

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT)-I
ODISHA: BHUBANESWAR.
CIRCULAR

No. 40

Date: 14/8/2026

CAG HRMS (चरण-III) के चल रहे कार्यान्वयन के एक भाग के रूप में, क्षेत्रीय कार्यालयों द्वारा तैयार एवं प्रस्तुत की जाने वाली 28 आवधिक रिपोर्टों/विवरणियों के प्रारूपों को CAG HRMS एप्लीकेशन में एकीकरण हेतु मुख्यालय कार्यालय द्वारा संकलित किया जा रहा है। यह सुनिश्चित करने के लिए कि डिजिटल प्रारूपों में सभी प्रासंगिक आंकड़े समाहित हो जाएं, मुख्यालय कार्यालय ने प्रारूपों की समीक्षा करने और अगर कोई बदलाव ज़रूरी हो, तो उसका सुझाव देने का निर्देश दिया है।

As a part of the ongoing implementation of CAG HRMS (phase-III), Headquarters office has been compiling the formats of the 28 periodical reports/ returns prepared and submitted by the field offices for integration into the CAG HRMS application. To ensure that the digital templates capture all relevant data, it has been instructed by Headquarters office to review the formats and suggest changes, if any.

उपरोक्त के सन्दर्भ में, आपसे अनुरोध है कि अपने समूह/अनुभाग से संबंधित रिपोर्टों/विवरणियों के प्रारूपों (आधिकारिक वेबसाइट के परिपत्र अनुभाग में अपलोड किए गए) की समीक्षा करें तथा यदि कोई सुझाव हो, तो उसे आवश्यक कार्रवाई हेतु दिनांक 17.08.2026 तक प्रशासन अनुभाग को उपलब्ध कराना सुनिश्चित करें।

In view of the above, it is hereby requested to review the reports/ returns formats (*uploaded in circular section in official website*) pertaining to your Group/ section and submit suggestions therein, if any to Admin latest by 17.08.2026 for necessary action.

sd/-

Sr. Deputy Accountant General/Admn

Memo No. Admn (Audit I)/CAG-HRMS/2026-27/964

Date: 14/8/2026

Copy for kind information and necessary action forwarded to:

1. The Secretary to Pr. Accountant General (Audit-I), Odisha, Bhubaneswar.
2. Branch Officer: Report (Main)/ ECPA/ Report (PAC)/ OE/ OM/ Estate Cell/ Confidential Cell/ Legal Cell/ DA&RC.
3. AAO/ DA & R Cell, with a request to upload the Circular in the office website

Pr. Audit Officer
14.8.26

Sr. Audit Officer/ Admn (Audit-I)

To

**All Heads of Department of IAAD Offices,
(as per the mailing list)**

**Subject: CAG HRMS (Phase-III) - Suggestions/Inputs for
Finalization of Periodical Reports>Returns formats**

Sir/Madam,

As part of the ongoing implementation of **CAG HRMS (Phase-III)** and in line with the "Migration Plan from Parallel Systems" as per directions given by the competent authority, the process of integrating periodical reports and returns into the CAG HRMS application has been initiated.

The IS Wing, in coordination with the ACN-I Wing, has been compiling the formats of the **28 periodical reports/returns (attached as Consolidated Reports)** currently being submitted by field offices to Headquarters.

To ensure that the digital templates on the HRMS portal capture all operational nuances, you are requested to kindly review the enclosed templates and provide your valuable suggestions regarding:

- Any specific changes, corrections, or field updates required in the formats..
- Any additional reports generated at the field office level that would benefit from digital integration.

Your consolidated suggestions and feedback may kindly be forwarded to this office within 10 days of the receipt of this letter to expedite the system development process.

This is issued with the approval of competent authority.

Encl: Consolidated Reports

भवदीया,

**Digitally signed by
Shweta Mishra
Date: 07-08-2026
22:24:52**

Assistant Comptroller and Auditor General -II

Monetary Estimates for inclusion in RE/BE**FORM A**

**STATEMENT OF REVISED ESTIMATES 20 -20 AND BUDGET ESTIMATES 20 -20 OF
THE OFFICE OF THE.....**

(IN THOUSAND OF RUPEES)

MAJOR HEAD 2016 -AUDIT					
ESTIM.NO.OF POSTS AS ON 1ST MARCH	GROUP HEAD, SUB-HEAD OF	BE	RE	BE	BRIEF REASONS FOR VARIATIONS BETWEEN COL. 3 & 4 & between 4 & 5
	DEMAND AND OTHER DETAILS				
1	2	3	4	5	6
	I.GROSS EXPENDITURE SALARIES				
	(i) Pay of Officers				
	(ii) Pay of Estt.				
	(iii) Arrears (NFU, Entry Pay, MACP etc.)				
	(iv) Leave Encashment (LTC)				
	(a)Supervisor				
	(b)Sr. Auditors / Auditors				
	(c)Clerks				
	(d)Stenos				
	(e) S. G. Record Keepers				
	(f) M. T. S.				
	(g)Other posts				
	(v) Dearness Allowance (Including Arrears)				
	(vi)Bonus				
	(vii)Other allowances (including L.T.C.)				
	TOTAL SALARIES				
	2. Wages				
	3. O.T.A.				
	4. Medical Treatment				
	5. Travel Expenses				
	(i)Domestic T.E.				
	(ii)Foreign T.E.				
	6.Office Expenses				
	(i) Local Purchase of Stationary				
	(ii) Electricity & Water Charges				
	(iii) Service Postage Stamp Charges				
	(iv) Telephone & Trunck Call Charges				
	(v)Other office Expenses				
	(vi) Special Contingencies				
	(vii) Special Contingencies				
	(a) Purchase of Modular Furniture				
	(b) Purchase of Office Furniture				
	(c) Purchase of Air Conditioners	2			

	(d) Purchase of CCTV Cameras				
	(e) Purchase of Staff Car				
	(f) Others (Photo Copier/Fax etc.)				
	7.Rent, Rates & Taxes				
	8.Publications				
	9.Minor Works				
	10.Professional Services				
	(a) Outsourcing of MTS (No.)				
	(b) Outsourcing of Cleaning Staff (No.)				
	(c) Outsourcing DEO, Steno, Driver etc. (No.)				
	(d) Hiring of Retired Persons (No.)				
	(e) Outsourcing of Canteen Staff (No.)				
	(f) Legal Charges				
	(g) Training (Group-A/B)				
	(h) Others				
	11. Grants-in-aid				
	12. Other Charges				
	13. Information Technology				
	TOTAL				
	14.DEPARTMENTAL CANTEEN				
	GRAND TOTAL				
	Additional DA due from 1st July 2019 (July to February) to be included in RE 2019-20				
	Additional DA due from 1st January 2020 and 1st July 2020 to be included in BE 2020-21				

II - DEDUCT

Recoveries **

(Detailed Items)

TOTAL RECOVERIES

NET EXPENDITURE

In this connection kindly refer to para III(8) of the forwarding letter. Full details of recoveries should be given in separate statement

Signature
SAO (Admn)

FORM "B"

STATEMENT SHOWING THE ACTUAL EXPR. FOR THE LAST THREE YEARS AND BUDGET/REVISED ESTIMATES FOR THE CURRENT AND ENSUING YEA
OFFICE OF THE.....

