

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
স্থানীয় সরকার প্রকৌশল অধিদপ্তর  
“প্রোগ্রাম ফর সাপোর্টিং রুরাল ব্রিজেস”  
আগারগাঁও, শেরেবাংলা নগর  
ঢাকা-১২০৭।



“শেখ হাসিনার মূলনীতি  
গ্রাম শহরের উন্নতি”

www.lged.gov.bd

স্মারক নং- ৪৬.০২.০০০০.৯২৭.১৪.১২০.২০২০.৮৭২

তারিখ : ২০.১০.২০২০

প্রতি,

- ১। তত্ত্বাবধায়ক প্রকৌশলী  
এলজিইডি, অঞ্চলঃ ..... (সকল)।
- ২। নির্বাহী প্রকৌশলী  
এলজিইডি, জেলাঃ ..... (সকল)।

বিষয়ঃ “প্রোগ্রাম ফর সাপোর্টিং রুরাল ব্রিজেস” শীর্ষক কর্মসূচীর আওতায় মাঠ পর্যায়ে কর্মরত পরামর্শকগণের **Monthly Performance Monitoring Checklist** যাচাই প্রসঙ্গে।

সূত্রঃ স্মারক নং- ৪৬.০২.০০০০.৯২৭.১৪.১২০.২০২০-৭১০

তারিখ : ১৩/০৯/২০২০ইং।

উপর্যুক্ত বিষয়ের আলোকে জানানো যাচ্ছে যে, “প্রোগ্রাম ফর সাপোর্টিং রুরাল ব্রিজেস” শীর্ষক কর্মসূচীর আওতায় মাঠ পর্যায়ে আঞ্চলিক তত্ত্বাবধায়ক প্রকৌশলীর দপ্তরে পরামর্শক প্রতিষ্ঠানের ০১(এক) জন Bridge Maintenance Engineer, ০১(এক) জন Survey Specialist, ০১(এক) জন Regional Quality Control Engineer এবং জেলা নির্বাহী প্রকৌশলীর দপ্তরে ০১(এক) জন Field Resident Engineer ইতোমধ্যে পদায়ন করা হয়েছে। কিন্তু তাঁহাদের কার্যক্রম Monitoring করার কোন টুল না থাকায় ক্ষীমের কাজের অগ্রগতি তথা প্রকল্পের কার্যক্রম বিঘ্নিত হচ্ছে। তাই পরামর্শকগণের প্রকল্পের কাজ নিয়মিত সুপারভিশন, মনিটরিং এবং বিভিন্ন Survey সহ অন্যান্য কার্যক্রম সমূহ আপনার দপ্তর এবং সদর দপ্তর হতে মনিটরিং করার জন্য অত্র দপ্তর কর্তৃক একটি Monthly Performance Monitoring Checklist প্রণয়ন করে সূত্রস্থ স্মারকে প্রেরণ করা হয়েছিল। উক্ত Checklist টি আংশিক সংশোধন পূর্বক অত্র সাথে পুনরায় প্রেরণ করা হলো। প্রতি মাসের কার্যক্রমের বিষয়ে সংশোধিত Checklist টি Bridge Maintenance Engineer, Survey Specialist এবং Regional Quality Control Engineer পৃথক পৃথক ভাবে পূরণ করে আঞ্চলিক তত্ত্বাবধায়ক প্রকৌশলীর নিকট এবং Field Resident Engineer সংশ্লিষ্ট জেলার নির্বাহী প্রকৌশলীর নিকট যাচাই এবং স্বাক্ষরের জন্য প্রেরণ করবেন। স্বাক্ষরিত Checklist টি পরামর্শকগণ নিজ নিজ দায়িত্বে পরবর্তী মাসের ০৫(পাঁচ) দিনের মধ্যে সংশ্লিষ্ট Consulting Firm এর নিকট প্রেরণের ব্যবস্থা গ্রহণ করবেন।

বিষয়টি অতীব জরুরীঃ

সংযুক্তিঃ Monthly Performance Monitoring Checklist (সংশোধিত)-৪ পাতা

(মোঃ শাহজাহান মোল্লা)

