

**FLOW CHART OF RETURNS TO BE SUBMITTED**

REPORT OF EXECUTIVE ENGINEER		ACTION BY SUPDT. ENGINEER		REPORT OF SUPDT. ENGINEER		ACTION BY CHIEF ENGINEER		REPORT OF CHIEF ENGINEER		ACTION BY ADG
Form No.	Forward To	Review ----- C&F	To	Form No.	Forward To	Review ----- C&F	To	Form No.	Forward To	
<b><u>ADMINISTRATIVE RETURNS</u></b>										
<i>ANNUAL RETURNS</i>										
-	-	-	-	-	-	-	-	DDT-A-6	Dy.Dir.(Trg.)	
-	-	-	-	-	-	-	-	DDT-A-9	Dy.Dir.(Trg.)	
-	-	-	-	-	-	-	-	DDT-A-12	Dy.Dir.(Trg.)	
<b><i>HALF YEARLY RETURN</i></b>										
-	-	-	-	-	-	-	-	DDT-HY-1	Dy.Dir.(Trg.)	
<b><i>QUARTERLY RETURNS</i></b>										
DDT-Q-1	SE	C&F	CE	-	-	C&F	Dy.Dir.(Trg.)	-	-	
DDT-Q-3A	SE	C&F	CE	-	-	C&F	Dy.Dir.(Trg.)	-	-	
DDT-Q-3B	SE	C&F	CE	-	-	C&F	Dy.Dir.(Trg.)	-	-	
DDT-Q-8	SE	C&F	SE(Coord.)	-	-	-	-	-	-	
DDOL-Q-1	SE	C&F	Dy.Dir.(OL)	-	-	-	-	DDOL-Q-1	Dy. Dir.(OL)	-
-	-	-	-	DDT-Q-5	CE	C&F	Dy.Dir.(Trg.)	-	-	-
-	-	-	-	-	-	-	-	DDT-Q-4	Dy.Dir.(Trg.)	
<b><u>RETURNS OF VIGILANCE UNIT</u></b>										
<b><i>MONTHLY RETURN</i></b>										
-	-	-	-	CE(V)-M-1	CE(Vig.)	-	-	-	-	

**Note :** C&F means Compiling and Forwarding including data for own office, where applicable.

REPORT OF EXECUTIVE ENGINEER		ACTION BY SUPDT. ENGINEER		REPORT OF SUPDT. ENGINEER		ACTION BY CHIEF ENGINEER		REPORT OF CHIEF ENGINEER		ACTION BY ADG
Form No.	Forward To	Review ----- C&F	To	Form No.	Forward To	Review ----- C&F	To	Form No.	Forward To	
<b><u>DDG(W) RETURNS</u></b>										
<b><i>ANNUAL RETURNS</i></b>										
PM-A-1	SE	C&F	CE	-	-	C&F	DW(PM), ADG	-	-	-
PM-A-2	SE	C&F	CE	-	-	C&F	DW(PM), ADG	-	-	-
PM-A-3	SE	C&F	CE	-	-	C&F	DW(PM), ADG	-	-	-
P&WA-A-1	SE	C&F	CE	-	-	C&F	DW(P&WA), ADG	-	-	Review
P&WA-A-2	SE	C&F	CE	-	-	C&F	DW(P&WA), ADG	-	-	Review
FO-A-1	SE	C&F	CE	-	-	C&F	FO to DG(W),ADG	-	-	-
FO-A-2	SE	C&F	CE	-	-	C&F	FO to DG(W),ADG	-	-	-
FO-A-3	SE	C&F	CE	-	-	C&F	FO to DG(W)	-	-	-
<b><i>QUARTERLY RETURNS</i></b>										
PM-Q-1	SE	C&F	CE	-	-	C&F	DW(PM), ADG	-	-	-
FO-Q-1(EE)	SE	-	-	FO-Q-1	CE	C&F	FO to DG(W),ADG	-	-	-
FO-Q-2	SE	C&F	CE	-	-	C&F	FO to DG(W)	-	-	-
FO-Q-3	SE	C&F	CE	-	-	C&F	FO to DG(W)	-	-	-

**Note :** C&F means Compiling and Forwarding including data for own office, where applicable.

REPORT OF EXECUTIVE ENGINEER		ACTION BY SUPDT. ENGINEER		REPORT OF SUPDT. ENGINEER		ACTION BY CHIEF ENGINEER		REPORT OF CHIEF ENGINEER		ACTION BY ADG
Form No.	Forward To	Review ----- C&F	To	Form No.	Forward To	Review ----- C&F	To	Form No.	Forward To	
<b><u>DDG(W) RETURNS</u></b>										
<b><i>MONTHLY RETURNS</i></b>										
PM-M-1	SE	C&F	CE	-	-	C&F	DW(PM), ADG	-	-	Review
PM-M-2	SE	C&F	CE	-	-	C&F	DW(PM), ADG	-	-	Review
PM-M-3	DW(PM),SE,CE	-	-	-	-	-	-	-	-	-
PM-M-4	SE	Review	-	PM-M-4	CE	Review	-	-	-	-
FO-M-1	SE	C&F	CE	-	-	C&F	FO to DG(W)	-	-	-
-	-	-	-	-	-	-	-	P&WA-M-1	DW(P&WA), ADG	
<b><u>CSQ RETURNS</u></b>										
<b><i>QUARTERLY RETURN</i></b>										
C&M-Q-1	SE	Review	-	C&M-Q-2	CE	Review		C&M-Q-3	CE(CSQ),ADG	Review
QA-Q-1	SE	C&F	CE	-	-	C&F	CTE, CE(CSQ)	-	-	-