(IN THOUSAND RUPEES)									
HEAD	EXPR. FOR THE LAST THREE YEARS			BUDGET ESTIMATES	ACTUALS FOR LAST 7 MONTHS OF	ACTUALS .FOR 1 st 5 MONTHS OF	PROVISIONS FOR REMAIN- ING MONTHS	REVISED ESTIMATES (COL.5+6)	BUDGET ESTIMATES
1	2			3	4	5	6	7	8
1. SALARIES									
(i) Pay of officers									
(ii) Pay of Estt.									
(iii) Arrears									
(iv)Leave Encashment (LTC)									
(v)Dearness Allowance									
(vi)Bonus									
(vii)OTHER ALLOWANCES									
a) HRA & Other fixed allowances									
b) Honorarium									
c) Children Education Allowance Scheme									
d) L.T.C									
e)Transport Allowance									
f)DA onTA									
g) Any other item (to be specified)									
<u>TOTAL (OTHER ALLOWANCES)</u>									
TOTAL SALARIES									
2.Wages									
3.O.T.A.									
4. Medical Treatment									
5.Travel Exp.(Excl.leave tra. concession)									
i)Domestic (TE)									
ii)Foreign (TE)									
<u>6. Office Expenses</u>									
I)Local Purchase Of Stationary									
II)Telephone & Trunk Call									
III) Service Postage Stamps									
IV) Electricity & Water Charges									
(V) Office Expenses (Misc.)									
(a) Repair Of Furniture									
(b) Purchase of Books & Publications									
(c) Purchase of Books & Periodicals in Hindi									
(d) Maintenance of Staff Cars									
(e) Repair of Water Coolers									
(f) Hot and Cold Weather Charges									
(g) Hiring of Inspection Vehicles									
(VI) Special Contingencies									
(a) Purchase of Office Furniture									
(b) Purchase of Modular Furniture									
(c) Purchase of Air Conditioners									
(d) Purchase of CCTV Camera									
(e) Purchase of Staff Car									
(f) Others (Photo Copier/Fax etc.)									
(VII) Any Other Item or OE (Miisc.)									
<u>TOTAL-OFFICE EXPENSES</u>									
7. Rent Rates & Taxes									
8.Publications									
9. Minor Works									
10.Professional Services									
11. Grants-in-aid (General)									
12. Other Charges									
13.Information Technology									
TOTAL									
14.Departmental Canteen									
GRAND TOTAL									

Full details and justification in support of the provision proposed in the RE for the current year and the BE for the ensuing year in respect of these items may be furnished.

Signature
SAO (Admn)

FORM 'C'

FOR GROUP 'B' OFFICERS & NG ESTT. (Including Sr. AO)

STATEMENT SHOWING THE REVISED ESTIMATES FOR OFFICE OF THE.....

(IN THOUSAND OF RUPEES)

REMARKS	GRAND TOTAL	DEPT. CANTEEN	TOTAL	IT	OTHER CHARGES	GRANTS IN AID	Professional Services	MINOR WORKS	PUBLICATIONS	RRT	Office Expenses								TRAVEL EXPENSES	Medical Treatment O.T.A.	WAGES	SALARIES										
											Special Contingencies	OE (Misc.)*	T&TC	SPSC	E & W C	LPS	Hiring of Inspection Vehicle	FOREIGN TE				DOMESTIC T	Total Salaries	OTHER ALLOWANCES								
																								Total Other Allowance	AOI	D.A. on TA	Transport Allowance	L.T.C.	CEAS	Honorarium CCA, HRA & Other fixed	BONUS	DA
30	29	28	27	26	25	24	23	22	21	20	19	18	17	16	15	14		13	12	11	10	9	8	7	6	5	4	3	2	1		
(I) Expenditure upto 31.08.																																
(II) Provision for remaining part of the current year 20 -20 in respect of Person-in-position as on 01.09.																																
TOTAL (I)+(II)																																
(III)Provision for the vacant posts in existing sanctioned. strength. The total No.of vacant posts, the No.provided and the period for which provision has been made may be included in the remarks Col.																																
a Sr. Accounts Officer/Sr. AO																																
b) Accounts/Audit Offices																																
c) AAOs																																
d) Supervisors																																
e) Sr. Adr/Adr/Sr. Acct/Acct																																
f) Stenos																																
g) Clerks																																
h) Record Keepers																																
i) Other Posts																																
j) MTS																																
TOTAL-III																																
TOTAL I TO III																																

Expenditure upto 31st August 20 (Rupees int housand) will ordinarily include expenditure on Salaries for first six months of the year 20 -20 Any variations in excess of 5% between the actuals under the sub-head "Salaries" upto 31st August 20 and provisions proposed for the remaining part of the year in respect of Men-in-Position should be suitably explained.

Signature
SAO (Admn)

FORM 'D'

FOR GROUP 'B' OFFICERS & NG ESTT. (Including Sr. AO)

STATEMENT SHOWING THE BUDGET ESTIMATES FOR OFFICE OF THE

(IN THOUSAND OF RUPEES)																																						
	SALARIES										WAGES	O.T. A.	MEDICAL TREAT.	TRAVEL EXPENSES	OFFICE EXPENSES						RRT	PUBLICATIONS	Professional Services	MINOR WORKS	GRANTS IN AID	OTHER CHARGES	Information Technology	DEPTT. CANTEEN	GRAND TOTAL	REMARKS								
	OTHER ALLOWANCES														Total Salaries	Special Contingencies	OE (Misc.)	T&TC	SPSC	E & W C											LPS	Hing of inspection ve	FOREIGN T.E.	DOMESTIC T.E.				
	BONUS	DA	LE(LTC)	Arrears	Pay of Estt Officers	CCA,HRA & Other Fixed Allowances	Honorarium	C.E.A	L.T.C.	Transport Allowance																									DA on TA	AOI	Total Other Allowance	
	1	2	3	4	5	6	a	b	c	d	e	f	g	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
I.Provision for full year in respect of Person-in position as as on 01.09.																																						
II.Provision for the vacant post in existing sanctioned strength (for full year).																																						
TOTAL I & II																																						
(a)Sr.Audit Off.																																						
(b)Audit Officers																																						
(c)Asst.Audit Off																																						
(d)Suprs.																																						
(e)Sr. Ars./Ars.																																						
(f)Stenos																																						
(g)Clerks/DEO																																						
(h)Rec.Keepers																																						
(i)Others																																						
(j) MTS																																						
TOTAL																																						
III. Provision for vacant posts expected to be filled up during 20 -20 .																																						
(a)Sr.Audit Officer																																						
(b)Audit Officers																																						
(c)Asst.Audit Off																																						
(d)S.Os./Suprs.																																						
(e)Sr. Ars./Ars.																																						
(f)Stenos																																						
(g)Clerks																																						
(h)Rec.Keepers																																						
(i)Others																																						
(j) Group-D																																						
TOTAL -III																																						
TOTAL I & III																																						

Signature
SAO (Admn)

FORM - E

GROUP 'A' OFFICERS (Exlcuding Sr. AO)

**STATEMENT OF REVISED ESTIMATES 2019-2020 AND BUDGET ESTIMATES 2020-2021 OF
OFFICE OF THE**

(In Thousand of Rupees)

ESTIMATED NO.OF POSTS	GROUP HEAD SUB-HEAD OF	Budget	Revised	Budget	BRIEF REASONS FOR VARIATIONS BETWEEN COL. 3&4 & COL.4&5
AS ON 1ST MARCH	DEMAND AND OTHER DETAILS	Estimates	Estimates	Estimates	
20 , 20 , 20		20 -20	20 -20	20 -20	
1	2	3	4	5	6
	<u>GROSS EXPENDITURE</u>				
	1. Salaries				
	i) Pay				
	ii)Arrears				
	iii)Leave Encashment (LTC)				
	iv)Dearness Allowance				
	v) Total Other Allowances (incl. LTC + Tran. All.)				
	TOTAL SALARIES				

Signature.....

