

GREATER NOIDA INDUSTRIAL DEVELOPMENT AUTHORITY

Ref. No. : CEO/S.M.(Sys.)/788

Dated : 31-12-2001

Office-Order

Management Information System of Project Division is being prescribed with this order. The first report on this format will be submitted on the 10th of January,2002. The monthly reports will be submitted on 10th of every month and weekly reports on 3rd, 10th, 17th and 24th of every month. The fortnightly reports will be submitted on 3rd and 17th of every month. The quarterly reports will be submitted on 5th of April/July/October/January of every year. This order comes into force with immediate effect.

Sd/-

(Brijesh Kumar)

Chief Executive Officer

Copy To :

1. P.S. to CEO
2. ACEO(U/G/A)
3. DCEO
4. OSD(P/C/R/V)
5. All GM's and HOD's
6. All Managers

Chief Executive Officer

MIS - SYSTEM
PROJECT DIVISION

The formats are enclosed herewith description of each report is as under. The following reports are being prescribed.

- 1. Report Name -:** **DETAILS OF WORKS COMPLETED FOR DEVELOPED SECTORS (MIS-PRJ-01)**
OBJECTIVE -: To get a fortnightly updated of completed works in developed sectors for each work circle.
DATA CREATION -: Work circle Incharge will update the report.
FREQUENCY -: Fortnightly.
SUBMISSION -: To CEO/ACEO on a fortnightly basis in hard copy by G.M.(Proj.).

- 2. Report Name -:** **STATEMENT SHOWING THE INFORMATION FOR DEVELOPED SECTORS (MIS-PRJ-02)**
OBJECTIVE -: **Infrastructure report of developed sectors.**
DATA CREATION -: Work circle Incharge will update the report.
FREQUENCY -: **Fortnightly.**
SUBMISSION -: **To CEO/ACEO on a fortnightly basis in hard copy by G.M.(Proj.).**

- 3. Report Name -:** **DETAILS OF WORKS (UNDER PROGRESS) FOR PREVIOUS YEARS (MIS-PRJ-03)**
OBJECTIVE -: **Work circle wise details of work (under progress) for previous years.**
DATA CREATION -: Work circle Incharge will update the report.
FREQUENCY -: Fortnightly.
SUBMISSION -: To CEO/ACEO on a fortnightly basis in hard copy by G.M.(Proj.).

- 4. Report Name -:** **DETAILS OF WORKS (UNDER PROGRESS) FOR CURRENT YEAR (MIS-PRJ-04)**
OBJECTIVE -: **Work circle wise details of work (under progress) for current year.**
DATA CREATION -: Work circle Incharge will update the report.
FREQUENCY -: Fortnightly.

SUBMISSION -: **To CEO/ACEO on a fortnightly basis in hard copy by G.M.(Proj.).**

5. Report Name -: **WORK PROPOSED FOR THE CURRENT YEAR (MIS-PRJ-05)**

OBJECTIVE -: **Work circle wise details of Work Proposed for the current year.**

DATA CREATION -: **Work circle Incharge will update the report.**

FREQUENCY -: **Fortnightly.**

SUBMISSION -: **To CEO/ACEO on a fortnightly basis in hard copy by G.M.(Proj.).**

6. Report Name -: **DETAILS OF COMPLETED WORKS (MIS-PRJ-06)**

OBJECTIVE -: **To get details of works completed during current year.**

DATA CREATION -: **Work circle Incharge will update the report.**

FREQUENCY -: **Fortnightly.**

SUBMISSION -: **To CEO/ACEO on a fortnightly basis in hard copy by G.M.(Proj.).**

PROJECT DIVISION

MIS-PRJ-01

DETAIL OF WORKS COMPLETED FOR DEVELOPED SECTORS

To,
CEO/ACEO

FOR WORK CIRCLE

FROM :

TO :

