

DEPARTMENT OF SOCIAL WELFARE  
GOVT. OF NATIONAL CAPITAL TERRITORY  
G.L.N.S. COMPLEX, DELHI GATE, NEW DELHI-110 002  
[Research, Training and Evaluation (RTE)]

F.44(20)/Performa/2020/RTE/DSW

Dated:

To

All District Offices/Institutions/Branches of HQ/CPO

Sub: Feedback on draft Monthly Progress Report (MPR) proformas wrt the District Offices/Institutions/Branches of HQ/CPO

Monitoring and Evaluation (M&E) of programs/schemes in a department is a very important component which should be in place to see the efficacy of programs being run by the department and also to find out the deficiencies hampering our efforts to achieve desired goals, and further suggest the remedial steps for the same.

Accordingly, this office has prepared the proformas to gather reports from the respective offices on a monthly basis.

- Annexure 1: MPR proforma for District Offices
- Annexure 2: MPR proforma for Institutions
- Annexure 3: MPR proforma for Branches of HQ
- Annexure 4: MPR proforma for Chief of Probation Office
- Annexure 5: MPR proforma for Schools

You are requested to go through the MPR formats pertaining to your office available on the department website and provide with your valuable feedback for the same within 7 working days positively to make it a more comprehensive and useful monitoring mechanism otherwise it will be presumed that no changes are required in the proforma.

This has been issued with the approval of Spl. Secretary cum Director, SW.

Encl: As above.

  
Saroj Rawat  
Dy. Director, RTE


F.44(20)/Performa/2020/RTE/DSW 2617

Dated: 16 JUN 2021

Copy for information to:

1. PS to Secretary, SW, GLNS Complex, Delhi Gate, Delhi-2
2. PA to Special Secretary cum Director- SW, GLNS Complex, Delhi Gate, Delhi-2
3. PA to Spl. Director, SW, GLNS Complex, Delhi Gate, Delhi-2
4. PA to Jt. Director, SW, GLNS Complex, Delhi Gate, Delhi-2
5. Sr. System Analyst with a request to upload this document in a word format on website of the Department which has been sent to your email id.

(ssadsw.delhi@gov.in)

  
Saroj Rawat  
Dy. Director, RTE

GB/CC  
16/6/21

# **MONTHLY PROGRESS REPORT (INSTITUTION WISE)**

(Please fill up information relevant with your branch)

## General Information

1. Month of the report :
2. Name of the Institution :
3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

E	Name of the employee	Designation	Nos. of Days of leave & absence
c			

5. Staff posted with Designation & Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Details of residents:

Capacity of the Institution				
Number of Residents	On 1 <sup>ST</sup> Day of the month	Nos. of New entrants(in the current month)	No. of outgoing residents	On last Day of the month

5. (A) Nos. of residents left:

Nos. of residents Left	Restored to their families	Transferred to other Inst.	Deceased	Escaped

5. (B)

IN CASE OF DEATH	
Nos. of Deceased	

Date of Demise	I.	
	II.	
Action Taken	Informed Relatives	YES/ NO
	Informed Police	YES/ NO
	Informed HQ	YES/ NO
	Informed NHRC	YES/ NO

5. (C)

IN CASE OF ESCAPE		
No. of Escapees		
Date on which escaped	I.	
	II.	
Action Taken	Informed Relatives	YES/ NO
	Informed Police	YES/ NO
	Informed HQ	YES/ NO

7. Health & Wellness (Monthly details)

A. Nos. of residents went for medical Checkups	
A.1 No. of residents with BMI showing malnourishment	
A.2 No. of residents with BMI showing b/w improved to normal	
A.3 No. of residents showing with activity of daily living (ADL) functionality	
B. Nos. of residents referred to specialized treatment	
C. No. of Residents Hospitalized	
D. No. of Counseling Sessions Held	
E. No. of OT/PT Sessions Held	

