

VNC PROJECT MONITORING REPORT

This form should be filled for every project monitoring visit. Please use a black or a blue ballpoint pen to fill out this form. Use BLOCK letters only.

Monitoring Visit Date (day/month/year):

Monitoring Team Information (Mention only those members who visited the project site)

Monitoring Team Member Name	Designation	Organization	Phone Number

VNC Basic Information

District:	Name of Chairman:
Tehsil:	Address:
Union:	VNC Bank Name:
Village:	VNC Bank Account Number:

VNC Project Information

Project Description:	
Project Status:	Project Start Date (day/month/year):
<input type="checkbox"/> Not Started	Expected Project Completion Date (As outlined in Work Plan):
<input type="checkbox"/> In Execution	Actual Project Completion Date (if applicable):
<input type="checkbox"/> Completed	

Percentage Work Completed:

Progress of Work: Satisfactory Unsatisfactory

Reasons for difference in the expected and actual completion date, if any, and did the change affect the project?

VNC Project Costs		
Total VNC Project Cost:		
First Installment Amount:	First Installment Released? (Yes/No)	If Yes, what is the Utilization Amount ?
Second Installment Amount:	Second Installment Released? (Yes/ No)	If Yes, what is the Utilization Amount?
Third Installment Amount:	Third Installment Released? (Yes/ No)	If Yes, what is the Utilization Amount?
Total Amount Released to VNC:		Total Utilization Amount:
Impact of VNC Project (to be filled only after completion of the project)		
a) How did the project impact upon the local community?		
b) How many Households were benefitted with this Project?		
c) Were there any additional impacts or benefits arising or occurring since, or as a result, of the project commencing?		
Additional Notes		

Report Prepared By	Name :
	Designation:
	Organization:
	Signature:
	Date of Visit (Day/Month/Year):