**Note :** C&F means Compiling and Forwarding including data for own office, where applicable.

Report of AEE/AE		Action by Ex. Engineer		Report of Ex. Engineer		Action by Supdt. Engineer		Report of Supdt. Engineer		Action by Chief Engineer		Report of Chief Engineer		Action by ADG
Form No.	Forward To	Review ----- C&F To		Form No.	Forward To	Review ----- C&F To		Form No.	Forward To	Review ----- C&F To		Form No.	Forward To	
<b><u>MIS RETURNS</u></b>														
<b><i>QUARTERLY RETURNS</i></b>														
-	-	-	-	MIS-Q-1	SE	Review	-	-	-	-	-	-	-	-
-	-	-	-	MIS-Q-2	SE	Review	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	MIS-Q-3	CE	Review	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	MIS-Q-4	ADG	Review
<b><i>MONTHLY RETURNS</i></b>														
MIS-M-1-AE	EE	Review	-	MIS-M-1-EE	SE	Review	-	MIS-M-4-SE	CE	Review	-	-	-	-
MIS-M-2-AE	EE	Review	-	MIS-M-2-EE	SE	Review	-	-	-	-	-	-	-	-
MIS-M-3-AE	EE	Review	-	MIS-M-3-EE	SE	Review	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	MIS-M-5	CE	Review	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	MIS-M-6	ADG DW(PM)	Review

**NOTE**

1. Form No.MIS-Q-2 is to be submitted by EE and EE(P) both.
2. Form No.MIS-Q-3 is to be submitted by SE and SE(P) both.
3. Form Nos.MIS-M-1-AE, MIS-M-2-AE, MIS-M-3-AE are to be submitted by AEs in charge of Maintenance.
4. Form Nos.MIS-M-1-EE, MIS-M-2-EE, MIS-M-3-EE are to be submitted by E.Es in charge of Maintenance.
5. Form Nos.MIS-M-4-SE is to be submitted by SE in charge of Maintenance.
6. Form Nos.MIS-M-5 is to be submitted by SEs in charge of Field Units.

RETURNS TO BE SUBMITTED IN EACH QUARTER BY EXECUTIVE ENGINEER

S.No.	SUBJECT	FORM No.	SUBMISSION	
			TO	DUE DATE
1.	<i>FIRST QUARTER</i> <b>April – June</b>	<p><i>Annual Returns</i></p> <p>PM-A-1, P&amp;WA-A-1, FO-A-3</p> <p><b><u>QUARTERLY RETURNS</u></b></p> <p>DDT-Q-1, DDT-Q-3A, DDT-Q-3B, DDT-Q-8, DDOL-Q-1 PM-Q-1 FO-Q-2, C&amp;M-Q-1, QA-Q-1 MIS-Q-1, MIS-Q-2 FO-Q-1(EE) FO-Q-3</p> <p><b><u>MONTHLY RETURNS</u></b></p> <p>PM-M-1, PM-M-2, PM-M-4 PM-M-3 FO-M-1 MIS-M-1-EE, MIS-M-2-EE, MIS-M-3-EE</p>	<p>SE SE SE</p> <p>SE SE SE SE SE SE</p> <p>SE DW(PM), CE, SE SE SE</p>	<p>5<sup>th</sup> April 15<sup>th</sup> May 20<sup>th</sup> May</p> <p>5<sup>th</sup> April 5<sup>th</sup> April 5<sup>th</sup> April 5<sup>th</sup> April 10<sup>th</sup> April 5<sup>th</sup> June</p> <p>5<sup>th</sup> April, May, June 10<sup>th</sup> April, May, June 10<sup>th</sup> April, May, June 10<sup>th</sup> April, May, June</p>
2.	<b><u>SECOND QUARTER</u></b> <i>July - September</i>	<p><b><u>ANNUAL RETURNS</u></b></p> <p>FO-A-1 PM-A-2</p> <p><b><u>QUARTERLY RETURNS</u></b></p> <p>DDT-Q-1, DDT-Q-3A, DDT-Q-3B, DDT-Q-8, DDOL-Q-1 PM-Q-1 FO-Q-2, C&amp;M-Q-1, QA-Q-1 MIS-Q-1, MIS-Q-2 FO-Q-1(EE)</p> <p><b><u>MONTHLY RETURNS</u></b></p> <p>PM-M-1, PM-M-2, PM-M-4 PM-M-3 FO-M-1 MIS-M-1-EE, MIS-M-2-EE, MIS-M-3-EE</p>	<p>SE SE</p> <p>SE SE SE SE SE</p> <p>SE DW(PM), CE, SE SE SE</p>	<p>5<sup>th</sup> Sept. 20<sup>th</sup> Sept.</p> <p>5<sup>th</sup> July 5<sup>th</sup> July 5<sup>th</sup> July 5<sup>th</sup> July 10<sup>th</sup> July</p> <p>5<sup>th</sup> July, Aug., Sept. 10<sup>th</sup> July, Aug., Sept. 10<sup>th</sup> July, Aug., Sept. 10<sup>th</sup> July, Aug., Sept.</p>