7. Other Information:-

Nos. of RTI/PGC/PGMS/LG Grievances

	RTI	PGC	PGMS	LG
Nos. of Grievances Received				
No. of replies sent to concerned authority/applicant				
Nos. of Grievances Pending				

8. Maintenance of the building (Monthly):-

Nos. of complaints forwarded to PWD	Civil/Building Repair	Electrical	Horticulture
Nature of Complaints			

<b>No. of Complaints resolved(different types)</b>			
<b>Complaints not resolved (If any)</b>			
<b>Reasons of Non-Resolution of Complaints</b>			

**9. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)**

	<b>Allocation</b>	<b>Expenditure during the month</b>	<b>Progressive Expenditure up to current month</b>	<b>% of Expenditure</b>
<b>Salary</b>				
<b>Material</b>				
<b>Overhead Expenses (If any)</b>				

**10. Events/Activities/Meetings/held during the month (kindly attach relevant photos via email)**

<b>Name of the Person(s) of the organization/institution meeting held with</b>	
<b>Date &amp; Time</b>	
<b>Topic/Theme of the event /activity/meeting</b>	
<b>Objective of the meeting/event/activity</b>	
<b>Brief summary of event /activity/meeting</b>	
<b>Achievements as per objective</b>	
<b>Lessons learnt</b>	

**11. Achievements of the month vis-a vis targets.**

<b>Targets under various Schemes (if any)</b>	<b>Achievements</b>	<b>Bottlenecks</b>	<b>Methods to overcome bottlenecks</b>	<b>Remarks (if any)</b>

**Superintendent**

**(Stamp of the Intuition/Home/Office)**

# **M** **ONTHLY PROGRESS REPORT (DISTRICT OFFICE WISE)**

## General Information

1. Month of the report :
2. Name of the District :
3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Physically Posted		
		Regular	Contractual	Outsourced

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & work allocation

Name of the Posted Employee	Designation	Work Allocated

6. Schemes and Applications

Schemes/Application	Received	Approved	Rejected	Under Process
Old Age Pension				
Disability Pension				
Delhi Family Benefit				

No. of Applications pending above 45 days	No. of verifications done and pending during the month	Reasons of Pendency

**7. Nos. of RTI/PGC/PGMS/LG Grievances**

	RTI	PGC	PGMS	LG
Nos. of Grievances Received				
No. of replies sent to concerned authority/applicant				
Nos. of Grievance Pending				
Applications pending for more than 30 days, if yes, give reasons				

**8. Inspections, Visits and its recommendations:-**

From	No. of applications received	No. of Inspections carried out	No. of reports submitted	No. of pending cases		Reasons of pendency
				Inspections	Report	
VAC (GIA)						
Disability (Registration and NOC)						
SS (GIA for Recreation Centres)						
Any Other						

**9. Disability Camps**

a. No. of disability camps organized (with Date and Venue)

b. No. of PWDs attended

**Outcome of the Disability Camp:**

- i) No. of disability certificates issued by the hospital
- ii) No. of ID cards issued by Revenue Officer
- iii) No. of aids and appliances distributed
- iv) No. of bus pass issued
- v) No. of railway pass issued

**9. Maintenance of the building (Monthly):-**

Nos. of complaints forwarded to PWD	Civil/Building Repair	Electrical	Horticulture
Nature of Complaints			
Nos. of Complaints resolved (different types)			
Complaints not resolved (If any)			
Reasons of Non-Resolution of Complaints			

**10. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)**

	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure
Salary				
Material				
Overhead Expenses (If any)				

**11. Events/Activities/Meetings/held during the month (kindly attach relevant photos via email)**

Name of the person(s) of the organization/institution meeting held with	
Date &time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

**12. Achievements vis-a vis targets.**

Targets under various Schemes (if any)	Achievements	Bottlenecks	Methods to overcome bottlenecks	Remarks (if any)

