

PC - IV

PROJECT COMPLETION REPORT **(PROFORMA FOR DEVELOPMENT PROJECTS)**

PLANNING COMMISSION
GOVERNMENT OF PAKISTAN

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PLANNING COMMISSION**

PROJECT COMPLETION REPORT
(PC – IV PROFORMA)

To be furnished immediately after completion of the project regardless the project accounts have been closed or not.

1.	Name of the Project/Program/Study						
	Location						
2.	Sector						
	Sub-Sector						
3.	Sponsoring Ministry/Agency						
4.	Executing Agency (s)						
5.	Agency for Operation & Maintenance after Completion						
6.	Date of Approval & Approving Forum (DDWP/CDWP/ECNEC/PDWP/Other)						
	• Original						
	• Revised						
7.	a) Implementation Period	Date of Commencement	Date of Completion				
	• As per PC-I						
	• Actual						
	b) Extension(s) in the Implementation Period (if any)	Date	Period (Months/Days)				
		•	•				
		•	•				
(Rs. Million)							
8.	Capital Cost	PC-I Cost (approved)			Actual Expenditure		
		Local	FE/Loan/ * Grant	Total	Local	FE/Loan/ * Grant	Total
	• Original						
	• Revised						
* Clearly specify the source and mention exchange rate					(Rs. Million)		
9.	Financing of the Project	Local	FE/Loan/* Grant	Total			
	• Federal Share						
	• Provincial Share						
	• Donors/Others						
	Total:						

* Mention the Rupee exchange rate, if applicable

10. Project Accounts

a) Nature of Account	Type	Date of Opening	Lapsable/ Non-lapsable
	PLA		
	Assignment Account		
	Current Account		
	Saving Account		
b) Status of Account	Other		
	<ul style="list-style-type: none"> If closed, mention the date If not closed, mention reasons thereof & tentative closure date 		

11. Financial Phasing as per PC-I and Expenditure

(Rs. Million)

Year	PC-I Phasing		PSDP Allocation		Releases		Expenditure	
	Total	FE/Loan/ Grant	Total	FE/Loan/ Grant	Total	FE/Loan/ Grant	Total	FE/Loan/ Grant
1	2	3	4	5	6	7	8	9
Total								

* Clearly specify the source

12. Physical Targets and Achievements

S.No.	Items (as per PC-I)	Unit	Quantity	Actual * Achievements

* Attach/Annex detailed information for each item separately

13. Item-wise Planned & Actual Expenditure

(Rs. Million)

S.No.	Items (As per PC-I)	PC-I Estimates			Actual Expenditure		
		Total	Local	FEC	Total	Local	FEC
	Total:						

14. Recurring Cost after Completion of the Project

(Rs. Million)

S.No.	Components	PC-I Estimates*			Actual Expenditure*		
		Total	Local	FEC	Total	Local	FEC
	Total:						

* Mention source and agency responsible for financing the recurring cost after completion of the project

15. Achievement of Objectives

S. No.	As Contained in the PC-I	Actual Achievement*

* Attach/Annex detailed information for each objective separately. In case of not achieving the objectives fully/partially, indicate reasons thereof

16. Year-wise Income from Services/Revenue Generation

(Rs. Million)

S. No.	As Estimated in the PC-I	Actual

17. RBM Indicators as given in the PC-I

S.No.	Input	Output	Outcome		Targeted Impact
			Baseline Indicator	Targets after Completion of Project	

18. List of Project Directors (PDs) till Completion

S.No.	Name & Designation	From	To

19. Responsibility/Ownership of Assets (Procured/Acquired/ Developed) after Completion of the Project

- Indicate Agency
- List of Assets (Moveable/Immoveable)

20. Impact after Completion of the Project

- a) Financial
- b) Economic
- c) Technological
- d) Social (Education, Health, Employment, area Development, etc.)
- e) Environmental
- f) Any other

21. Mechanism for Sustainability of Activities after Completion

Indicate mechanism how the project activities will be continued on sustainable basis