Sr AO (Admn)

FORM "F"**GROUP "A" OFFICERS (Excluding Sr. AO)****STATEMENT SHOWING THE ACTUAL EXPR. FOR THE LAST THREE YEARS AND BUDGET/REVISED ESTIMATES
FOR THE CURRENT AND ENSUING YEAR**

OFFICE OF THE

(In Thousand of Rupees)

HEAD	EXPR. FOR THE LAST THREE YEARS			BUDGET	ACTUALS FOR	EXPR.FOR	PROVISIONS	REVISED	BUDGET
	ESTIMATES			20 -20	LAST 7	FIRST 5	FOR REMAIN-	ESTIMATES	20 -20
	20 -20	20 -20	20 -20		MONTHS OF	MONTHS OF	ING MONTHS	20 -20	
1	2			3	4	5	6	7	8
1. SALARIES									
i) Pay of Gr."A" officers									
ii) Arrears									
iii) Leave Encashment (LTC)									
iv) Dearness Allowance									
v) OTHER ALLOWANCES									
a) HRA & Other fixed allow.									
b) Honorarium									
c) Children Education Allow. Scheme									
d) Leave Travel Concession									
e) Transport Allowance									
f) D. A. on Trans. Allow.									
g) Any Other Item									
TOTAL OTHER ALLOWANCES									
TOTAL SALARIES									
2. Medical Treatment									
3. TRAVEL EXPENSES (excl. LTC)									
i) Domestic T.E.									
ii) Foreign T.E.									
GRAND TOTAL									

Signature.....
Sr AO (Admn)

FORM 'G'

FOR GROUP 'A' OFFICERS (Excluding Sr. AO)

STATEMENT SHOWING THE REVISED ESTIMATES FOR 20 -20 OF OFFICE OF THE

(IN THOUSAND OF RUPEES)

	SALARIES													M.T.	Travel Expenses		G. Total	REMARKS
	PAY	Arrears	Leave Encashment (LTC)	D.A.	OTHER ALLOWANCES								TOTAL SALARIES		DTE	FTE		
					HRA & OTHER FIXED ALLOWANCE	HON	CEAS	L.T.C.	TA	DA on TA	AOI	Total Other Allow.				TOTAL		
	1	2	3	4	(a)	(b)	(c)	(d)	(e)	(f)	(g)	5	6	7	8	9	10	11
(I) Expenditure upto 31.08.																		
(II) Provision for remaining part of the current year in respect of person-in-position as on 01.09.																		
TOTAL (I)+(II)																		
(III)Provision for the vacant posts in the existing sanctioned strength																		
TOTAL I to III																		

Expenditure upto 31st August (rounded in thousand) will ordinarily include expenditure on salaries for first six months of year . Any variation in excess of 5% between the actual under the sub-head salaries upto 31st August and the provision proposed for the remaining part of the year in respect on Men - in in Position should be suitably explained.

Signature.....
Sr AO (Admn)

FORM 'H'
FOR GROUP 'A' OFFICERS (Excluding Sr. AO)

STATEMENT SHOWING THE BUDGET ESTIMATES FOR OFFICE OF THE

(IN THOUSAND OF RUPEES)																	
	SALARIES												MT	Travel Expenses		G. Total	REMARKS
	PAY	Arrears	Leave Encashment (LTC)	D.A.	OTHER ALLOWANCES								Total Salaries		DTE	FTE	
					HRA & OTHER FIXED ALLOW.	HON	CEAS	LTC	TA.	DA on TA	AOI	TOTAL OTHER ALLOW					
	1	2	3	4	(a)	(b)	(c)	(d)	(e)	(f)	(g)	5	6	7	8	9	10
I.Provision for full year in respect of Person-in position as on 01.09.																	
(II) Provision for the vacant posts in existing sanctioned strength (for full year).																	
TOTAL I+II																	

Signature.....
Sr AO (Admn)

Statemnet of Expenditure in respect of loans of Govt. Servants-HBA

Name of Office.....

REPORT SHOWING POSITION REGARDING SANCTION ETC. IN RESPECT OF HOUSE BUILDING ADVANCE FOR THE PERIOD UPTO

	AMOUNT ALLOTTED		TOTAL	EXP. UPTO JANUARY 20	BALANCE (1 2)	AMT. LIKELY TO BE SPENT DURING REMAINING PART OF YEAR	AMOUNT REQUIRED (4-3)	REASONS FOR VARIATION
	BUDGET ESTIMATES 20 -20	ADDL. ALLOT. IF ANY, MADE BY HQRS. SUBSE- QUENTLY						
CATEGORIES	1(a)	1(b)	1 (a) + 1 (b)	2	3	4	5	
<u>COMMITTED</u>								
a) All cases where a sanction for HBA has been issued & at least Ist. instt. for construction of house has been released								
b) Cases of purchase of ready built flats								
c) Cases of applicants who own plots of land and have less than 5 yrs. of service brfore retirement								
d) Applicants who own a plot of land & have applied for HBA but could not get advance so far due to paucity of funds & cases where plot advances were paid but Ist. instt. for construction has not so far been paid								
<u>NEW / FRESH CASES</u>								
i) Enlargement of existing accommodation								
ii) Enhancement of HBA cases								
iii) Plot advance cases								
iv) Cases of applicants who do not own plot of land and have applied for HBA for construction of house								
TOTAL								

Certified that the figures of expenditure have been reconciled upto with the figures booked by PAO and found correct.

Signature
SAO (Admn)

Report No. J-01

Annual Returns Statement of the recognized Service Associations for the year.....

SI. No.	Name of the Office	Name of the Association	Category	Audited Annual Accounts	Constitution/ By Laws	Office Bearers	PIP of the Category	Total Members	Percentage of Membership	Current status of recognition and date of recognition last granted	Affiliation if any
1	2	3	4	5	6	7	8	9	10	11	12

Report No. R 01

Report on pending compassionate appointment cases

Annexure

Table-I

Stage-wise break up of pending cases of Compassionate Appointment as on 30th June 20...../31st December 20....(strike out whichever is not applicable)

(Half-yearly return for the period January to June to be submitted by 10th July each year)

(Half-yearly return for the period July to December to be submitted by 10th January each year)

- 1. Name of the Cadre Controlling Office:
- 2. Whether instructions on Comp. App. are being implemented? If not reason for deviations.
- 3. Whether a separate cell exist for processing the cases.

4. Whether any other benefit in lieu of Comp. App. has been extended? If yes the details thereof.								
Total number of vacancies available for Comp. App.(5% quota of DR Gr. 'C' posts) for the year	No. of pending applications for comp. apptt. as on 31 st December..../30 ^t h June.. (strike out whichever is not applicable)	Applications received from 1 st January...to 30th June.../1st July... to 31st December...(strike out whichever is not applicable)	Total applications for compassionate appointment (2+3)	Date of meeting of DSC	No. of applications considered by the DSC	Number of appointments made during the year/offer for appointment being issued	Number of applications rejected	Number of applications pending 4-(7+8)
1	2	3	4	5	6	7	8	9
*	**	***						

Table-2

Details of pending compassionate appointment cases									
Sl.No.	Name of the applicant	Name of the deceased Govt. employee	Relation with deceased Govt. employee	Date of death of Govt. official	Date of receipt of application for compassionate appointment by the family	Date of verification by the Welfare Officer	Whether report of Welfare Officer has been received	Whether the DSC has considered the case	Reasons for pendency of the case
1	2	3	4	5	6	7	8	9	10

Signature

Name & Designation

* 5% of vacancies falling under DR quota in Group 'C' post available for compassionate appointment calculated as on 1 st January of respective year should be mentioned in the first report. The vacancies utilized during the year (from January to June) should be deducted and remaining vacancies should be mentioned in the next report. For example, if total number of vacancies available for compassionate appointment in a year is 10 and appointment made from January to June is 8, then the remaining 2 vacancies should be mentioned in this column. Details can be explained as a note.
** Number of pending applications as per the last report (i.e. column 9 of table 1 of last report) should tally with this column.
*** The applications received/reconsidered as per the directions of CAT during this particular period (January to June) only should be mentioned. Note to that effect may be given.

Annexure II

Office of the.....