প্রকল্প পরিচালক (SupRB)

ও

অতিরিক্ত প্রধান প্রকৌশলী

ফোন: ০২-৯১২৯১০০

ই-মেইল: pd.suprb@lged.gov.bd

অনুলিপি সদয় জ্ঞাতার্থেঃ

- ০১। প্রধান প্রকৌশলী, এলজিইডি, সদর দপ্তর, ঢাকা।
- ০২। অতিরিক্ত প্রধান প্রকৌশলী (পল্লী অবকাঠামো উন্নয়ন ও ব্যবস্থাপনা), এলজিইডি, সদর দপ্তর, ঢাকা।
- ০৩। অতিরিক্ত প্রধান প্রকৌশলী, এলজিইডি, বিভাগঃ .....

অনুলিপি কার্যার্থেঃ

- ০১। পরামর্শক প্রতিষ্ঠান, .....। তাঁর প্রতিষ্ঠান কর্তৃক নিয়োজিত সকল পরামর্শকের Checklist প্রাপ্তির পর প্রতি মাসের Invoice এর সহিত সংযুক্ত করে প্রকল্প পরিচালকের দপ্তরে প্রেরণ করবেন।
- ০২। জনাব, ....., পদবীঃ BME/SS/RQCE/FRE। পরামর্শক প্রতিষ্ঠানের নামঃ .....



**Monthly Performance Monitoring Checklist  
of  
Field Level/Region Level Consultants  
under  
“Program for Supporting Rural Bridges (SupRB)”**

(Monthly Performance Report to be filled and sent by the Consultants by 5<sup>th</sup> of every month for the previous month)

**1. Personal Information:**

a.	Name of the Consultant	:	
b.	Designation	:	
c.	Cell Phone No	:	
d.	E-mail Address	:	
e.	Place of Posting	:	
f.	Name of Consulting Firm (Employer)	:	
g.	Package Type [Field level/Regional level]	:	
h.	Division/Region	:	
i.	Consultant's Contract Package No.	:	

**2. Performance Indicator:**

**2.1 Document Related (Please put a tick mark (✓) in the Boxes)**

a.1	Have you gone through the (POM) <sup>2</sup> Program Operation Manual (Version-2, November 2019)?	:	Yes	No
a.1	Are you familiar with DLI Matrix described in the POM (Table-3.1)?	:	Yes	No
a.2	Are you familiar with DLI Verification Protocol described in the POM (Table-3.2)?	:	Yes	No
a.3	Are you familiar with Condition State (CS1, CS2, CS3, CS4) of the Individual Element of the Structure described in the POM (Table-5.1)?	:	Yes	No
a.4	Are you familiar with Bridge Maintenance Catalogue described in the POM (Table-5.2)?	:	Yes	No
a.5	Are you familiar with Action Plan for Citizen Engagement described in the POM (Table-9.2)?	:	Yes	No

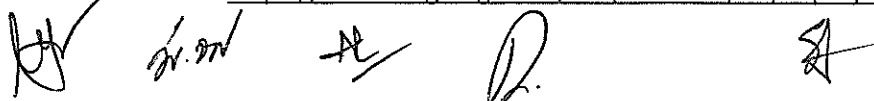
1 Mandatory to put tick marks (✓) in the appropriate boxes for all Consultants.

2 POM is available at <https://oldweb.lged.gov.bd/ProjectLibrary.aspx?projectID=832> of [www.lged.gov.bd](http://www.lged.gov.bd)

b.3	Had you been familiar with the Environmental and Social Management Framework (ESMF) <sup>4</sup> of World Bank (WB)?	:	Yes	No
b.1	Have you participated in the Environmental and social related Training Program organized by SupRB at LGED HQ?	:	Yes	No
b.2.	Are you familiar with i) Environmental Screening Checklist (Annexure-A1)? ii) Questionnaire for Bridge projects (Annexure-A2) iii) Screening Format of Social Safeguard Issues (Annexure-A3)? iv) Environmental Management plan (EMP) [Sample EMP including A1, A2 and A3 formats has been given in Attachment-1]	:	Yes	No

3 Mandatory to put tick marks (✓) in the appropriate boxes by each BME (Br. Maintenance Engr.) and FRE (Field Resident Engr.)