22. Financial/Economic Analysis

S.No.	Components	As Per PC-I	After Completion
a)	Financial		
	Net Present Value (NPV)		
	Benefit Cost Ratio (BCR)		
	Internal Financial Rate of Return (IFRR)		
	Unit Cost Analysis		
b)	Economic		
	Net Present Value (NPV)		
	Benefit Cost Ratio (BCR)		
	Internal Economic Rate of Return (IERR)		

23. Issues Faced during Implementation

- Organizational Management
- Capacity of the department concerned
- Decision making process
- Any other

24. Lessons learned

- a) Project identification
- b) Project preparation
- c) Project approval
- d) Project financing
- e) Project implementation

25. Suggestions for Future Planning & Implementation of Similar Projects

Submitted by:

Signature _____
Name & Designation _____
Telephone No. _____
E-mail Address _____
Date _____

**GOVERNMENT OF PAKISTAN
PLANNING COMMISSION**

Instructions to fill in the PC-IV Proforma

1. Name of the project

Indicate the same name of the project as appeared on PC-I and also mentioned locations of the project.

2. Sector/Sub-Sector

Indicate Sector & Sub-Sector in which the project falls and as indicated in the PC-I.

3. Sponsoring Ministry/Agency

Indicate the full name of the Ministry/Department/Agency with address.

4. Executing Agency

Indicate the name and address of the Organization responsible for implementation of the project.

5. Agency for Operation & Maintenance after Completion

Indicate the name and address of the Agency/Organization.

6. Date of Approval

Mention date of approval of the competent forum like DDWP, CDWP, ECNEC, etc. and enclose copy of the decision/s.

7. Implementation period

Indicate planned, actual commencement & completion date and total duration (in months). Provide details of extension granted in the implementation period with dates and the notification indicating the name of authority.

8. Capital cost

Provide capital cost of the project as approved by the competent forum and actual expenditure incurred on the project till preparation of PC-IV with expected/actual completion cost.

9-10. Financing the project

Provide financing/funding requirement and agency (indicating exchange rate in case of foreign component provided in the PC-I).

11. Financial Phasing as per PC-I and Expenditure

- Provide PC-I phasing as per approved PC-I.
- PSDP allocations as reflected in annual PSDP/ADP.
- Year-wise releases made to the project.
- Year-wise actual expenditure incurred on the project.

12. Item-wise physical targets and achievements

- Provide item-wise quantifiable physical targets as given in the approved PC-I.
- Actual physical achievements against physical targets be provided.

13. Item-wise planned and actual expenditure

- Provide item-wise allocations as per approved PC-I.
- Item-wise actual expenditure incurred on the project be provided.

14. Recurring Cost after Completion of the Project

Indicate Source and Agency Responsible for Financing the Recurring Cost after completion of the project.

15. Achievements of Objectives

Indicate actual achievements against objectives envisaged in the PC-I.

16. Year-wise income from services rendered/income generation:

Indicate the details and type of services rendered to other agency(s), private agencies and amount of income generated.

17. Indicate Result Based Monitoring & Evaluation (RBM&E) indicators as envisaged in the Column 12(b) of the PC-I

18. List of Project Directors (PDs) Since Inception

Give details of the PDs of the projects with full details of working periods.

19. Responsibility/ownership of assets (procured/developed) after completion of the project

Indicate to whom assets of the project (developed/procured) will be transferred after completion of project. Details of assets may also be provided.

20. Impact after Completion of the Project

Provide impact of the project on the target group/area, etc.

21. Mechanism for sustainability of project/activities

Indicate the mechanism by which project activities will be continued in a sustainable manner.

22. Financial/Economic results based on actual cost

- Undertake financial, unit cost and economic analysis based on actual capital and recurring cost. The benefits of the project may also be calculated on prevailing prices and output.
- In case of social sector projects, unit cost analysis may only be provided.

23. Project implementation

- Indicate whether project has been implemented as per approved cost, scope and time. In case of variation, reasons be provided.

24. Lessons learned

- Provide lesson's learned during identification, preparation, approval, financing and implementation of the project.

25. Suggestions

- Suggestions for planning & implementation of similar nature of projects, keeping in view the lessons learned during the implementation of this project.