S.No.	SUBJECT	FORM No.	Submission	
			TO	Due Date
3.	<b><u>THIRD QUARTER</u></b> <b>October - December</b>	<p><b><u>Annual Returns</u></b> P&amp;WA-A-2</p> <p><b><u>QUARTERLY RETURNS</u></b> DDT-Q-1, DDT-Q-3A, DDT-Q-3B, DDT-Q-8, DDOL-Q-1 PM-Q-1 FO-Q-2, FO-Q-3, C&amp;M-Q-1, QA-Q-1 MIS-Q-1, MIS-Q-2 FO-Q-1(EE)</p> <p><b><u>MONTHLY RETURNS</u></b> PM-M-1, PM-M-2, PM-M-4 PM-M-3 FO-M-1 MIS-M-1-EE, MIS-M-2-EE, MIS-M-3-EE</p>	<p>SE</p> <p>SE SE SE SE SE</p> <p>SE DW(PM), CE, SE SE SE</p>	<p>15<sup>th</sup> Oct.</p> <p>5<sup>th</sup> Oct. 5<sup>th</sup> Oct. 5<sup>th</sup> Oct. 5<sup>th</sup> Oct. 10<sup>th</sup> Oct.</p> <p>5<sup>th</sup> Oct., Nov., Dec. 10<sup>th</sup> Oct., Nov., Dec. 10<sup>th</sup> Oct., Nov., Dec. 10<sup>th</sup> Oct., Nov., Dec.</p>
4.	<b><u>FOURTH QUARTER</u></b> <b>January - March</b>	<p><b><u>Annual Returns</u></b> PM-A-3 FO-A-2</p> <p><b><u>QUARTERLY RETURNS</u></b> DDT-Q-1, DDT-Q-3A, DDT-Q-3B, DDT-Q-8, DDOL-Q-1 PM-Q-1 FO-Q-2, C&amp;M-Q-1, QA-Q-1 MIS-Q-1, MIS-Q-2 FO-Q-1(EE) FO-Q-3</p> <p><b><u>MONTHLY RETURNS</u></b> PM-M-1, PM-M-2, PM-M-4 PM-M-3 FO-M-1 MIS-M-1-EE, MIS-M-2-EE, MIS-M-3-EE</p>	<p>SE SE</p> <p>SE SE SE SE SE SE</p> <p>SE DW(PM), CE,SE SE SE</p>	<p>5<sup>th</sup> Jan. 5<sup>th</sup> Feb.</p> <p>5<sup>th</sup> Jan. 5<sup>th</sup> Jan. 5<sup>th</sup> Jan. 5<sup>th</sup> Jan. 10<sup>th</sup> Jan. 5<sup>th</sup> Feb.</p> <p>5<sup>th</sup> Jan., Feb., March 10<sup>th</sup> Jan., Feb., March 10<sup>th</sup> Jan., Feb., March 10<sup>th</sup> Jan., Feb., March</p>

**CENTRAL GOVERNMENT CASES PENDING IN VARIOUS HIGH COURTS**

Name of Ministry .....

Name of the High Court .....

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S. No.	Case No.	Name of the Parties	Brief issues Involved	Whether any Stay Order/Interim Order granted	Year of institution	Name of the Govt. Counsel	Remarks
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Statement showing sanctioned strength existing strength vacancy position of Gr.'C' & 'D' Posts  
and comparable categories of Work-charged Establishment

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Post	Sanctioned Strength	Existing Strength	Vacancy
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## GROUP 'C'

1. **Stenographer**
2. **Head Clerks**
3. **Junior Hindi Translator**
4. **Junior Engineer**
5. **Draftsman Gr.-III**
7. ....

## GROUP 'D'

1. **Peon**
2. **Daftry**
3. ....
4. ....
5. ....

Note : Only typical categories are indicated above. Data is to be furnished for each category separately.

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Post

Sanctioned Strength

Existing Strength

Vacancy

---

REGULAR CLASSIFIED CATEGORIES

GROUP 'C'

1. **Lab Assistant**
2. **Sewerman**
3. ....

GROUP 'D'

1. **Chokidar**
2. **Farash**
3. ....

WORK-CHARGED ESTABLISHMENT

Comparable to Group 'C'

1. **Mason**
2. **Wireman**
3. **Sr. Mali**
4. ....

Comparable to Group 'D'

1. **Beldar**
2. **Khallasi**
3. **Mali**
4. ....

Note : Only typical categories are indicated above. Data is to be furnished for each category separately.

QUARTERLY PROGRESS REPORT REGARDING PROGRESSIVE USE OF HINDI IN MINISTRIES/DEPARTMENTS ETC.

Year .....

Quarter ending .....

Name of Ministry/Deptt./Org. ....

Whether it is notified under Rule 10(4)?

Yes/No

1. (i) **Position of Officers/Employees possessing knowledge of Official Language**

**Officers**

**Employees**

(a) Total Number of Officers and Employees (excluding Gr.D)

(b) Number of Officers/Employees proficient out of (a) above

(c) Number of Officers/Employees possessing working knowledge out of (a) above

(d) How many are undergoing training out of (a) above

(e) Those who are yet to be trained in official language

**Prabodh**

**Praveen**

**Pragya**

Officer

Employees

ii. **Training in Hindi Stenography/Typing**

**Stenographers**

**Typists**

**Total No.**

(a) Total Number of Stenographers/Typists

(b) Number of those knowing Hindi Stenography/Typing out of (a) above

(c) Number of those trained on Word Processor/Electronic Typewriter out of (a) above

(d) Number of those undergoing training out of (a) above

- (e) Number of Stenographers/Typists who are yet to be trained in Hindi Stenography/Typing? (a-b-d)

**iii. Translation – Training**

- (a) Total number of Officers/Employees engaged in the work of translation
- (b) Out of these how many are trained from the Central Translation Bureau
- (c) How many are yet to be trained

**iv Whether the remaining officers have been included in Roster for training**

If not reasons thereof.

- (a) Language Training : Yes/No
- (b) Stenography Training : Yes/No
- (c) Typing Training : Yes/No
- (d) Translation Training : Yes/No

2. Documents as specified under Section 3(3) of Official Language Act, 1963, issued only in English, during this Quarter

**Note :** (i) Section 3(3) includes of General orders. Memorandum, Resolutions, Notifications, Rules, Agreements, Contracts, Tender Notices. Parliamentary Reports, Parliament Questions, etc.

(ii) This information may be furnished from the Guard file and other files available in the office.

