No
2	Delayed in completion	Yes / No
3	Delayed in phase wise completion	Yes / No
4	Engineer of Utility is available	Yes / No
5	Barricading fixed	Yes / No
6	Reflectory signage provided	Yes / No
7	Name Board displayed	Yes / No
8	Warden appointed	Yes / No
9	M. S. Plate provided	Yes / No
10	Earth removed in time	Yes / No
11	Excavated earth removed	Yes / No
12	Excavated earth transported to identified spot	Yes / No
13	Water entrances covered	Yes / No
14	Water entrances cleaned	Yes / No
15	Municipal Utility damaged	Yes / No
16	Other Utility damaged	Yes / No
17	Damages to private property	Yes / No
18	Length increased	Yes / No
19	Alignment changed	Yes / No
20	Starting Point changed	Yes / No
21	End point change	Yes / No
22	Missing cover provided	Yes / No
23		

Date : _____

Ward Engineer _____ Ward.