

Instructions for Filling Performa

Organizations which are forwarding the report are required to cater for the observations as mentioned below:

- Name of the project: Specific name of the project.
- Sector: Concerned sector of the project i.e. Health, WATSAN, Education, shelter, livelihood, child protection, etc.
- Proposed Activities: Write your proposed activities precisely and accurately in points form.
- District: Need to mention the district, write one district in one row.
- Union Council: Need to mention the union council, write one union council in one row.
- Project Cost: Write project cost with its currency unit e.g. Dollar, Rs, Euro etc.
- Project Donor: Mention the name of donor of your project.
- Duration of the project: Total duration of the project (in months only).
- Date of Commencement: Starting date of the project (DD/MM/YY).
- Implementation status: Write the phase of the project from the following values only ,**Planning, Implementation, NoC Awaited, Design Review Awaited from NESPAK.**
- Mile stone impact: Write **percentage only** in this column e.g. 25%, 30%, 72% etc of work completed.
- Status of NoC: Write the status of the NoC from the following values only, **Issued, In Process, Not Yet applied.**
- Status of MoU: Write the status of your MoU from the following values only, **Signed (date), Applied (In Process), Not yet applied.**
- Registration: Whether the project is registered with EAD or Ministry of Social Welfare.
- Remarks: Any additional concern, observation, recommendation etc, not covered in columns.

Note:

- Do not merge the cells.
- Do not change the sequence of columns in Progress Report Performa.
- Correct Performa is attached with this mail, Therefore it is advised to use this Performa only to fill your progress reports.
- Please send your Performa regularly before 2nd day of every month.
- Pics of the project are welcome for the web and record as separate attachment.

Send Performa at following addresses:

To:

abid@erra.gov.pk ; hamid.manzoor@erra.gov.pk ;nawazish@erra.gov.pk ;
ccds@erra.gov.pk; mkashif@erra.gov.pk