**Micro Level Planning of [city name] city action plan**

**Department Name -**

**Instructions for preparing the micro plan:**

* *Micro plan has to be mandatorily prepared for all the Action Points involving Projects/ Procurements which have been given in the Action Plan. However, additional Action Points relevant for improvement in the air quality and the corresponding Micro plan may also be added. The Action Points given in the Action Plan have been shown in the micro plan format with provision for addition of new action point and corresponding Micro plan.*
* *In case the DPR is not prepared, tentative timelines along with the cost estimates and possible sources of funding may be entered based on experience from similar projects.*
* *No modification shall be done in Action Points as per the original approved Action Plan.*
* *Complete details in all the columns of micro level planning tables must be provided and the information prefilled must also be checked and verified.*
* *Micro plan of regular activities need not be prepared.*
* *Timeline for project shall strictly follow the calendar month and year approach (e.g. April 2021 shall not be written as 180 days/ 6 months/ month 6) in the Gantt Chart*
* *At least 5 sub-activities shall be added in the timeline for proper monitoring of project*
* *For monitoring review and reporting at least 3 key performance indicators (KPIs) shall be identified with an aim to see the impact on implementation of city action plan*
* *For further clarification & guidance, Team Air of UPPCB may be contacted at the following email id and contact no.:*

*uppcb.ncap@gmail.com**, Priyanka Singh (Consultant B) – 7839891406, Aaditya Chaturvedi (Consultant A) – 7839891405*

* *Micro plan in editable MS Word and PDF file with duly signed covering letter must be sent to UPPCB on mail* *uppcb.ncap@gmail.com* *and* *ms@uppcb.in*

**Micro Level Planning of [city name] city action plan**

**Department Name -**

 **[Please enter the title of aspect for which micro planning is done e.g. control of industrial emissions]**

| **Action point**  | **Time Target** | **Implementation agencies** | **Progress till date** |
| --- | --- | --- | --- |
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**Micro level planning**

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| **Project name**  | **Details of work**  | **Target reduction**  | **Total Cost****(In Lacs)** | **Project timeline**  | **Source of funding** | **Funds released** | **Additional fund requirement** | **Officer responsible**  |
| **Project implementation** | **Project review** |
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**Timelines for the project**

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| --- | --- | --- | --- |
| **Activity**  | **Sub-activity****(at least 5 sub activities to be added)** | **Timeline** **[Please provide the real time schedule in month and year]** | **Remarks** |
|  |  |  |  |  |  |
| Prebidding stage |  |  |  |  |  |  |  |  |
| Bidding stage |  |  |  |  |  |  |  |  |
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| Project execution |  |  |  |  |  |  |  |  |
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**Mechanism for Monitoring, Review and reporting**

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| --- | --- | --- | --- |
| **Key performance indicators** **(at least 3 indicators to be identified)** | **Performance assessment** | **Reason**  | **Steps taken**  |
| **Parameter** | **Details**  |
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