

DETAILED INSTRUCTIONS TO FILL CHECKLIST 2026 AND PREPARE ITS DESCRIPTIONS IN PC-I

Following detailed instructions may be followed in filling Checklist and preparation of PC-I:

1. Checklist may be added on Page 2 immediately after Title, before PC-I form, Provincial Cabinet Minutes, PDWP Minutes, Concept Paper and other supporting Documents.
2. Checklist is ought to be filled with Page Numbers.
3. Page Numbering performed inside (on each page of) PC-I. It can be performed manually as well.
4. Due adherence to the Description of item in Checklist may be ensured while filling details of that (particular) item on a (specific) Page.
5. Once PC-I (Original / Modified/ Revised) has been scrutinized and observations conveyed by P&DD, rectified PC-I's first page is ought to be of para wise reply with Page Number of information / compliance added which was not part of earlier PC-I.
6. In case item is not applicable in PC-I, write N/A.
7. In case of PC-Is containing multiple sectors, Checklist of first sector may be annexed first, followed by the next sector containing items from S# 19 and onwards owing to the fact that S# 1 to 18 are common in all Checklists. Though commonality can be found between those beyond S# 19; as the Sector changes, it is more advisable to proceed in the manner as narrated above.
8. In case of *Rehabilitation/ Improvement*, Background History is ought to cover year of construction, reason(s) of deterioration and proposed changes in design keeping in mind the said reason(s) so that the affected Structure is not affected the same way. The lesson learnt has been incorporated to ensure the Structure lasts longer. Please don't enter irrelevant information like people approached MPA of the area or the estimate has been prepared to the tune of Rs. ____ Million.
9. In case of *Augmentation*, Background History is ought to cover year of construction, Designed Population when Scheme was first constructed, Target Population and the Design Period set as in proposed/ tabled PC-I.
10. *In all Checklists*, Bar Bending Schedule has been kept intact in Original PC-I because it is based on PRC Design of relevant Structural Member, Drawings drawn thereof and finally quantification. No excuse may be made in this particular regard.
11. Checklist of *Roads and Roads Structures* contains all Components. There is no need to add Checklist of Sports, Sewerage, Pavers and Street Lights in case of Roads Sector.
12. *In Roads*, Design Sheets in respect of thickness of Sub Base Course, Base Course and Wearing Course are required beyond a particular value which has been mentioned in Checklist.

13. *In Roads*, if Sewerage is proposed, showing Disposal Point on Map is usually missed out. In Design, Discharge per Day in GPD based on population is not provided. Please ensure addition of above in the said case.
14. *In Buildings*, Design of Foundation Beam, Column, Slab and Bearing Capacity Test for Foundation are required in case of Modified / Revised PC-I only. It may be noted that Drawing refers to Section of Structure while Design is mathematical calculation starting from imposed load and ending with amount of Steel proposed. Differentiation between two is vital.
15. *In Buildings*, item of ‘accessibility items for PWDs’ has been entered after correspondence with Social Welfare Department. Similarly, item of ‘dedicated component of plantation’ has been entered after advice of Environment and Climate Change Department. Therefore ignoring these or writing as ‘N/A’ is ought to result in departure from the circulated practice.
16. *In WSS and Sanitation*, Pump HP Design does contain Discharge in UK Gallon per Minute but the relationship with Operating Hours, Discharge required per Day in GPD based on population is not provided. Please adhere to the instructions as contained in the Checklist.
17. Clear, legible, dimensioned Drawings are essential with the primary aim of ascertaining quantities for all kinds of (*all Checklists*) Civil Works, (*in Buildings*) Electrical Works, Plumbing Works, Gas Works, HVAC Works and Works of Allied facilities such as OHWT, UGWT, Septic Tank, Soakage Pit, External Water Supply Works and External Sewerage Works. This automatically implies:
- in Roads* Linear Plan of Road, L Section and X Section of Road, Section of Culverts (all types), Drain, Wall (all types) etc.
 - in Buildings* Plan (with Grid or quantity description in DMS/ Detail Estimate to relate with Plan), Section (Building, Footing, Column, Beam, Slab), Electrical Plan, Plumbing Plan, Gas Work Plan, Section of Boundary Wall, Compound Wall etc.
 - in WSS and Sanitation*, Plan and Section of Pump House /Room, Site Plan to show layout of WSS Pipeline (origin, destination included), Section of OHWT, UGWT, Community Tank, Site Plan to show layout of Sewerage Pipe etc.
 - in Dams*, Site Plan/ Map to show length of Dam, location of Catchment Area, Spillway, Pipe Outlet, Command Area, Section of Dam Body, Spillway, Pipe Outlet L Section and X Section of Dam and Spillway, Section of Pipe Outlet, etc.
 - in FPB/ FPW* Site Plan/ Map to show length of FPB/ FPW, Section of FPB, FPW, L Section of FPB etc.
 - in Irrigation and Irrigation Structures* Site Plan/ Map to show length of Structure, Section of Structure etc.

- g. *in Agri Bore* Plan and Section of Pump House /Room, Layout of Pipeline (origin, destination included), Section of WST, OLB etc.
- h. *in Sports, Pavers, Sewerage, Street Lights* Plan of Pavilion/ Structure, Section of Pavilion, Structure, Electrical Plan, Plumbing Plan, Site Plan to show length and width of Pavers, layout of Sewerage Pipe (origin, disposal point included), Section of Sewerage works, marked location of Street Lights etc.

18. The Checklist items’ descriptions are self explanatory regarding the information required about a particular item on a specific page number of PC-I. The following parameters have been left mostly blank in the past 18 months which are ought to be addressed in the manner as specified below:

ITEM	HOW TO FILL
Status of Land	Write ‘Free’ or ‘page number’ of the page where the procedure as entered in the Checklist has been followed.
Source of NSR (if applicable)	Write ‘N/A’ or ‘page number’ of the page where the procedure as entered in the Checklist has been followed.
Provision of PMU (in case cost is in excess of Rs. 3 Billion)	
Feasibility Report (in case cost exceeds Rs. 500 Million or cost contains 30% Infrastructure Component)	
Signatures	As described in the Checklist, page numbers of signatures of concerned Officers may be entered in the form (a, b, c, d, etc.) where a, b, c, d are the page numbers in PC-I where the signatures have been entered. Till now, majority focuses on column 15 of PC-I form. Adherence to Checklist item Description may be ensured.
Certificate of Quantities obtained from Drawings	90% of the time it was found absent. This item has been invented to ensure that in case of Revision the excuse of improper survey may be avoided. Please follow as entered in the Checklist and insert Page Number in Checklist on which the said Certificate is attached in PC-I.
Classification of Rock (if applicable)	Write ‘N/A’ or page number of the page where the procedure as entered in the Checklist has been followed. It has been invented to ensure PC-I has been prepared after site visit.
Classification of Soil	Write page number of the page where the procedure as entered

	in the Checklist has been followed. It has been invented to ensure PC-I has been prepared after site visit.
Quantity in Detail Estimate	Quantity Description as described in the Checklist is ought to be followed the same way with the primary aim of ascertaining quantities. Quantity Description may be sufficient enough to enable Engineer of P&D to proceed conveniently. Grid is only allowed in PC-I of Building sector, where the description used is exactly as used in Plan so as to achieve the aforementioned objective. Particularly, concentration may be focused on item of excavation, for which each quantity has to be described by a separate and distinctive description. This way, as the remaining items are sequel to excavation, the same descriptions may be copied for easier preparation and subsequently scrutiny is made easier for Engineers of P&DD.