4 ESMF is available at <https://oldweb.lged.gov.bd/ProjectLibrary.aspx?projectID=832> of [www.lged.gov.bd](http://www.lged.gov.bd)



## 2.2 Activities

### 2.2.1 Survey<sup>5</sup>

a.	Have you been familiar with Bridge/Culvert Inspection Form of LGED's existing Road and Structure Database Management System (RSDMS) Software?	:	Yes	No
a.1.	Have you prepared any Monthly Program Schedule and taken approval from Superintending Engineer to survey Bridge/Culvert and related issues on Rural Roads for the reporting month? (If yes, Please attach the Program Schedule with approval of SE)	:	Yes	No
a.1.1.	How many Structures you have conducted for survey and accordingly filled-up the Sl. No. 1 to 6 of the Bridge/Culvert Inspection Blank Form as per Program Schedule in the reporting month? (Please put the number in the Box) (Form has been given in Attachment-2)	:		
b.	How many roads for Traffic survey you have performed in the reporting month? (Please put the number in the Box) (Form has been given in Attachment-3 also can found in RSDMS software)	:		
c.	How many roads for Socio-connectivity survey you have performed in the reporting month? (Please put the number in the Box) (Form has been given in Attachment-4 also can found in RSDMS software)	:		

5 Mandatory to fill up by each SS (Survey Specialist). Also mandatory to fill up by each BME only for Activities a1. and a1.1. under 2.2.1.

### 2.2.2 Visual Inspection of Bridge/Culvert<sup>6</sup>

a.	Have you been familiar with Bridge/Culvert Inspection Form (given in Attachment-2) in the LGED's existing Road and Structure Database Management System (RSDMS) Software?	:	Yes	No
a.1	How many Structures you have inspected visually and accordingly filled up the Sl. No. 7 to 10 of the Bridge/Culvert Inspection Blank Form as per Program Schedule in the reporting month? (Please put the number in the Box)	:		

6 Mandatory to fill up by each SS and BME.

Note for Survey and Visual Inspection of Bridge/Culvert:

- I. After getting order from Chief Engineer/Project Director for Updating of all kinds of survey and Inspection of Bridge/Culvert on UZR and UNR, Concern Superintending Engineer will issue an Office Order to form 2 (two) nos. Upazila-wise teams headed by SS and BME separately consisting of his Surveyor (Out Sourcing), Survey Assistant (Out Sourcing) of his region along with concern Upazila Engineer.
- II. The Concern SS and BME will then separately prepare a Monthly program schedule through coordinating all Upazila Engineer which will be approved by the concern Superintending Engineer.
- III. Upazila Engineer will ensure his presence or engage his representative with that team not below the Upazila Assistant Engineer, Sub Assistant Engineer or Surveyor of that Upazila.
- IV. Updating of RSDMS/RuBIMS through performing all kinds of survey and Inspection of Roads/Structures will have to be conducted and coordinated by the SS and BME separately. Minimum 25 (twenty-five) nos. of Bridges/Culverts will have to be surveyed each month by each team. Except otherwise, according to order of Project Director, special Survey will have to be conducted time to time.
- V. Hard copy of Survey Sheet will have to be signed by concern Surveyor (Out Sourcing), Sub-Assistant Engineer, Survey Specialist, Bridge Maintenance Engineer and Upazila Engineer.
- VI. Executive Engineer or his Representative and Representative from Head Quarter will randomly check the Survey Data for validation.
- VII. Above all, the method of conducting any engineering survey may be modified on the basis of the administrative order from Chief Engineer/Project Director.

### 2.2.3 Structural Review<sup>7</sup>

a.	How many Bridges/Culverts you have participated with collaboration of the Structural Review Team of SupRB in the reporting month? (Please put the number in the Box)	:		
----	--	---	--	--

7 Mandatory responsibility of the concerned BME and FRE to fill up jointly.

i) Note: Review will be arranged according to the direction of the Project Director (PD), SupRB.

