

# **PC - IV**

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

**PLANNING COMMISSION**  
**GOVERNMENT OF PAKISTAN**

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PLANNING COMMISSION**  
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**PROJECT COMPLETION REPORT**  
**(PC – IV PROFORMA)**

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

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

\* Mention the Rupee exchange rate, if applicable

## 10. Project Accounts

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

## 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
<b>Total</b>								

\* 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
	<b>Total:</b>						

**14. Recurring Cost after Completion of the Project**

(Rs. Million)

S.No.	Components	PC-I Estimates*			Actual Expenditure*		
		Total	Local	FEC	Total	Local	FEC
	<b>Total:</b>						

\* 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
<b>a)</b>	<b>Financial</b>		
	Net Present Value (NPV)		
	Benefit Cost Ratio (BCR)		
	Internal Financial Rate of Return (IFRR)		
	Unit Cost Analysis		
<b>b)</b>	<b>Economic</b>		
	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

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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.