STATEMENT SHOWING THE FULL DETAILS OF EXPENDITURE AND TOTAL REQUIRMENT ETC UNDER THE HEAD SALARIES FOR THE MONTH OF

(Figures in thousand)

Unit of Appropriation	Budget Allotment for the year	Revised Allotment for the year	ExpendIture to the end of i.e. (previous month)	Expenditure for the month of (current month)	Progressive Expenditure (i.e Net total)= 3+4	Probable expenditure for the Remaining Months	Variation Excess (+) saving (-)	Explanation for variation
1	2	3	4	5	6	7	8	9
SALARIES								
I) PAY OF Group-B OFFICERS								
II)GRADE PAY OF Group-B OFFICERS								
III) PAY OF NGE ESTT.								
IV) GRADE PAY OF NGESTT.								
V) Arrears								
VI) FESTIVAL ADVANCE.								
VII) DEARNESS ALLOWANCE								
VIII) BONUS								
OTHER ALLOWANCE								
a) HRA/CCA ETC.								
b) HONORARIUM								
c) C.E.A./T.F.								
d) LTC								
e) TRANS ALLOWANCE								
f)DA on TA								
g) ANY OTHER ITEMS/WASH. ALLOW.								
TOTAL OTHER ALLOWANCE								
TOTAL SALARIES								

OFFICE EXPENSES								
1 LOCAL PURCHASE OF STY.								
2 Electricity & Water Chrges								
3 SERVICES POSTAGE & TELE. CHARGES								
4 TELEPHONE & TRUNKCALL CHARGES								
3 OTHER OFFICE EXP								
a) LIVERIES OF GR. 'D'								
b) PURCHASE & REPAIR OF FURNITURE								
c) PURCHASE OF BOOKS & PERIODIALS								
d)PUR OF BOOKS & PERIODIALS IN HINDI								
e) O.E. & MISC.								
f) PURCHASE OF WATER PURIFIER								
g) PURCHASE & REPAIR OF TYPEWRITER								
h) PURCHASE OF A.C								
i) CHARGES PAID TO POLICE GUARD								
j) HOT & COLD WHETHER CHARGES								
k) ELECT & WATER CHARGES								
l) MAINTENANCE OF PHOTOCOPIER								
m) PURCHASE OF INVERTOR								
n) AOI FAX MACHINE/DESERT COOL								
TOTAL OTHER OFFICE EXPENSES								
TOTAL OFFICE EXPENSES								

Annexure-III

REVIEW OF EXPENDITURE STATEMENT IN RESPECT OF GROUP 'A' OFFICERS FOR THE MONTH OF

Office of the

(Figures in thousand)

New Numeric Codes	Unit of Appropriation	Budget Allotment for the year	Revised Allotment for the year	Expenditure to the end of i.e. (previous month)	Expenditure for the month of (current month)	Progressive Expenditure (i.e Net total)= 3+4	Probable expenditure for the Remaining Months	Variation Excess (+) saving (-)	Explanation for variation
1	2	3	4	5	6	7	8	9	10
0.00.01	1) SALARIES								
	i) PAY OF OFFICERS								
	ii) GRADE PAY OF OFFICERS								
	iii) ARREARS								
	iv) DEARNESS ALLOW.								
	v) OTHER ALLOW.								
	a) HOUSE RENT ALLOW/ CCA etc.								
	b) HONORARIUM								
	c) CHILDREN EDUCATION ALLOW.								
	d) LTC								
	e)TRANSPORT ALLOW.								
	f) DEARNESS ALLOW. on TA								
	g) Any Other Items (please specify)								
	TOTAL OTHER ALLOW.								
	TOTAL SALARIES								
	MEDICAL TREATMENT								
1099	i) Domestic Travel Expenses								
00.00.12	ii) Foreign Travel Expenses								
	TOTAL								

Monthly/Final Review of Expenditure

Annexure-I

Review of Expenditure Statement in Respect of Group 'B' and Non Gazetted Estt for the month of

Office of the

(Figures in thousand)

New Numeric Codes	Unit of Appropriation	Budget Allotment for the year	Revised Allotment for the year	Expenditure to the end of i.e. (previous month)	Expenditure for the month of (current month)	Progressive Expenditure (i.e Net total)= 3+4	Probable expenditure for the Remaining Months	Variation Excess (+) saving (-)	Explanation for variation
1	2	3	4	5	6	7	8	9	10
0.00.01	Salaries								
00.00.02	Wages								
00.00.03	O.T. Allowance								
00.00.06	Medical Treatment								
00.00.11	Domestic Travel Expenses								
00.00.12	Foreign Travel Expenses								
00.00.13	OFFICE EXPENSES								
	(i) Local Pur. Of Sty.								
	(ii) Electricity & Water Charges								
	(iii) Service Postage and Telegram Charges								
	(iv) Telephone and Trank Call Charges								
	(v) Other Office Expenses								
00.00.14	Rent, Rates & Taxes								
00.00.16	Publication								
00.00.28	Prof. Service								
00.00.27	Minor Works								
00.00.31	Grant in Aid								
00.00.50	Other Charges								
00.99.00	Information Technology								
	Total								
0.8	Departmantal Canteen								
	Grand Total								

Report No. S 01

Information regarding number of civilian posts, pay bands, grade pay etc. (as on 1st March every year)

SCALES OF PAY AND NUMBER OF CIVILIAN EMPLOYEES (as on 01.03.)

Name of Ministry/Department/UT				
Name of organisation for which the information pertains				
Status of the office	Secretariat Proper	Attached Office	Subordinate Office	Others
(Please tick the appropriate box)				
Name, Designation, Postal address, Tel. No. and e-mail of Joint Secretary/ Director/official				

Details of posts in different pay bands and grade pay:

S. No.	Pay Scale (In Matrix)	Level	Regular/ Temporary /Adhoc	Group of post A/B/C/D/ unclassified	Gazetted/ Non- Gazetted	Number sanctioned posts	Number in Position
1	2	3	4	5	6	7	8

SANCTIONED STRENGTH & PERSONS IN POSITION AS ON
STATEMENT-II
SANCTIONED STRENGTH & PERSONS IN POSITION AS ON

(EDP Posts)

Office of The

	Sanctioned Strength				Persons in Position				Vacancy	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	(Sanctioned vide Hqs Letter No.....dated)
Data Manager										
Sr. Data Processor										
Data Processor										
Faculty (SO)										
Sr. Console Operator										
Console Operator										
Data Entry Operator										
Total										

STATEMENT-III
SANCTIONED STRENGTH & PERSONS IN POSITION AS ON

Office of The

CANTEEN STAFF

	Sanctioned Strength				Person in Position				Vacancy	Remarks
	Permanent	Temporary	Casual	Total	Permanent	Temporary	Casual	Total	Total	(Sanctioned vide Hqs Letter No.....dated)
Manager Gr.II										
Asstt. Manager cum Store Keeper										
Halwari cum Cook										
Clerk										
Asstt. Halwai cum Cook										
Tea/Coffee Maker										
Bearer										
Wash Boy										
Total										

Signature
Sr. AO / Admn

Statement showing the Budget Estimates for.....for the office of the

	SALARIES												MT	Travel Expenses		G. Total	Remarks	
	PAY	Arrears	Leave Encas hment (LTC)	D.A.	Other Allowances							Total Salaries		DTE	FTE			
					HRA & other Fixed Allow	HON	CEAS	LTC	TA	DA on TA	AOI	Total other ALLOW						
	1	2	3	4	(a)	(b)	(c)	(d)	(e)	(f)	(g)	5	6	7	8	9	10	11
I. Provision for full year in respect of Person-in-position as on...01.09.....																		
ii. Provision for the vacant posts in existing sanctioned strength (for full year)																		
Total+II																		

Signature.....
Sr AO (Admn)

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 27-05-2020

To,

1. **The All Heads of Offices of IA&AD (As per mailing list)**
2. **Director General (Commercial-I)-Local**
3. **Pr. Director (Headquarters)-Local**

विषय: Finalization of Reports and Returns due to staff wing in the Headquarters office—regarding

महोदय/महोदया,

The Reports/Returns furnished by field offices to staff wing in Headquarters office have been reviewed.

2. It has been decided to continue only the Reports/Returns (relating to Staff Wing in Head quarters) as per the list enclosed herewith. All other Reports/Returns relating to Staff wing in Headquarters which are not mentioned in the list are dis-continued.

3. The format of all the returns are enclosed. All returns in the prescribed format are to be sent to Headquarters office only in MS Excel to the email address acn@cag.gov.in. as per the periodicity mentioned. No hard copies are to be sent.

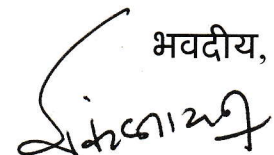
4. It may please be ensured that the following instructions are scrupulously followed while sending the returns to Headquarters,

- a) Report number (as shown in Annexure A) is to be mentioned in the subject of e-mail.
- b) The report in MS Excel sheet in the prescribed format (as enclosed with this letter) is to be attached as an attachment to the email.
- c) Period for which report is being sent is to be included in the body of e-mail.
- d) Returns relating to Budget & expenditures are to be sent only on BEMS.