**3. Position regarding letters received in Hindi (Rule 5 of Official Language Rules)**

- (a) Total No. of letters received in Hindi according to the Diary Register as prescribed under Para 12(1) of Chapter-4 of the manual of Office Procedure :
- (b) Out of these how many replied to in Hindi :

**4. Details of the total letters originally issued by the Ministry/Department etc.**

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<b>In Hindi</b>	<b>In English</b>	<b><u>Percentage of Hindi letters out of total letters issued</u></b>	<b>In this Quarter</b>
		<b>In last Quarter</b>	

**Note :** Telegrams, Telex, Fax should also be included in this correspondence but not the information included in item(3).

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**5(i) Specified for doing work in Hindi                      Name of the Sections                      List of the Subjects**

(ii) Notification of offices, under the control of Ministries/Departments in Rule 10(4) of the Official Language Rules

**Total Number of Offices      Number of Notified Offices      Position regarding remaining Officers**

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**6. Work done in Hindi by the Deputy Secretaries/Equivalent and higher officers**

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Total Number of Higher Officers      Number of those Proficient in Hindi      Number of those working in Hindi out of item (2)

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(a) (b) (c)  
Most of Work Normal Nominal

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7. **Incentive Scheme for Original work in Hindi**

**(i)**                      **(ii)**                      **(iii)**  
**Officers**                      **Employees**                      **Number of Awardees**

Number of Officers/Employees Participating

8. **Option of Hindi Medium in the Departmental and Promotional Exams**

- (a) List of those Examinations/subjects in which question papers are not bilingual :
- (b) List of those Examinations/subjects in which option to answer the questions in Hindi has not been given? :

Note : Information regarding all Departmental/Promotional Examinations conducted by concerned Ministries/Departments should be furnished.

9. **Details of Official Language inspection done during the Quarter**

- (a) Total Number of sections of Ministries/ Departments :
- (b) Out of these number of Sections inspected :
- (c) Total number of Subordinate officers etc. :
- (d) Out of these number of offices inspected :

10. **Hindi Workshops**

- (a) Number of man-hours made available for work-shop during the Quarter (excluding Officers of Official Language Service and Gr.D Employees) :
- (b) How many Officers/Employees participated in these workshops :
- (c) How many officers/Employees work in Hindi out of (b) above? :

11. **Details regarding Typewriters/Mechanical Aids etc.**

<b>Total Number</b>	<b>Number of Equipments With Devnagari Script</b>	<b>Number of Bilingual Equipments</b>	<b>Percentage of use of the aids for work in Hindi</b>
(1)	(2)	(3)	(4)



- (a) Manual Typewriters
- (b) Electronics Typewriters
- (c) Telex/Tele printer
- (d) Addressograph Machines  
(please specify)
- (e) Other Equipment

**12. Information Regarding Computers**

(a) Single User (P.C.)      (b) Multi User (A.T.) Mini/      (c) Total Number of Terminals

**Mainframe**

- |      |   |                           |                                     |                                     |
|------|---|---------------------------|-------------------------------------|-------------------------------------|
| i.   | Total No. of Computers  | <b>With Gist<br/>Card</b> | <b>With Bilingual<br/>Softwares</b> | <b>Number of<br/>Gist Terminals</b> |
| ii.  | Bilingual Computers   |                           |                                     |                                     |
| iii. | Percentage of practical work done in Hindi out of total work being done on Computer                       |                           |                                     |                                     |
| iv.  | Name of those Softwares/Programmes of Which Hind form is required, but is not available to the Department |                           |                                     |                                     |
| v(a) | Number of Employees trained in Computer operation as well as in Computing                                 |                           |                                     |                                     |
| (b)  | How many Employees can do above work in Hindi   |                           |                                     |                                     |
| vi.  | Number of Programmers Proficient in Hindi Programming out of the total Departmental and NIC Programmers.  |                           |                                     |                                     |

**13. Codes/Manuals etc.**

**(a) Statutory/Administrative/Technical Literatures :**

Category	Total Number	Bilingual	In English only	In Hindi only	Reasons for not being available Bilingually or in Hindi
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- i. Acts/Rules
- ii. Official Codes/Manuals
- iii. Standard Forms
- iv. Technical Literature
- v. Training Materials

**(b) Bilingual Publications :**

Category	Total Number	Bilingual	In English only	In Hindi only	Reasons for not being available
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Bilingually or  
in Hindi

- 
- i. Newspapers/Magazines  
ii. Other Publications
- 

**14. Information regarding filling up the posts relating to Hindi in the attached/subordinate offices**

S.No.	Designation	Number of Posts		Since when Vacant	Details of the action taken to fill up the vacant posts
		Sanctioned	Vacant		
(1)	(2)	(3)	(4)	(5)	(6)

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**15. Meetings of the Hindi Salahkar Samiti/Official Language Implementation Committee of the Ministry/Department**

- (a) Date of the meeting of the Hindi Salahkar Samiti held :  
during the Quarter
- (b) Date of the meeting of the Official Language :  
Implementation Committee held during the Quarter
- (c) Whether the Agenda for the said meeting has been :  
prepared according to the guidelines of the Official  
Language Department
- (d) Information regarding actionable decisions taken during :  
the meetings of the Hindi Salahkar Samiti and the  
Official Language Implementation Committee
- |  |  |   |
|--|--|---|
| Number of<br>Pending for<br>follow up<br>actionable<br>decisions<br>till the last<br>meeting | Number of<br>actionable<br>decisions<br>taken in<br>this meeting | Total Number<br>of decisions on<br>which follow up<br>actions are finally<br>over |
| -----  | -----  | -----   |
- i. Hindi Salahkar Samiti  
ii. Official Language Implementation Committee

**16. Position regarding assurances given to the Committee of Parliament on Official Language**

- i. Total No. of pending assurances at the :  
beginning of the Quarter

ii. Total No. of assurances fulfilled during the :  
Quarter

**17. Brief description of other specific achievements/work regarding Implementation of Official Language Policy during the Quarter**

Signature of the Chairman of Official Language Implementation Committee of the Office .....

