

**GUIDELINE FOR MONITORING OF PROJECTS****CGF - MP****NOTE :**

- 1. This is an outline of how the CGF Monitors a Project and the areas looked in to**
- 2. Monitoring Officer will advise to Contractor & send a feedback to CGF.**

**1) AT SITE** – check whether sufficient documents are available at site office such as

- a. Conditions of Contract along with BOQ, Letter of Acceptance, copy of PB, AB & other Guarantees and its Extension
- b. Programme, Revised Programme, Monthly Programme together with other analysis
- c. Cash Flow, Histogramme of Workmen & Machinery
- d. Correspondence - with (i) Employer (ii) Head Office (Contractor's) (iii) Sub Contractor (iv) Suppliers (v) Others
- e. Others such as - Field Log Book, Attendance, CRR, Stock Book, distribution of Field Staff, Inventory, Purchase Orders, GRNN, Vehicle/Machinery/ Equipment/Plant Log Book or Running Charts, Weather Reports, Minutes of Site Meeting, Minutes of Progress Meeting held at Head Office, Bill submitted, Bills paid, Workmen Compensation & All Risk Policies, Variation Orders, Time Extension

**2) FINANCIAL**

- a. Cash Inflow
- b. Cash Outflow – payment to parties connected to the project
- c. Petty Cash
- d. Purchasing Authority
- e. Sufficient inflow of Funds

**3) DISCREPANCIES**

- a. Non availability of Instructions at site ⇔ from Employer ⇔ from Contractor ⇔ remedies
- b. Handing over of site is not finalized
- c. Designs not in order/changes to Original Design
- d. Change of Scope – special attention on downward revisions
- e. Change of Specifications
- f. How above or any other matters affect the Progress

**4) DELAYS**

- a. In adequate resources at site ⇔ poor communications from Contractor's Head Office ⇔ ⇔ delay or no instructions from Engineer/Employer ⇔ delay in submission of Plans, Specifications, Drawings, Programmes
- b. Lack of Project funding by the Contractor
- c. No proper instructions from the Employer
- d. Employer not instructed to commence ⇔ handing over ⇔ proper instructions compensation events
- e. Engineers instructions/approvals not available
- f. Delay in Submission of Bills {Interim (Monthly)}
- g. Delay in Certifying Bills
- h. Delay in payments beyond the due date
- i. Delay in obtaining approvals for Variations, Extra Claims – Change of Scope – Instructions
- j. Cash Flow affected delay or due to Extra/Excess work and delay or not paid for by the Employer

**5) CONCLUSIONS**

- a. Activities as per programme ⇔ if behind schedule the exact cause for delay ⇔ If any delay reasons due to Contractor/Employer solution followed by Contractor/Employer and your advise for successful implementation