S. No.	NAME OF WORK			SITE GRADING				WATER SUPPLY				SEWERAGE				S.W. DRAINING				ROAD WORK				BUILDING WORK			
	Name of Sector	Sector No.	Name of Agency	PHYSICAL		FINANCIAL (Lacs)		PHYSICAL		FINANCIAL (Lacs)		PHYSICAL		FINANCIAL (Lacs)		PHYSICAL		FINANCIAL (Lacs)		PHYSICAL		FINANCIAL (Lacs)		PHYSICAL		FINANCIAL (Lacs)	
				TAR GET	AC H.	TAR GET	AC H.	TAR GET	AC H.	TAR GET	AC H.	TAR GET	AC H.	TAR GET	AC H.	TAR GET	AC H.	TAR GET	AC H.	TAR GET	AC H.	TAR GET	AC H.	TAR GET	ACH.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1.	Alpha-I,II																										
2.	Beta-I																										
3.	Beta-II																										
4.	Gamma-I																										
5.	Gamma-II																										
6.	Delta-I																										
7.	Delta-II																										
8.	Delta-III																										
9.	36																										
10.	31(S.N.)																										
11.	37																										
	Grand Total																										

W.C. INCHARGE

G.M. (PROJECT)

PROJECT DIVISION

MIS-PRJ-02

STATEMENT SHOWING THE INFORMATION FOR DEVELOPED SECTORS

(PROGRESS FOR FORTNIGHT)

To,
CEO/ACEO

WORK CIRCLE

FROM :

TO:

S. NO.	NAME OF SECTORS	No. of Sectors	Total No. of Plots	Plots handed over	Electric Sub-Station (in Nos)	Peripheral road around Alpha Sector (Km.)	Total length of Internal road (in Km.)	Total length of internal Drain (in Km.)	Total length of Sewer line (in Km.)	Total length of Water supply line (in Km.)
1	2	3	4	5	6	7	8	9	10	11
	Alpha -I									
	Alpha-II									
	Beta-I									
	Beta-II									
	Gamma-I									
	Gamma-II									
	TOTAL									

(W.C. INCHARGE)

G.M.(PROJECT)

PROJECT DIVISION

MIS-PRJ-03

DETAILS OF WORK (UNDER PROGRESS) FOR PREVIOUS YEARS
(PROGRESS FORTNIGHT)

To,
CEO/ACEO,

WORK CIRCLE

FROM :

TO :

S. No.	Name of Work	Name of Contractor	Estimated Cost in (Rs. Lacs.)	Tender Amount in (Rs. Lacs)	Date of Start	Date of Completion	Expenditure upto 31-03-99	Work for 1999-2000 in Rs. Lacs.		Cumulative % Progress upto				Cumulative % Progress upto				Bill Raised		Payment Released	
								Targ	Achi	Financial		Physical		Financial		Physical		Amt	Date	Amt	Date
										Targ	Achi	Targ	Achi	Targ	Achi	Targ	Achi				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

(W.C. INCHARGE)

G.M.(PROJECT)

(W.C.INCHARGE)

G.M.(Project)

PROJECT DIVISION

MIS-PRJ-05

WORK PROPOSED FOR THE CURRENT YEAR

Due Date : 3rd and 17th of every month.

To,
CEO/ACEO,

WORK CIRCLE

FROM :

TO :

S. No.	Name of Work	Budget Provision for 2001-02	Est. Cost (Lacs)	Meeting of Est. committee	Approval		Tender		Date of Start	Date of Completion	Present Status
					ACEO	CEO	Receipt	Approval			
1	2	3	4	5	6	7	8	9	10	11	12

(W.C.INCHARGE)

G.M.(PROJECT)

PROJECT DIVISION

MIS-PRJ-06

DETAILS OF WORKS (COMPLETED) CURRENT YEAR

Due Date : On 3rd and 17th of every month

To,
CEO/ACEO

S. No	Name of Work	Tender Cost	Name of Contract or	Time Table in Months	Payment (Rs. In Lacs.)				Date of completion		Date of Inspection by S.M.	Final Bill		C o
				Planned	Actual	Paid	To be Paid	Total Cost	As per bo.	As per Act.	by S.M.	Amt.	Date	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	1

(W.C. INCHARGE)

G.M.(PROJECT)