5. Receipt of this circular may please be acknowledged.

Encl: As Above

- (i) Annexure "A"
- (ii) Performa of all returns pertaining to staff wing in Hqrs.office.

भवदीय,


(वी. एस. वेंकटनाथन)

Report No. D 11

Annual Return of Appeals, Memorials,Petitions addressed to C&AG but withheld by Accountant
General/Pr.Director of Audit

For the year ending.....

SI.No.	Name and Designation of Govt. Servant	Date of Appeal	Substance of Appeal etc.	Reasons for withholding
1	2	3	4	5

Annual Return on CCS (Conduct) Rules for sexual harassment of working women in IA&AD

Annual Return on Cases of Sexual Harassment

Period:- 1st Aprilto 31st March

Name of the Office :-

SI. No.	Particular	
1	Number of complaints of sexual harassment received in the year	
2	Number of complaints disposed off during the year	
3	Number of cases pending more than 90 days	
4	Number of workshops on awareness programs against sexual harassment	
5	Nature of Action	

Details of Complaints

SI. No.	Name and designation of Complaint	Against whom Complaint made	Date of Complaint/ event	Date of report to the committee	Whether misconduct constitutes an offence under IPC or calls for disciplinary action	Action taken	Present position
1	2	3	4	5	6	7	8

Signature of Group officer/Admininstraion

Countersignature of ICC Chairperson

Position in respect of Annual Performance Appraisal Reports of Gazetted and non-Gazetted employees

Annual Return on Annual Performanance Assessment reports(APAR) pertaining to the appraisal year.....
Office of the.....

Name of cadre controlling office	Number of APARs to be written	Number of APARs completed including the disclosure of the APAR to the official reported upon	Remaining number of APARs pending	percentage of APARs completed	Number of APARs to be written	Number of APARs completed including the disclosure of the APAR to the official reported upon	Remaining number of APARs pending	Percentage of APARs completed (col.4/col.2x 100	Reason for pendency	Remarks, if any
1	2	3	4	5	6	7	8	9	10	11

Report No. D 14

Updating information regarding supply of Govt. of India Calendars & Diaries for every year.

Annual Return of Wall Calenders/Diaries

1	Allottee/Code No. :	
2	Name of Office :	
3	Ministry :	
4	Complete Postal Address (Including room No. , Pin Code etc.)	
5	Telephone/Fax No.:	
6	Mobile number of the Dealing Officer :	
7	E-mail address of the Requesting Officer :	
8	E-mail address of the Head of the Department :	
9	Number of officers with Level-12 & above as per 7 th Pay Commission or Grade Pay Rs.7600/- & above.(Please separately append a list of officers with name, designation & Grade Pay or Level)	In figures: In words:
10	Total number of rooms occupied by the Office:	In figures: In words:
11	Detail of Rooms Occupied : a. Number of rooms occupied by Group 'A' officers: b. No. of PA's rooms: c. No. of rooms occupied by Section Officers/Desk Officers: d. No. of rooms occupied by Section separately: e. Sub-offices: (Please append a list of Sub Offices with full Address) Total :-	 In figures: In words:
12	Authorised Signatures (By Joint Secretary or Equivalent Officer or Head of the Department with Name & Office Seal of his name.)	

Quarterly Return on pending disciplinary cases in r/o Gazetted and non Gazetted employees

Office of the

Quarterly Return on Pending Disciplinary Cases (Including Suspension Cases)

As on.....

SL. No.	Name & Designation of Govt. Servant	Nature of charges against Govt. Servant	Date of suspension(If Suspended)	Date of Issue of Charge sheet	Date of commencement of Inquiry	Date of completion of Inquiry	Date of submission of inquiry report	Date of final orders passed by the Disciplinary Authority	Date of reinstatement if he/she was suspended	Nature of punishment imposed	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Report No. D 21

VIGILANCE CASES OF GAZETTED AND NON-GAZETTED STAFF

ANNEXURE I

(A) DETAILS OF PENDING VIGILANCE CASES AGAINST GAZETTED GROUP 'B' OFFICERS

Sl. No.	Name of the officer and Designation	Name of the office	Date of issue of prosecution sanction and date of filing of charge-sheet in court	Brief of the case	Current Status

(B) DETAILS OF PENALTIES IMPOSED UPON GAZETTED GROUP 'B' OFFICERS IN VIGILANCE CASES FINALISED DURING THE HALF YEAR

Sl. No.	Name of the officer and Designation	Name of the office	Charges alleged, in brief	Particulars of the Penalty imposed with date of penalty order			Name & Designation of the Disciplinary Authority
				Removal/ Dismissal/ cut in pension	Other Major Penalty	Minor Penalty	

ANNEXURE II

(A) DETAILS OF PENDING VIGILANCE CASES AGAINST NON -GAZETTED GROUP 'B' AND "C" OFFICIALS

Sl. No.	Name of the officer and Designation	Name of the office	Date of issue of prosecution sanction and date of filing of charge-sheet in court	Brief of the case	Current Status

(B) DETAILS OF PENALTIES IMPOSED UPON NON-GAZETTED GROUP 'B' AND 'C' OFFICIALS IN VIGILANCE CASES FINALISED DURING THE HALF YEAR

Sl. No.	Name of the officer and Designation	Name of the office	Charges alleged, in brief	Particulars of the Penalty imposed with date of penalty order			Name & Designation of the Disciplinary Authority
				Removal/ Dismissal/ cut in pension	Other Major Penalty	Minor Penalty	

ANNEXURE III

(A) **DETAILS OF PENDING VIGILANCE CASES AGAINST RETIRED, DISMISSED OR REMOVED FROM
SERVICE GROUP 'B' OFFICERS**

Sl. No.	Name of the officer and Designation	Name of the office	Date of issue of prosecution sanction and date of filing of charge-sheet in court	Brief of the case	Current Status

(B) **DETAILS OF PENALTIES IMPOSED UPON RETIRED GAZETTED GROUP ‘B’ OFFICERS IN
CASES FINALISED DURING THE HALF YEAR**

Sl. No.	Name of the officer and Designation	Name of the office	Charges alleged, in brief	Date of retirement of the Officer	Particulars of the Penalty imposed with date of penalty order			Name & Designation of the Disciplinary Authority
					Removal/ Dismissal/Cut in pension	Other Major Penalty	Minor Penalty	

Report No. E 11

Format for Quarterly Report on AC/TA/LTC/TTA Advance pending for more than Six Months.

Annexure-I

Quarterly Report for the Quarter ending in March/June/September/December_____ on Advance AC Bills/TA/LTC Claims pending over Six months.

SI No.	Type of Advance (AC/TA/LTC)	Pendency Status	Amount of Bill	Reasons for pendency
1 2 3		Less than one month		
1 2 3		1-3 months		
1 2 3		3-6 months		
1 2 3		More than 6 months		

Note: This Report shall be submitted on quarterly basis, on or before 10 days from the end of the quarter. Late submission and non submission of report will be viewed seriously.

Report No. E 21

Acknowledgement of permanent advance as on 31st March 20-----

OFFICE OF THE.....

I hereby acknowledge that a sum of Rs. being the Permanent advance sanctioned to the was due from and had to be accounted for by me as on 31 st March 20 .

Signature

Name

Designation

Counter signed

Accountant General

Encl: Copy of Hqrs letter vide which advance/enhancement of advance if any sanctioned

Report No. E 22

**GRANT OF SPECIAL CASUAL LEAVE TO THE EMPLOYEES UNDER THE
DELEGATED POWERS OF HEAD OF THE DEPARTMENT**

Name of office.....