Name, Designation and Telephone No. of the above Officer .....

**QUARTERLY PROGRESS REPORT REGARDING IMPLEMENTATION OF THE ESSENTIAL PROVISIONS OF THE OFFICIAL LANGUAGES ACT, 1963 IN THE CENTRAL GOVERNMENT OFFICES LOCATED IN TAMIL NADU**

Quarter ending .....

Name of the Office .....

**PART-I – INFORMATION REGARDING HINDI TRAINING**

- |     |   |                 |                      |
|-----|---|-----------------|----------------------|
| 1.  | Knowledge of Hindi possessed by the Staff (excluding Group 'D' Employees) | <u>Gazetted</u> | <u>Non-Gazetted</u>  |
| (a) | Total number of employees   | :               |                      |
| (b) | Number of employees having working knowledge of Hindi                     | :               |                      |
| 2.  | Employees who are expected to do typing/stenography                       |                 |                      |
|     |   | <u>Typists</u>  | <u>Stenographers</u> |
| (a) | Total Number  | :               |                      |
| (b) | Number of those who know Hindi typing/Hindi Stenography                   | :               |                      |

**PART – II – POSITION REGARDING HINDI STAFF AND AVAILABILITY OF DEVNAGARI TYPEWRITERS**

- |    |                              |                  |              |
|----|------------------------------|------------------|--------------|
| 3. | (a) Number of Hindi Officers | :                |              |
|    | (b) Number of Translators    | :                |              |
| 4. | Number of typewriters        | :                |              |
|    |                              | <u>Devnagary</u> | <u>Roman</u> |

**PART-III – POSITION REGARDING IMPLEMENTATION OF THE OFFICIAL LANGUAGES ACT, 1963**

- |     |   |   |   |
|-----|---|---|---|
| 5.  | Documents issued under Section 3(3) of the Official Languages Act | : | <b>Issued bilingually both</b>                              |
|     |   |   | <u>In Hindi &amp; English</u> <u>Issued in English only</u> |
| (a) | General Orders, Instructions, circulars, memoranda etc            | : |   |
| (b) | Resolutions, Notification and Rules                               | : |   |
| (c) | Administrative and other Reports                                  | : |   |
| (d) | Press Communiques   | : |   |
| (e) | Licences and Permits  | : |   |
| (f) | Notices and Forms of Tenders, Contracts and                       | : |   |

- (g) Agreements  
Papers laid before the Houses of Parliament :

**PART-IV – GENERAL INFORMATION**

6. Availability in bilingual form of Codes, Manuals, Forms and Procedural literature issued/prescribed by the Ministry/Department/Head Offices. (This information should be given only in the Report for the quarter Jan.-March)
- (a) Total Number  
(b) Number of those available in bilingual form (in Hindi & English)

7. Rubber stamps, Name Plates and Sign Boards (in the report of the quarter Jan.-March)

- (a) Number of Rubber Stamps
- (b) Number of name plates and sign boards

**Bilingual**  
**(In Hindi & English)**

---

**In English only**

8. Setting up of the Official Language Implementation Committee

- (a) Has the Official language Implementation Committee been set up to keep a watch on the implementation of the Official Language Act and the position of Hindi training?
- (b) If so, are its meeting being held regularly?

9. Names, designations and Telephone Nos. of the officers concerned with the work relating to Official Language

- (a) Head of Office
- (b) Official Language Officer
- (c) Hindi Officer

**ANNUAL ACTION PLAN**

ZONE-----

YEAR-----

**Annexure-I****I - DETAILS OF GENERAL POOL RESIDENTIAL ACCOMMODATION**

S.No.	City/ Location	Name of work.	Type of qtrs.	Number of qtrs.				
				Completed during the last year	In progress at the start of the year	Targetted for taking up during the current year	Targetted for completion during the current year	Targetted for completion during the next year

**Annexure-II****II - DETAILS OF GENERAL POOL OFFICE ACCOMMODATION**

S.No.	City/ Location	Name of work.	Area in Sqm.				
			Completed during the last year	In progress at the start of the year	Targetted for taking up during the current year	Targetted for completion during the current year	Targetted for completion during the next year

**Annexure-III****III - LIST OF WORKS COSTING Rs 2 Crs. & ABOVE TARGETTED FOR COMMENCEMENT DURING CURRENT YEAR**

S.No.	Name of work	City / Location.	AA/ES	
			Amount (Rs.in lakhs)	Date
1	Min.UD			
2	Other Ministries			
3	Deposit Works			

**Annexure-IV (PM-A-1)**



**IV - LIST OF WORKS COSTING Rs.2 Crs & ABOVE TARGETTED FOR COMPLETION DURING CURRENT YEAR**

S.No.	Name of work	City / Location.	AA/ES		Achievement upto last year in %age
			Amount (Rs.in lakhs)	Date	

1. Min.UD
2. Other Ministries
3. Deposit Works

**Annexure- V**

**V . LIST OF WORKS (OTHER THAN IN ANNEXURES III & IV) COSTING Rs.2 Crs. AND ABOVE IN PROGRESS**

S.NO.	Name of work	City / Location.	AA/ES		Achievement upto last year in %age	Target for current year
			Amount (Rs.in lakhs)	Date		

3. Min.UD
4. Other Ministries
3. Deposit Works

**PROFORMA FOR ANNUAL PLAN PROPOSALS**

ZONE-----

YEAR-----

**I - SANCTIONED WORKS IN PROGRESS**

Annexure-I

**(A) HEAD : 4216 - U.D. (RESIDENTIAL)**

**(Rs. In lacs)**

S.No.	Name of work	A/A & E/S		Anticipated expenditure during current year	Funds required during next year	Remarks
		Amount	Date			