### 2.2.4 Environmental and Social Safeguard<sup>8</sup>

a.	How many structures you have surveyed and prepared EMP using (Annexure-A1, A2 and A3 format) (Please put the number in the following Box)	:		
----	---	---	--	--

8 Mandatory for concerned BME, QCE, FRE to fill up jointly.

Note: i) A1, A2, A3 formats and EMP will have to be prepared for every structure of a Package and EMP describing mitigation measures w.r.t identified impacts specified in A1, A2 and A3 formats should be prepared. EMP should be prepared for every structure under Major Main/Re-habilitation, Capacity Expansion, Replacement and New Construction. This work will have to be done before estimate preparation and send a complete set to Upazila Engineer office for include with the estimate

ii) Please remember, EMP will be the significant part of the Tender Document (TD).

## 2.2.5 Public consultation on Draft Design for New Bridge of $\geq 50m^9$

a.	How many <b>Public consultation meetings</b> were conducted before Bridge design at the time of preparatory stage for design in the reporting month? <b>In the consultation meeting, the main issues given below will have to be discussed;</b> i) free board for facilitating movement of water transport, ii) any climate change related issues, iii) bridge location and approach roads, iv) inclusion of footpath in a bridge and v) inclusion of gender-related requirements vi) Others issues (if necessary) governing bridge design parameters.	:	
----	---	---	--

9 Responsibility of the concerned BME, FRE.

## 2.2.6 Estimate Preparation and Check<sup>10</sup>

a.	Are you familiar with the <b>guidelines (Minor/Major Maint. as per memo no. 46.02.0000.927.14.80.19-856, dt:15/10/2019 given in Attachment-5 (PDF file) to prepare Estimates of the selected Schemes (Bridge/Culvert) under SupRB Package?</b>	:	Yes	No
b.	How many structures you have proposed with treatment option and submitted to Upazila Engineer for estimate preparation? (Please put the number in the Box)	:		
c.	How many Estimate (Structure) you have checked in the reporting month? (Please put the number in the Box)	:		
d.	How many <b>Estimates of Structure</b> have sent from District to SE(Region)/ SE(Region) to Project HQ in the reporting month? (Please put the number in the Box)	:		

10 Joint responsibility of the concerned BME, FRE and AE (SupRB)

Note: i) Color Photograph of the damaged components with caption will have to be attached with the estimate. Softcopy of the photographs will have to be preserved in sub-folder of concerned Bridge/Culvert including chainage, date and road ID information.

## 2.2.7 Quality Assurance<sup>11</sup>

a.	Are you able to prepare the <b>Quality Assurance Plan (QAP)?</b>	:	Yes	No
b.	Against how many Packages you have prepared <b>Quality Assurance Plans (QAPs)</b> in the reporting month? (Please put the number in the Box) (Sample QAP for a Package given in Attachment-6)	:		
c.	How many structures you have visited and filled up the checklist for Monitoring QAP in the reporting month?	:		

11 Responsibility of the concerned Quality Control Engineer (QCE) and Field Resident Engineer (FRE)

Note: i) Quality Control Engineer (QCE) and Field Resident Engineer (FRE) will have to prepare QAP for the schemes which have been approved.

ii) Draft Sample of QAP report is given in Attachment-6 (PDF file).

iii) A common QAP report will have to be prepared after approval as a Package.

iv) QAP will be the significant part of the Tender Document (TD).

## 2.2.8 Labour Management Plan (LMP) of Approved scheme with estimated cost $\geq 4$ (four) crore<sup>12</sup>

a.	Against how many Schemes you have prepared <b>Labour Management Plans (LMPs)</b> in the reporting month? (Please put the number in the Box) (Sample LMPs for a Package given in Attachment-7)	:	
b.	How many structures you have visited and filled up the checklist for Monitoring LMP in the reporting month?	:	

12 Responsibility of the concerned BME and FRE. AE (SupRB) will assist them.

Note: i) LMP report will have to be prepared after approval.

ii) Draft Sample of LMP report is given in Attachment-7 (PDF file).

iii) LMP report will be the significant mandatory part of the Tender Document (TD).