Sl No	Date of special CL	No of officials	Reasons	Remarks

|

PROMPT SETTLEMENT OF TERMINAL CLAIMS AND OTHER COMPLAINTS OF RETIRING STAFF

STATEMENT SHOWING THE POSITION REGARDING SETTLEMENT OF RETIRNMENT BENEFIT IN RESPECT OF GAZETTED/ NON-GAZETTED STAFF

Report for the quarter ending:-

Particulars of office:-

PART-A: Current Month Cases(s)

Sl.No.	Name and designation of the Government Servant and date of retirement	Position of Settlement of retirement benefits indicating the date of payment/issued to authority		Reasons of non-settlement of any of the dues, if any
		Pension/family pension/DRG/LS/GPF/CGEGIS		

PART-B: Cases brought forwarded from previous month

Sl.No.	Name and designation of the Government Servant and date of retirement	Particulars of dues pending for settlement and reasons thereof	

Signature /Sr AO

Report No. E 24

Review of cases of Govt. servants on attaining the age of 55 years or completing 30 years of service and their premature retirement

Review of cases of Government Servants under FR 56(J)

RETURN OF ACTION TAKEN FOR THE RETIRING GOVERNMENT SERVANTS WHO HAVE OUTLIVED THEIR UTILITY OR WHOSE INTERGRIY IS DOUBTFUL DURING THE QUARTER ENDING				
Sl.No		Group 'B' Gazetted	Group 'B' Non Gazetted	Group 'C'
1	Number of cases to be reviewed			
2	number of cases actually reviewed.			
3	Out of 2 above the number of case in which it had been decided to defer			
a.	Retire in public interest			
b.	Revert to the lower substantive post			

Immediate revision of pre-2006 pension/family pension cases

Name of office:	Total No of Cases Requiring Revision	Total No. of cases revised out of those in col.1	Percentage of cases yet to be revised w.r.t col.1	Remarks/Reason for unsettled cases
	1	2	3	4
Pension Cases				
Family Pension cases				
Total				

Half Yearly Return regarding hiring of retired officers/CAs/CMAs/ on short term contract basis.

Statement of hiring officers/CAs/ICWAs as on short term contract basis

SI. No.	Name of retired officer/CA/ICWA	Designation and date of retirement in respect of retired officer	Initial date of hiring on short term contract basis	Whether 1st or 2nd or 3rd term for hiring	Post against which hired	Budget allocation under the head 'Professional'	Actual expenditure during the half year		
							Remuneration paid	TA/DA if any	Total

Report No. A 21

Prime Minister's New 15 point programme for the welfare of minorities communities-measures to give special consideration to minorities in recruitment.

PROFORMA REPORT FOR IMPLEMENTATION OF PRIME MINISTER'S NEW 15 POINT PROGRAMME FOR THE WELFARE OF MINORITIES

Name of the office:

Annual Report for the year ending 31.03.

Group B						Group C						Total (B+C)					
Total No. of employees as on 31.03.	Total No. of Minority employees as on 31.03.	Total No. of persons employed during the year 01.04. to 31.03.	Minority persons employed during the year 01.04. to 31.03.			Total No. of employees as on 31.03.	Total No. of Minority employees as on 31.03.	Total No. of persons employed during the year 01.04. to 31.03.	Minority persons employed during the year 01.04. to 31.03.			Total No. of employees as on 31.03.	Total No. of Minority employees as on 31.03.	Total No. of persons employed during the year 01.04. to 31.03.	Minority persons employed during the year 01.04. to 31.03.		
		DR	Prom.	DR	Prom.			DR	Prom.	DR	Prom.			DR	Prom.	DR	Prom.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)

Office Name :											
Group:		B' (Gazeted & Non-Gazetted)									
Reporting Year:		_ _ _ _									
		1	2	3	4	5	6	7	8	9	10
		SC	ST	OBC	Other	Total	A	B	C	D	E
(a)	Total Representation as on 01.01.20_ _					0					
(b)	Direct Recruitment during 20_ _					0					
(c)	By Promotion during 20_ _					0					
(d)	By Deputation during 20_ _					0					
(e)	Total Representation as on 01.01.20_ _	0	0	0	0	0	0	0	0	0	0
		SC -Scheduled Caste, ST-Scheduled Tribe, OBC - Other Backward Classes, A - Blindness and Low Vision, B - Deaf and Hard of Hearing, C - Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victim and Muscular Destrophy, D - Autism, Intellectual Disability, Specific Learning Disability and Mental Illness, E - Multiple Disabilities from amongst A to D including Deaf-Blindness.									

Note: For the Reporting year 2020, the data in the rows will be as on 01.01.2019, Similarly for the Reporting year 2021, data in the rows will be as on 01.01.2020

Office Name :											
Group:		A' (Sr. AO)									
Reporting Year:		- - - -									
		1	2	3	4	5	6	7	8	9	10
		SC	ST	OBC	Other	Total	A	B	C	D	E
(a)	Total Representation as on 01.01.20__					0					
(b)	Direct Recruitment during 20__					0					
(c)	By Promotion during 20__					0					
(d)	By Deputation during 20__					0					
(e)	Total Representation as on 01.01.20__	0	0	0	0	0	0	0	0	0	0
SC -Scheduled Caste, ST-Scheduled Tribe, OBC - Other Backward Classes, A - Blindness and Low Vision, B - Deaf and Hard of Hearing, C - Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victim and Muscular Destrophy, D - Autism, Intellectual Disability, Specific Learning Disability and Mental Illness, E - Multiple Disabilities from amongst A to D including Deaf-Blindness.											

Office Name :											
Group:		C' (Excluding Safai Krmachari)									
Reporting Year:		_ _ _ _									
		1	2	3	4	5	6	7	8	9	10
		SC	ST	OBC	Other	Total	A	B	C	D	E
(a)	Total Representation as on 01.01.20__					0					
(b)	Direct Recruitment during 20__					0					
(c)	By Promotion during 20__					0					
(d)	By Deputation during 20__					0					
(e)	Total Representation as on 01.01.20__	0	0	0	0	0	0	0	0	0	0
		SC -Scheduled Caste, ST-Scheduled Tribe, OBC - Other Backward Classes, A - Blindness and Low Vision, B - Deaf and Hard of Hearing, C - Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victim and Muscular Destrophy, D - Autism, Intellectual Disability, Specific Learning Disability and Mental Illness, E - Multiple Disabilities from amongst A to D including Deaf-Blindness.									

Note: For the Reporting year 2020, the data in the rows will be as on 01.01.2019, Similarly for the Reporing year 2021, data in the rows will be as on 01.01.2020

Office Name :											
Group:		Group C (Safai Karmachari)									
Reporting Year:		-----									
		1	2	3	4	5	6	7	8	9	10
		SC	ST	OBC	Other	Total	A	B	C	D	E
(a)	Total Representation as on 01.01.20__					0					
(b)	Direct Recruitment during 20__					0					
(c)	By Promotion during 20__					0					
(d)	By Deputation during 20__					0					
(e)	Total Representation as on 01.01.20__	0	0	0	0	0	0	0	0	0	0
		SC -Scheduled Caste, ST-Scheduled Tribe, OBC - Other Backward Classes, A - Blindness and Low Vision, B - Deaf and Hard of Hearing, C - Locomotor disability including Cerebral Palsy, Leprosy cured, Dwarfism, Acid Attack Victim and Muscular Destrophy, D - Autism, Intellectual Disability, Specific Learning Disability and Mental Illness, E - Multiple Disabilities from amongst A to D including Deaf-Blindness.									

Note: For the Reporting year 2020, the data in the rows will be as on 01.01.2019, Similarly for the Reporting year 2021, data in the rows will be as on 01.01.2020

Gradation List

Annexure - A

Name of Post

Pay level

Classification of post

S No	Name	Educational Qualification	Professional	Category	Date of Birth	Date of joining Govt service	Date of joining IAAD	Post in which initially joined in IAAD	Post in which confirmed	Date of confirmation	Date of promotion to current post	Date of passing SOGE/ SAS Exam	Service Exam passed	Pay			Remarks
														Level	Pay	DNI	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		From drop down list			DD/MM/YY	DD/MM/YYYY	DD/MM/YYYY			DD/MM/YYYY	DD/MM/YY	DD/MM/YYYY	From drop down list			DD/MM/YYYY	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

INSTRUCTIONS FOR PREPARING SOFT COY OF THE GRADATION LIST:

- 1 The Excel sheet e-mailed to the office alone may be used for preparing the soft copy
- 2 A separate sheet may be used for each cadre.
The Excel sheet is macros enabled. So please click the ‘**Enable Content**’ appearing after
3 “**SECURITY WARNING** – Macros have been disabled” below the icon bar before starting data entry.
- 4 Information in columns – 6, 7, 8, 11, 12, 13& 17 are to be filled only in DD/MM/YYYY format only.
- 5 Information in columns 3, 4, 5 & 14 are to be filled only from the dropdown list. Columns 4, 5& 14 allows multiple items to be selected in a cell.
- 6 For filling up information in column 3 on educational qualification, choose the highest qualification of the official from the drop down list.