Annexure-II

**(B) HEAD : 4059 - U.D. (NON - RESIDENTIAL)**

**(Rs. In lacs)**

S.No.	Name of work	A/A & E/S		Anticipated expenditure during current year	Funds required during next year	Remarks
		Amount	Date			

**II- WORKS SANCTIONED BUT YET TO START**

Annexure-III

**(A) HEAD: 4216 UD (RESIDENTIAL)**

**(Rs. in Lacs)**

S.No.	Name of work	A/A & E/S		Anticipated expenditure during current year	Funds required during next year	Remarks
		Amount	Date			

**Annexure-IV**

**(B) HEAD : 4059 - UD ( NON-RESIDENTIAL)**

**(Rs. In lacs)**

S.No.	Name of work	A/A & E/S		Anticipated expenditure during current year	Funds required during next year	Remarks
		Amount	Date			

**III - NEW SCHEMES YET TO BE SANCTIONED**

**PM-A-2**

**Annexure-V**

**(A) HEAD : 4216 - UD (RESIDENTIAL)**

**(Rs. In lacs)**

S.No.	Name of work	Preliminary estimate		Anticipated expenditure during current year	Funds required during next year	Remarks
		Amount	Sent on			

**Annexure-VI**

**(A) HEAD : 4059 - UD.PLAN (NON-RESIDENTIAL)**

**(Rs. In lacs)**

S.No.	Name of work	Preliminary estimate		Anticipated expenditure during current year	Funds required during next year	Remarks
		Amount	Sent on			



**III - LIST OF WORKS COSTING RS. 2 CRORES AND ABOVE TARGETTED FOR COMMENCEMENT DURING CURRENT YEAR**

S.NO.	Name of work	AA/ES		Status as on 31 <sup>ST</sup> December	Target date for commencement
		Amount (Rs.in lakhs)	Date		
4	Min.UD				
5	Other Ministries				
6	Deposit works				

**IV - LIST OF WORKS COSTING RS.2 CRORES AND ABOVE TARGETTED FOR COMPLETION DURING CURRENT YEAR**

S.NO.	Name of work	City/Location	AA/ES		Status as on 31 <sup>ST</sup> December	Target date for completion
			Amount (Rs.in lakhs)	Date		
5.	Min.UD					
6.	Other Ministries					
3.	Deposit works					

**ANNUAL WORKLOAD REVIEW**

**ABSTRACT OF ACTUAL WORKLOAD FOR THE YEAR**

**ZONE:** \_\_\_\_\_

(All figures in lakhs of rupees)

S.No.	Name of Circle/Division	Division-wise number of Sub-Divisions.	Expenditure during the year					Workload	
			Construction i/c Deposit works.			Maintenance & Minor works i/c Deposit works.		In Financial terms Col.6+Col.8	In Equivalent terms Col.6+2.25 x Col.8
			Payment to local bodies.	Purchase of land	All other expenditure	Payment to local bodies	All other expdr.		
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Note : - Refer DG(W) OM No.1/1/99-WII(DGW) dated 31<sup>st</sup> May, 1999

**ACTUAL UTILISATION OF BUDGET DURING THE PREVIOUS YEAR \_\_\_\_\_  
AND POSITION OF ALLOTMENT FOR CURRENT YEAR \_\_\_\_\_**

**ZONE \_\_\_\_\_**

*(All figures in lakhs of rupees)*

S.No.	Name of Ministry/ Deptt/Organisation	Head of Account/ Deposit/CSSA	Budget Allotment/ Deposit/CSSA for _____ (Previous year)		Actual Utilisation		Budget Allotment i/c available/anti- cipated deposit/CSSA for _____ (current year)	
			Constn. works	Main- tenance & minor works	Constn. works.	Main- tenance & minor works.	Construction works.	Maintenance & minor works
1.	2.	3.	4.	5.	6.	7.	8.	9.

-----  
Total





**SANCTIONED STRENGTH OF TECHNICAL STAFF**

**ZONE:** \_\_\_\_\_

**A. SANCTIONED STRENGTH AS ON 1<sup>ST</sup> APRIL OF THE CURRENT YEAR.** \_\_\_\_\_

<b>S.No.</b>	<b>Post</b>	<b>Field</b>	<b>Planning</b>	<b>Total</b>
1.	Superintending Engineer (C)			
2.	Superintending Engineer (E)			
3.	Executive Engineer (C)			
4.	Executive Engineer (E)			
5.	Assistant Engineer (C)			
6.	Assistant Engineer (E)			

**B. POSTS CLOSED/SHIFTED DURING THE PREVIOUS YEAR**

**C. PROPOSALS FOR CLOSURE/SHIFTING/CREATION OF POSTS DURING THE CURRENT YEAR**

**ABSTRACT OF ANTICIPATED WORKLOAD FOR THE CURRENT YEAR**

**ZONE** \_\_\_\_\_

(All figures in lakhs of rupees)

S.No.	Name of Circle/Division	Division-wise number of Sub-Divisions.	Expenditure during the year					Workload	
			Construction i/c Deposit works.			Maintenance & Minor works i/c Deposit works		In Financial terms	In Equivalent terms
			Payment to local bodies 'X' of V-A	Purchase of land 'Y' of V-A	All other expenditure. 'Z' of V-A	Payment to local bodies. 'M1' of V-B.	All other expenditure. 'M2' of V-B	Col.6+Col.8	Col.6+2.25 x Col.8
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

**ANCITIPATED EXPENDITURE ON CONSTRUCTION WORKS FOR THE CURRENT YEAR**

**DIVISION**

(All figures in lakhs of rupees)

