

**GUIDELINES FOR PREPARATION AND SUBMISSION
OF
JNNURM QUARTERLY PROGRESS REPORTS
TO
MISSION DIRECTORATE,
MINISTRY OF URBAN DEVELOPMENT**

PREPARATION OF PROGRESS REPORTS

1. Reporting on JNNURM progress to Mission Directorate, Ministry of Urban Development, Government of India is at three levels. The reporting levels and agencies responsible to provide inputs are as below:

<i>No.</i>	<i>Level of reporting</i>	<i>Agency responsible to provide inputs</i>
1.	State level report	State Level Nodal Agency (SLNA) for JNNURM
2.	City level report	Concerned ULB of JNNURM city
3.	Project level report	Project Implementing Agency, duly countersigned by concerned ULB
<i>** Clarification - Concerned ULB in case of JNNURM city with multiple ULBs implies the largest ULB in the city in terms of population. This ULB will report on behalf of the city.</i>		

2. Reports should be prepared strictly as per format provided, in typed text using word processing software such as MS-Word or similar.
3. Reporting on all qualitative aspects should be concise and to the point. Use bulleted text wherever possible.
4. Amounts at State level should be summation of corresponding amounts at City level, which should in turn be summation of corresponding amounts at Project level. All amounts should be verified and tallied prior to submission of reports.
5. All amounts should be in Rupees lakhs, rounded off upto two decimal places.

Project level reports:

6. Project level progress reports should be provided only for ALL projects sanctioned under JNNURM, that are undergoing implementation. A JNNURM project will be considered to be under implementation from the date of sanction, till all physical works of the project are complete, payments made and project bank account closed.
7. JNNURM Guidelines require that a separate bank account is opened and operated for each project being implemented with JNNURM support. The specific bank account details should be reported for each project.
8. It is required that all capital contributions to the project, from ALL sources, including the ULBs' / Project Implementing Agency's contributions SHOULD flow into the designated bank account for the project. Inflows and contributions and their corresponding dates from all sources will be recognized only on the basis of actual inflows into the designated bank account.

9. Similarly, all withdrawals related to the project should also flow out from the designated bank account. Utilisation of funds related to the project will be examined and recognized corresponding to the drawals from the designated bank account.
10. If the project is scheduled to undergo implementation beyond the current financial year, the aggregate of such balance commitment pending release and forecasted utilization should be mentioned in respective tables.
11. All tender packages large or small concerning a particular project should be reported. Typically, the tender packages should be consistent with that indicated in the DPR. The title and estimated cost for all tender packages should be entered into Table 7 of Part III, at the start of implementation of a project.
12. The start date for a project shall typically be considered as the date of release of first installment of funds by any source.
13. Project level reports should be signed off by both the Project Implementing Agency and the ULB concerned.

City level reports:

14. The progress on mandatory reforms at City level should be reported separately for all ULBs in case of urban agglomeration with multiple ULBs.
15. Amounts indicated at City level should be summation of corresponding amounts of all JNNURM projects within the city.
16. Any outstanding innovations and good practices implemented during the quarter under reporting should be mentioned in brief bullet points.

State level reports:

17. Amounts indicated at State level (forecasts and actual) should be summation of corresponding amounts of all JNNURM cities within the State.
18. Progress on qualitative issues should correspond to achievements / problems, etc. during the quarter being reported.

SUBMISSION OF REPORTS

19. The complete Quarterly Progress Report should be compiled, verified and forwarded by SLNA to the Mission Directorate, MoUD. Reports should NOT be directly sent by Project Implementation Agencies or ULBs from JNNURM cities.

20. SLNA should send the Quarterly Progress Reports to MoUD, as per the schedule indicated below:
- a. Quarterly Progress Reports should be received by Mission Directorate, MoUD by email latest by 15th of month after quarter, viz. 15th July, 15th October, 15th January and 15th April
 - b. A hard copy of the same should be received by Mission Directorate latest by 20th of month after quarter, viz. 20th July, 20th October, 20th January and 20th April
21. The SLNA should set internal deadlines for receipt of complete project and city level reports. Suggested schedule for the same is as follows:
- a. All project level reports sent by Project Implementing Agencies and ULBs by 7th of month after quarter, viz. 7th July, 7th October, 7th January and 7th April
 - b. All city level reports compiled at city level and sent to SLNA by 12th of month after quarter, viz. 12th July, 12th October, 12th January and 12th April
22. There should be no slippages in the reporting timelines at each level. Delay in receipt of Progress Reports by MoUD shall be viewed as a serious lapse on behalf of the SLNA and other agencies concerned.
23. SLNA should ensure that the formats are circulated to all concerned – all ULBs, parastatal bodies and agencies that need to report on JNNURM progress.
24. The Quarterly Progress Report should be sent by the following modes:
- a. Email at the following address: jnnurm-pr@nic.in
 - b. Hard copy at the following address:
To
The Under Secretary
JNNURM Cell
JNNURM Mission Directorate
Ministry of Urban Development
Gate No. 2, Ground Floor,
Nirman Bhawan
Maulana Azad Road,
New Delhi 110 011

Ph: +91 11 2306 2367
25. All queries and clarifications required related to the formats for preparation and submission of Quarterly Progress Reports should be sent by email to jnnurm-tc@nic.in
Responses shall be sent by return email within one week.