The values in the drop down list are as follows:

NG	Non-graduate (Non-matriculate/Matriculate/Intermediate etc.)
Grd	Graduates
Bcom	Bachelor of Commerce
Grd IT	Degree in Computer Science/Computer Application/Information Technology
PG	Post Graduate
Mcom	Master of Commence.
PG IT	Post Graduate Degree in Computer Science/Computer Application/Information Technology
Phd	Doctorate
Dip IT	Diploma or equivalent in Computer Science/Compute Application/Information Technology
PGD IT	Post Graduate Diploma in Computer Science/Computer Application/Information Technology

If the official has a qualification from commerce or IT related subjects, the relevant degree may be selected.

- 7 For filling up information in column 4 on professional qualification, choose from the list of qualifications in the dropdown list.

The values in the drop down list are as follows:

MBA	Master in Business Administration
CA	Chartered Accountant
CS	Company Secretaries of India
CMA	Cost & Management Account (formerly ICWA)

CIA	Certified Internal Auditor
CISA	Certified Information System Auditor
CFE	Certified Fraud Examiner
CISM	Certified Information Security Management
CPA	Certified Public Accountant
CFA	Certified Financial Analyst.
Others	Qualification of in respect of flowing courses may be mentioned in Remarks column: Post Diploma in Computer Science/Computer Application/Information Technology, Diploma or equivalent in Computer Science/Computer Application/InformationTechnology, Certificate in International Public Sector Financial Reporting (CIPSFR), NPTEL online Certificate courses on “ Information to Data Analytics”, NPTEL online Certificate courses on “ Information to R Software”

The cell will allow multiple selections. Therefore, all qualifications, as per qualification acquired by the official, may be selected.

- 8 Date of passing SOGE/SAS examination in column 13 may be filled in DD/MM/YYYY. Date of passing SAS Examination of the stream in which the official in borne in the current cadre may only be indicated (i.e. for a Civil Accounts passed candidate/SO or AAO (Civil Accounts) joined subsequently in Audit office after passing SAS (Civil Audit), the date of passing SAS (Civil Audit) may be entered in the column).

- 9 For filling up information in column 14 on service examinations passed, choose from the list of examination in the drop down list.

The values in the drop down list are as follows:

IE1	Incentive Examination for Sr. Auditor /Sr. Accountants
IE2	Incentive Examination for AAO/AO/Sr. AO
SAS	SOGE/SAS Examination
DCT	Departmental Confirmatory Test for direct recruit Auditor /Accountant
DEA.	Departmental Examination for promotion to Auditor/Accountants
DEC	Departmental examination for promotion to Clerks.
IT	IT Audit Examination

The cell will allow multiple selections. Therefore, all service examinations qualified by the official may be selected.

- 10 Remarks column may be utilized to include miscellaneous information in respect of the person.

List of Values

SC	IE 1	NG	MBA
ST	IE 2	Grd	CA
OBC	RAE	Bcom	CS
	DCT	Grd IT	CMA
	DEA	PG	CIA
	CPD 1	Mcom	CISA
	CPD 2	PG IT	CFE
	CPD 3	Phd	CISM
	IT	Dip IT	CPA
		PGD IT	CFA
			Others

Annexure 'A'

Statement showing list of reports and returns continued

Sl. No.	Particulars of return received from field office	Report No	Frequency	Due Date of submission	HQ Reference	Remarks
Staff (App) I Section						
1	Half Yearly retrun regarding hiring of retired officers/CAs/CMAs/ on short term contract basis.	A 11	Half Yearly	10th April and 10th October	Circular No. 06-2015 issued under letter No. 150-Staff (App)/22-2012 dated 10.03.2015	
Staff (Appt)-II Section						
2	Prime Ministe's New 15 point programme for the welfare of minorities communities-measures to give special consideration to minorities in recruitment.	A 21	Yearly	20th April	Circular No. 14/Staff wing/2013, letter No. 851-Staff (App.II)/71-2013/Vol.I dated 31.05.2013	
Staff (Appointment-III Section)						
3	Annual returns regarding information of SC/ST/OBC/PH as on 01.01.....	A 31	Yearly	1st Jan	DoPT O.M. No.43011/297/ 2010-Estt.(Res.) dated 15-10-2012	
4	Gradation List	A 32	Yearly	15th June	Para 10.13 of CAG's MSO (Admn.) Vol.I	
Budget section						
5	Monetary Estimates of inclusion in REs & BEs	B 01	Yearly	15th September	Circular to the field offices issue every year.	
6	Estimates of ad-hoc Grants-in-Aid and contribution for Recreation Clubs, Special Contingencies, Minor Works etc.	B 02	Yearly	10th August	Circular to the field offices issue every year.	
7	Final Review of Expenditure for the year	B 03	Yearly	10th July	Circular to the field offices issue every year.	
8	REs and BEs in respect of MH 7610-Loans and Advances to Govt. Servants	B 04	Yearly	28th september	4271-BRS /HBA/91-2010 dated 16.08.2010	
9	Appropriation Accounts from Pr. PAO, O/o the AG (Audit), Delhi	B 05	Yearly	20th October	Appropriation Accounts is received from Pr. PAO in the month of September	
10	Statement of Actual Expenditure incurred on Pay and various types of allowances of Central Govt. Employees	B 06	Quarterly	10th July, 10th October, 10 Jan, 10th April	M/o Finance, GOI, OM No. F. No.-11 (1) 88 PRU dated 29.07.1988	
11	Monthly Review of Expenditure	B 07	Monthly	10th of the following month	3288-BRS /51-84 -II dated 03.08.1984	
12	Statement of Expenditure in respect of loans of Govt. Servants from October to March.	B 08	Monthly	15th of the following month	4271-BRS/HBA/91-2010 dated 16.08.2010	

Staff (Discipline-I) Section					
13	Annual Return on Appeals, Memorials, petitions addressed to C&AG but withheld by PAGs/AGS/PDA	D 11	Yearly	30th April	Circular no. 16/NGE/1994 dated 01.03.1994
14	Annual Return on CCS (Conduct) Rules for sexual harassment of working women in IA&AD	D 12	Yearly	2nd week of April	Circular No. 09-Staff (Disc.I)/17-2015 dated 31.03.2015
15	Position in respect of Annual Performance Appraisal Reports of Gazetted and non-Gazetted employees	D 13	Yearly	16th December	Circular No. 11-Staff (Disc.I)/2011 dated 21.03.2011
16	Updating information regarding supply of Govt. of India Calendars & Diaries for every year.	D 14	Yearly	10th July	Circular letter No.329/NGE (Disc)/23-2007 dated 16/05/2007
17	Quarterly Return on pending disciplinary cases in r/o Gazetted and non Gazetted employees	D 15	quarterly	15th of the month following the quarter	Circular No. 30/Staff (Disc) I/2011 dated 17.08.211
Staff (Discipline-II) Section					
18	Vigilance cases of Gazetted and Non-Gazetted Staff	D 21	Half Yearly	10th Jan and 10th July	Circular No. 22/Staff (Disc-II)/2018 dated 26/7/2018
Staff (Entitlement)-I Section					
19	Guidelines to ensure effective check in settlement of Abstract Contingent Bills, Allowances for TA/LTC and timely remittance of the receipts in Govt. Accounts for prudent management of the allocated funds.	E 11	Quarterly	10th of the month following the quarter	Circular No. 11, letter No. 30-Staff (Entt.I)/122-2015 dated 15.04.2015
Staff (Entitlement)-II Section					
20	Acknowledgement of Permanent advance sanctioned to the office	E 21	Yearly	10th April	Circular No. 12/Staff Entt./2014 issued letter No. 56-Staff Entt.II/19-2013 (I) dated 18.02.2014
21	Grant of special Casual leave to the employees under the delegated powers of Head of the Department	E 22	Half Yearly	10th Jan, 10th July	Circular No. 14/NGE/99 No. 271-NGE (App)/21-99 dated 09.03.1999
22	Prompt settlement of terminal claims and other complaints of retiring staff	E 23	Quarterly	15th of the month following the quarter	Circular No.10/ NGE/10-91 issued vide letter No. 339-NI/100-91 dated 15.02.1991
23	Review of cases of Govt. servants on attaining the age of 55 years or completing 30 years of service and their premature retirement	E 24	Quarterly	10th of the month following the quarter	Circular No. 21/Staff Entt.II/2018 issued vide letter No. 77-Staff Entt.II/10-2016 dated 26.07.2018
24	Revision of pension of pre-2016 pensioners/family pensioners	E 25	Quarterly	10th of the month following the quarter.	Circular No. 38-Staff Entt.II/2017 issued vide letter no. 153-Staff Entt.II/21-2017 dated 23.08.2017