S.No.	Items	Anticipated Expenditure		
		Payment to local bodies	Purchase of land	All other expenditure
1.	2.			
<b>I.</b>	<b>Works in progress</b>			
	1.			
	2.			
	3.			
	4.			
	Total (rounded off to nearest lakh)	(X1)	(Y1)	(Z1)
<b>II.</b>	<b>Works sanctioned but not yet taken up.</b>			
	1.			
	2.			
	3.			
	4.			
	Total (rounded off to nearest lakh)	(X2)	(Y2)	(Z2)
<b>III.</b>	<b>Works not yet sanctioned</b>			
	1.			
	2.			
	3.			
	4.			
	Total (rounded off to nearest lakh)	(X3)	(Y3)	(Z3)
<b>IV.</b>	<b>Grand Total</b>	<b>(X)</b>	<b>(Y)</b>	<b>(Z)</b>

**Note:-**

1. This sheet is to be retained in CE's office and is not required to be sent to D.W.(P&WA)
2. Payment to local bodies shall include payments for obtaining electricity/water/sewerage/drainage service connections, approval of drawings, and deficiency charges, if any.
3. All figures shall include departmental charges.

**ANTICIPATED EXPENDITURE ON MAINTENANCE & MINOR WORKS FOR THE CURRENT YEAR**

**DIVISION**

(All figures in lakhs of rupees)

S.No.	Ministry/Department	Head of A/c /Deposit/ CSS A/c.	Location of work in brief	Budget/Deposit/ available/ anticipated & CSSA		Anticipated Expenditure	
				Payment to local bodies	All other expenditure	Payment to local bodies	All other expenditure
1.	2.	3.	4.	5.	6.	7.	8.
1.							
2.							
3.							
4.							

- 1.
- 2.
- 3.
- 4.

**Total (rounded off to nearest lakh)**

M1

M2

**Note:**

1. This sheet is to be retained in CE's office and is not required to be sent to D.W.(P&WA).
2. Payment to local bodies shall include payments for service charges, electricity/water consumption charges, and service connection charges, if any.
3. All figures shall include Departmental Charges.

MID TERM WORKLOAD REVIEW

WORKLOAD DURING THE YEAR

ZONE

(All figures in lakhs of rupees)

Circle	Division	Sub-divison	Workload in Financial Terms.	Workload in Equivalent Terms	Recommendations for change, if any.
1.	2.	3.	4.	5.	6.

Note : - Refer DG(W) OM No.1/1/99-WII(DGW) dated 31<sup>st</sup> May, 1999

STATEMENT SHOWING THE REVISED ESTIMATES .....AND BUDGET ESTIMATES .....

VIS-À-VIS THE ACTUAL EXPENDITURE

Zone / Office .....

(All amounts in thousands of Rupees)

Minor Head/Sub-Head (Salaries, Travel Expenses, Office Expenses, etc.)	Actual Exp. (for the last three years)	Sanctioned Budget Grant for _____ (current year)	Actuals for the last 7 months of year _____ (previous year)	Actuals for the first five months of _____ (current year)	Anticipated Expen. for the remaining 7 months of (current year)	Revised Estimates for _____ (current year)	Proposed Budget Estimates for _____ (next year)	Reasons for variations between Col.5&9 and Col.9&10
---	--	---	---	---	---	---	---	--

1	2	3	4	5	6	7	8	9	10	11	12
---	---	---	---	---	---	---	---	---	----	----	----

Financial Year \_\_\_\_\_

ESTIMATE STRENGTH OF ESTABLISHMENT AND PROVISION THEREOF

Zone / Office .....

(All amounts in thousands of Rupees)

Actual Strength as on 1 <sup>st</sup> March	Strength on 1 <sup>st</sup> March	Estimated strength as on 1 <sup>st</sup> March		Category	Actual for _____ (Previous Year)	Budget Estimate For _____ (Current Year)	Revised Estimate For _____ (Current Year)	Budget Estimate for _____ (Next Year)	
		Current Year	Previous Year					Budget	Estimate
				1. Salary					
				(a) Officers (indicate in respect of each scale of pay separately)					
				Total : Officers					
				(b) Staff (indicate in respect of each scale of pay separately)					
				Total : Staff					
				Total : (a) & (b)					
				Total Salary					
				Allowances (Other than OTA & Travel Expenses)					
				Wages					
				Overtime Allowances					
				Travel Expenses					
				i. Domestic Travel Exp.					
				ii. Foreign Travel Exp.					
				Total					



**LIST OF BUILDING WHICH ARE BEING MAINTAINED BY CPWD**  
(Separate list for GPOA, Other Building, GPRA, Other Housing, New Building added during the year, and Building which require special repair)

**Financial Year** \_\_\_\_\_

Zone \_\_\_\_\_

(All amounts in thousands of Rupees)

---

S.No.	Name of Building with location	Plinth Area	<u>Expenditure required for maintenance</u>			
			W.C. Salary	Materials	Contract	Total

---



**Financial Year** \_\_\_\_\_

**Zone/Office** \_\_\_\_\_

**RESIDENTIAL/NON-RESIDENTIAL**

**STATEMENT GIVING DETAILS OF NEW PROJECTS FOR WHICH BUDGET PROVISION IS PROPOSED IN MAJOR HEAD \_\_\_\_\_**  
**UNDER DEMAND NO. \_\_\_\_\_ OF MINISTRY OF URBAN DEVELOPMENT FOR THE YEAR \_\_\_\_\_**

***PART-A***

**Zone** \_\_\_\_\_

**(For project where expenditure sanctions have already been issued)**

**(All amounts in thousand of Rupees)**

Name & Location of the Project	Estimated Cost	Number and date of issue of exp. sanction	Proposed Budget Provision			CPWD Zone concerned	If Plan, whether included in Annual Plan proposal for _____ (next year)	Remarks
			For Land	For Constn.	Total			
1	2	3	4	5	6	7	8	9



Financial Year \_\_\_\_\_

PROFORMA OF WORK ANNEXURE IN RESPECT OF CAPITAL WORKS

Zone / Office \_\_\_\_\_

(All amounts in thousands of Rupees)

Work Description	Estimated Cost of Work	Actual Exp. upto _____ (previous year)	Probable Exp. during ..... (current year)	Total of 3&4	Budget Grant for ..... (next year)
1	2	3	4	5	6

PROFORMA FOR SUBMISSION OF FINAL BUDGET ESTIMATES

Financial Year .....