## 2.2.9 Sub-Soil Investigation and Topographical Survey<sup>13</sup>

a.	How many <b>Sub-Soil Investigations</b> performed in your District and you were present in that investigation? in the reporting month? (Please put the number in the Box)	:	
----	---	---	--

b.	How many Topographical Surveys performed in your District and you were present in that investigation in the reporting month? (Please put the number in the Box)	:	
----	---	---	--

13 Responsibility of the concerned SS and FRE. AE (SupRB) will ensure reporting to PMU, SupRB.

Note: i) Sub-Soil Investigation and Topographical Survey will be performed after the approval from Project Director for being selected for Capacity Expansion, Replacement and New construction by PMU through Structural Review.  
ii) Terms of References (ToR) of Sub-Soil Investigation and Topographical Survey are available in Executive Engineer Office and at <https://oldweb.lged.gov.bd/ProjectLibrary.aspx?projectId=832> of [www.lged.gov.bd](http://www.lged.gov.bd).

## 2.2.10 Work Supervision<sup>14</sup>

a.	How many Structures you have supervised in the reporting month? (Please put the number in the Box)	:	
a.1	Please fill the Monthly Work Supervision Checklist (Attachment-8)		Attached

14 Responsibility of the concerned BME, SS, QCE, FRE and AE (SupRB). They will visit the Schemes jointly/ separately.

Note: i) Supervision program will be made by Team Leader (selected by SE, LGED, Region) with the coordination of BME, QCE, FRE and AE (SupRB) in such a way that according to work program fixed at the Management Meeting headed by the District Executive engineer, progress will have to be achieved.

## 2.2.11 Progress Monitoring<sup>15</sup>

a.	Please fill the Progress Report of the reporting month in your jurisdiction (Attachment-9)	:	Attached
a.1	Have you identified any issues for particular Scheme that are hindrance to achieve satisfactory physical progress?	:	Yes No

15 Responsibility of the concerned BME, SS, QCE, FRE and AE (SupRB).

I declare that the information provided in the checklist are correct and authentic.

Verified by:

Signature

Signature

(Name:.....)

(Name:.....)

Designation.....

Designation (SE, Region/District XEN).....

District/Region.....

Region/ District .....

Notice: Every Consultant is requested to send the verified Performance Checklist separately to his/her Consulting Firm (Employer).

The Managing Directors or their authorized representatives are requested to sign the verified Performance Checklist and accordingly send to the Project Director, SupRB with monthly invoice.

Signature

(Name:.....)

Designation.....

Consulting firm.....

Important Note: Please feel free to raise any query. If any problem of understanding arise to fill up the checklist, please contact with

- (i) Mr. Md. Reffat Nur, XEN, SupRB, LGED HQ (01711-197148) and e-mail: [reffatnur@gmail.com](mailto:reffatnur@gmail.com)
- (ii) Mr. Md. Abu Kamal, XEN, SupRB, LGED HQ (01713-413555) and e-mail: [makamal94@yahoo.com](mailto:makamal94@yahoo.com)
- (iii) Mr. Masum-Al-Mamun, Sr. AE, SupRB, LGED HQ (01713-460958) and e-mail: [mamamun.1976@gmail.com](mailto:mamamun.1976@gmail.com)
- (iv) Mr. Md. Monirul Islam, Sr. AE, SupRB, LGED HQ (01716-796112) and e-mail: [monirul1968@yahoo.com](mailto:monirul1968@yahoo.com)
- (v) Mr. Rabi Shankar Chowdhury, Sr. Training Specialist-1, SupRB (01711-132468) and e-mail: [rabichy1957@gmail.com](mailto:rabichy1957@gmail.com)
- (vi) Mr. Jiban Krishna Saha, Sr. Training Specialist-1, SupRB (01912-850247) and e-mail: [saha.jibank@yahoo.com](mailto:saha.jibank@yahoo.com)