Staff (JCM) Section						
25	Submission of documents of Annual Account of recognized Associations to the Head Quarters office	J 01	Yearly	1st July	Head Quarter Circular No. NGE/13/2008 issued vide letter no. 274-NGE (JCM)/27-2006/V dated 18.05.2008	
Staff (Entt) Rules)						
26	Report on pending compassionate appointment cases	R 01	Half Yearly	10th of July	37-Staff Entt (Rules)/CA/12-2017 dated 05.11.2015	At present Annual Report and Half yearly report (10th October & 10th April) are received. Now both the returns are combined with the half yearly reutn on 10th July and 10 th January.
				10th of January	10-Staff Entt. (Rules)/CA/09-2015 dated 10.04.2015	
SSR Section						
27	Information regarding number of civilian posts, pay bands, grade pay etc. (as on 1st March every year)	S 01	Yearly	10th April , every year	Circular No. 280-Budget /MMIS/23-2017 dated 31.08.2017	
28	Monthly SS & PIP in respect of all cadres and EDP staff and Canteen Staff with details of post held in abeyance	S 02	Monthly	10th of following month	Circular No. 15-BRS/2009 issued vide letter No. 1530/09/BRS/SS/2008-09 dated 16.04.2009	

Report No. B 04

RE/BE in respect of MH 7610- Loans and Advances to Govt Servants

PROFORMA 'A' DISBURSEMENT

Statement showing amount required for provision in the Revised Estimates and Budget Estimates under the head Loans and Advances to Government Servants (HBA & PCA) etc. in respect of the

(Rupees in thousand)

Head of Accounts	Actual for 20 -20	Original Allotment for 20 -20	Actual upto 8/20	Probable requirement during the remaining part of the year 20 20	Total 20 -20	BEs 20 -20	Brief reasons for variaion in Col.6 & 7
1	2	3	4	5	6	7	8
204-Advance for the purchase of Personal Computer Advance							
201-Advance for the purchase of House Building Advance*							
Total							

PROFORMA 'B' RECOVERIES

Statement showing estimates of Recoveries of 'Loans and Advances' (HBA & PCA) under Major Head-Loans and Advances to Government Servants etc. in respect of Office of the

(Rupees in thousand)

ACTUAL RECOVERIES								
			Upto August	SUB HEADS	BEs	REs	BEs	REs
1	2	3	4	5	6	7	8	9
				201-House Building Advance				
				204-Personal Computer Advance				
				202 (01)-Motar Car Advance				
				202 (02)-OMCA (Motor Cycle/Scooter/Moped Advance)				
				203-OCA (Cycle/Advance)				
				800-Other Advances (Table Fan/Warm Clothing Advances)				
				Total				

*DEMAND UNDER THE HEAD HBA ALSO BE FURNISHED IN THE FOLLOWING FORMAT:

Sl. No.	Name of Applicant	Designation	HBA Amount Required	Remarks, if any

Sr AO (Admn)

Report No. B 06

Statement of Actual Expenditure incurred on pay and various types of allowances of Central Govt. Employees

Expenditure on Pay and Various Allowances

(in Rupees)

Head	Actual Expenditure	
	During the Quarter under the report	During the financial year till the end of the quarter under the report
1. Pay of Gazetted Officers		
2. Pay of Non-Gazetted Staff		
3. Non-Practicing Allowance		
Sub-Total (S.No.1 to 3)		
4. Dearness Allowance		
5. House Rent Allowance		
6. Overtime Allowance		
7. Family Planning Allowance		
8. (a) Special Pay		
(b) Deputation (Duty) & Central Deputation Allowance		
9. Transport Allowance		
10. Composite Hill Compensatory Allowance		
11. (a). Children Education Allowance (CEA)		
(b) Hostel Subsidy		
12. Leave Travel Concession (LTC)		
13. Encashment of EL for the purpose of LTC		
14. Reimbursement of Medical Charges		
15. (a) Special (Duty) Allowance for NE Region & Ladakh		
(b) Island Special (Duty) Allowance for A&N and Lakshadweep		
16. Special Compensatory Allowances		
(a) Report Locality		
(b). Bad Climate		
(C) Tribal Area		
(d) Project Allowance		
(e) Washing Allowance		
(F) Disturbed Area Allowance		
(g) Night Duty Allowance		
(h) Risk Allowance		
(i) Hospital Patient Care Allowance (HPCA)/Patient Care Allowance (PCA)		
(j) Detachment Allowance		
(k) Compensation in lieu of Quarters (CILQ)		
(l) Family Accommodation Allowance (FAA)		
(m) High Altitude Allowance		
(n) Field Area Allowance/Counter insurgency Operations Allowance		
(o) Modified Field Area Allowance		
(p) LWE Risk Allowance		
(q) Running Allowance		
(r) National Holiday Allowance		
(S) Ration Allowance		
(t) Nursing Allowance		
(u) Uniform Allowance		
17. Others (if any specify)		

(II) Sub Total (S. No. 4 to17)		
(III) Grand Total (I+II)		

Expenditure on pay and allowances of the employees of Authonomous Bodies, PSUs and Casual employees of the Min/Deptt is not to be included.

18. Travel Expenses	During the Quarter under the report	During the financial year till the end of the quarter under the report
(i) Domestic Travel Expenses (DTE)		
(ii) Foreign Travel Expenses (FTE)		
(b) Transfers		
Total (a) + (b)		

19. Bonus	During the Quarter under the report	During the financial year till the end of the quarter under the report
(a) Productivity Linked Bonus		
(b) Ad-Hoc Bonus		
20. Honorarium		
21. Encashment of Earned Leave on Superannuation/Voluntary Retirement		

22. Expenditure of HRA			During the financial year till the
Class of Cities	Number of Cities	During the quarter under report	end of the quarter under report
X			
Y			
Z			
Total			

Signature of the Officer

Statement of Expenditure in respect of loans of Govt. Servants - Personal Computer

Name of Office

MONTHLY STATEMENT SHOWING THE EXPENDITURE UNDER THE MAJOR HEAD "7610 LOANS AND ADVANCES TO THE GOVT. SERVANTS"

FOR THE MONTH UPTO

(Figures of Rs.)

HEAD OF ACCOUNTS	BUDGET ESTIMATES	EXP. UPTO	PROBABLE REQUIRE-MENT FOR RE-MAINING PART OF THE YEAR	TOTAL REQUIRE- MENT FOR HE YEAR (Col. 3+4)	VIATION EXCESS (+) SAVING (-)	REASONS FOR VIATION
1	2	3	4	5	6	
Major Head 7610 Loans & Advances to Govt. Servants						
204-Advance for the purchase of Personal Computer Advance						
TOTAL						

Certified that the figures of expenditure have been reconciled upto with the figures booked by PAO and found correct

Signature
SAO (Admn)