**DSWO/HOO**  
(Stamp of the Office)



# MONTHLY PROGRESS REPORT (BRANCH WISE,HQ)

## General Information

1. Month of the report :

2. Name of the Branch :

3. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

4. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

5. Staff posted with Designation & Work Allocation

Name of the Posted Employee	Designation	Work Allocated

6. Schemes and Applications (pertaining to different branches)

Schemes	Appl. Received	Appl. Approved	Appl. Rejected	Appl. under Process	Appl. under process for more than 45 days	Verifications Completed	Verifications Pending
<i>For FAS Br.</i>							
Old Age Pension							
Disability Pension							
Delhi Family Benefit							
Pariwar Arthik Sahayak							



Yojana							
<b>For Disability Br.</b>							
Parents with disab. for marriage of their daughters and marriage of daughters with disab.							
Sugamya Sahayak							
Mukhya Mantri Divyang Yojana							

### 5.1 Other Schemes

<b>Recreation Centre for Sr. Citizens (For SS)</b>				
No. of recreation centres empanelled				
No. of senior citizens availing facilities of these recreation centres				
No. of grant sanctioned and disbursed to each centre	Name	Sanctioned	Disbursed	
No. of calls on Sr. Citizen Helpline number	Received	Disposed		
No. of services rendered to Sr. Citizens under different heads	Information	Guidance	Emotional Support	Linkages
<b>Welfare centre for old age persons (For SS)</b>				
No. of NGOs empanelled for shelter of old age persons				
No. of residents residing in such NGOs				
No. of Maintenance and Appellate tribunal established				
No. of grievances received in the tribunal				
No. of grievances settled in the tribunal				
No. of grievances pending in the tribunal				
No. of grievances appealed				
<b>Skill development and Rehabilitation of beggars, Persons with Disabilities and Economically Weaker Sections (For SD)</b>				
No. of organisations empanelled for shelter				
No. of organizations empanelled for training				
Nature and no. of trainings held for beneficiaries				
<b>Delhi Grant Scheme (For VAC)</b>				
No. of applications received for Grant in Aid				
No. of applications forwarded to district offices				

## 7. Grievances

<b>Nos. of Grievances Received</b>	<b>PGMS</b>	<b>District Office</b>	<b>Head Office</b>
<b>Nos. of replies sent to different authorities</b>			
<b>Nos. of Grievance Pending</b>			
<b>Applications pending for more than 30 days, if yes, give reasons</b>			

## 8. Budget & Expenditure details under different heads (Details of the Cost/expenditure incurred in the month)

<b>Old Age Pension</b>	<b>Allocation</b>	<b>Expenditure during the month</b>	<b>Progressive Expenditure up to current month</b>	<b>% of Expenditure</b>
<b>Delhi Family Benefit</b>				
<b>Disability Pension</b>				
<b>Pariwar Arthik Sahayak Yojana</b>				
<b>Parents with disab. for marriage of their daughters and marriage of daughters with disab.</b>				
<b>Sugamya Sahayak</b>				
<b>Mukhyamantri Divyang Yojana</b>				
<b>Recreation Centre for Sr. Citizens</b>				
<b>Welfare Centre for old age persons</b>				
<b>Skill development and Rehabilitation of beggars , Persons with Disabilities and Economically weaker sections</b>				

## 9. PROJECT RELATED INFORMATION

<b>Name of the Project</b>	
<b>Tasks/Objectives</b>	
<b>Budget allocated, if any</b>	

<b>Current status of the Project</b>	
<b>Target of the month</b>	
<b>Weekly achievements</b>	
<b>Expenditure incurred, if any</b>	
<b>Remarks</b>	

**10. Events/Activities/Meetings/held during the month (other than project related as mentioned above)**

<b>Name of the person(s) of the organization/institution meeting held with</b>	
<b>Date &amp;time</b>	
<b>Topic/Theme of the event /activity/meeting</b>	
<b>Objective of the meeting/event/activity</b>	
<b>Brief summary of event /activity/meeting</b>	
<b>Achievements as per objective</b>	
<b>Lessons learnt</b>	

**11. Achievements of the month vis-a vis targets.**

<b>Targets under various Schemes (if any)</b>	<b>Achievements</b>	<b>Bottlenecks</b>	<b>Methods to overcome bottlenecks</b>	<b>Remarks (if any)</b>

**Deputy Director**

**(Sign and stamp of the branch)**

# **M** ONTHLY PROGRESS REPORT (CPO)

## General Information

1. Month of the report:

2. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

3. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

4. Staff posted with Designation & work allocation

Name of the Posted Employee	Designation	Work Allocated

5. Information pertaining to-

Nature and no. of cases received for supervision of probationers/prisoners during the month (mention with dates)				
No. of SIRs prepared and submitted under/for	POA Act	Bail Parole Furlough	Recurring Supervisory cases	Any other
No. of SIRs pending (under above mentioned heads)				
Reasons of pendency				

**6. Budget & Expenditure details under different heads:**

	<b>Allocation</b>	<b>Expenditure during the month</b>	<b>Progressive Expenditure up to current month</b>	<b>% of Expenditure</b>
<b>Grant to the children of incarcerated persons</b>				
<b>Social Assistance for Everyone</b>				
<b>Delhi Rehabilitation Grant Scheme</b>				

**7. Achievements of the month vis-a vis targets.**

<b>Targets under various Schemes (if any)</b>	<b>Achievements</b>	<b>Bottlenecks</b>	<b>Methods to overcome bottlenecks</b>	<b>Remarks (if any)</b>

**CPO (Sign and stamp)**

# **M** ONTHLY PROGRESS REPORT (School)

## General Information

1. Month of the report :

2. Staff Sanctioned Strength and Physically Posted (Mention with name of post):

SN	Category of Post	Sanctioned Strength	Physically Posted			Vacant Position (Phy.)	Diverted to Other Office
			Regular	Contractual	Outsourced		

3. Enclose the details of Staff on Leave/Absent:-

Name of the employee	Designation	Nos. of Days of leave & absence

4. Staff posted with Designation & work allocation

Name of the Posted Employee	Designation	Work Allocated

5. Strength of Students (1<sup>st</sup>-12<sup>th</sup>)

Standard	Total No. of students	No. of students dropped out/struck off in the month of reporting due to	Remarks
		1. Death 2. Migration 3. Health 4. No reason 5. Any other reason (specify)	

6. Training undertaken (since the beginning of the service of the teacher):

	For Specially –abled (intellectually disabled)	For Visually Impaired (blind)	For Hearing Impaired (deaf)
No. of teachers			

Please enclose the list of all the teachers along with name who attended the training and from which institute/organisation

**7. Information pertaining to teaching during COVID**

- a. Mode of classes
- b. No. of students benefitted from online classes in the current month
- c. Measures taken for students who aren't able to attend online classes (please answer in detail)

**8. Budget & Expenditure details under different heads:**

Uniform & Textbook Subsidy	Allocation	Expenditure during the month	Progressive Expenditure up to current month	% of Expenditure

**9. Sports/Extra Curricular Activities**

- a. Name of all the sports/ECA activities being held in school
- b. No. of students participating/representing in state/national/international events

Name of the Sport/ECA Activity	No. of Students	District	State	National	International

**10. Parent-teacher Interaction**

Standard	No. of PTMs Held	Mode		% of parents attended PTM
		Offline	Online	

**11. Events/Activities/Meetings held during the month**

Name of the person(s) of the organization/institution meeting held with	
Date & time	
Topic/Theme of the event /activity/meeting	
Objective of the meeting/event/activity	
Brief summary of event /activity/meeting	
Achievements as per objective	
Lessons learnt	

**12. Achievements of the month vis-a vis targets.**

<b>Targets under various Schemes (if any)</b>	<b>Achievements</b>	<b>Bottlenecks</b>	<b>Methods to overcome bottlenecks</b>	<b>Remarks (if any)</b>

**Deputy Director**

**(Sign and stamp of the branch)**