Zone / Office .....

(All amounts in thousand of Rupees)

---

Head of Account	Budget Grant	Supplementary Grant	Total Grant	Revised Estimates	Exp. for first 10 Months	Exp. for remaining 2 months	Total Exp.	Variation Col.(8)-(4)	Reasons for variation
1	2	3	4	5	6	7	8	9	10

---

PROFORMA FOR APPROPRIATION ACCOUNT

Financial Year .....

Zone / Office .....

(All amounts in thousands of Rupees)

---

S.No.	Budgetary Heads	Budget Allotment	Final Budget Allotment	Expenditure	Variation between Col.3&4	Variation between Col.4&5	Reasons for variation for Col. 6&7
1	2	3	4	5	6	7	8

---

**STATISTICAL RETURN**

ZONE -----

QTR.-----

**I. GENERAL POOL RESIDENTIAL ACCOMMODATION**

**Annexure-I**

S. No.	City/Location	Name of Work	Type of qtrs.	Number of qtrs.			
				In progress at the start of the qtr.	Taken up during the qtr.	Handed over to DOE during the qtr.	Sanctioned but yet to be taken up

**Annexure-II**

**II. GENERAL POOL OFFICE ACCOMMODATION**

S. No.	City/Location	Name of Work.	Area in Sqm.			
			In progress at the start of the qtr.	Taken up during the qtr.	Handed over to DOE during the qtr.	Sanctioned but yet to be taken up



ZONE : CIRCLE : DIVISION :

FINANCIAL YEAR ..... CLEARANCE OF ARREARS – REPORT FOR THE QUARTER ENDING .....

(All amounts in thousands of Rupees)

S. No.	Particulars	Position at the beginning of the year	Opening balance at the beginning of the quarter	During the quarter		Balance at the close of the quarter		Remarks
				Clearance	Addition	Amount/Number	Oldest Date	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<b>1. ACCOUNT MATTERS</b>								
1.1	Cash Settlement Suspense A/c							
	a) Inter Divisional							
	b) Inter Departmental							
1.2	Material Purchase Settlement Suspense Account							
1.3	Expenditure in excess of Deposit received							
1.4	Miscellaneous Public Works Accounts							
1.5	Clearance of Dead Stock							
1.6	Final bills pending for more than 6 months after completion of works (Number of Final Bills)							
1.7	Register of Works Works Abstract							
1.8	Building Register/SMBs							
1.9	CPWA 64 to be submitted to client for Deposit Works							
1.10	Completion cost to be submitted to client for Deposit Works							

S. No.	Particulars	Position at the beginning of the year	Opening balance at the beginning of the quarter	During the quarter		Balance at the close of the quarter		Remarks
				Clearance	Addition	Amount/ Number	Oldest Date	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
<b>2. AUDIT</b>								
2.1	Internal Inspection Report conducted by CCA, Min. of Urban Development (number of paras)							
2.2	Statutory Audit Report conducted by Directorate of Audit (number of paras)							
<b>3. INSPECTION</b>								
3.1	Reply to QA references (number of references)							
3.2	Reply to CTE references (number of references)							

**EXPLANATORY NOTE FOR FILLING FORM NO.**

**BY EE**

1. In Col.(7) - Amount may be given (Rs. in thousands) for items 1.1 to 1.5
2. In Col.(7) - Number may be given for items 1.6 to 3.2



*DETAILS OF EXPENDITURE ON PAY & ALLOWANCES*

S.No.	<u>Head</u>	<u>Actual Expenditure Incurred</u>	
		During the Quarter under report	During the financial year till the end of the quarter under report
1	2	3	4
1.	Pay of Gazetted Officers		
2.	Pay of Non-Gazetted Staff		
3.	Non-Practising Allowance		
	I. Sub total (S.No.1 to 3)		
4.	Dearness Allowance		
5.	Transport Allowance		
6.	House Rent Allowance		
7.	Compensatory (City) Allowance		
8.	Overtime Allowance		
9.	Personal Pay (for promoting small family norms)		
10.	Special Pay, Deputation		
11.	Duty Allowance & Central Deputation Allowance		
12.	Composite hill Compensatory Allowance		
13.	Children Education Allowance		
14.	Reimbursement of Tuition Fee		
15.	Leave Travel Concession		
16.	Reimbursement of Medical Charges		
17.	Other Compensatory Allowances		
	(a) Remote Locality Allowance		
	(b) Bad Climate Allowance		
	(c) Washing Allowance		
	(d) Project Allowance		
	(e) Disturbed Area Allowance		
	(f) Special Compensatory Allowance		
	(g) Night Duty Allowance		
	(h) Risk Allowance		
	(i) Other (Specify)		
	II. Sub-Total (S.No.4 to 16)		
	III. Grand Total (I + II)		
17.	Travelling Allowance		
	(a) Tours		
	(i) Within India		
	(ii) Outside India, if any		
	(b) Transfers		
18.	Bonus		

- (a) Productivity Linked Bonus
- (b) Ad-hoc Bonus
- 19. Honorarium
- 20. Encashment of Earned Leave on Superannuation/Voluntary Retirement
- 21. Break-up of expenditure on House Rent allowance reported against S 6 Col.(3) & (4) according to class of cities

Class of Cities	<u>Expenditure on House Rent Allowance</u>	
	During the Quarter Under report	During the financial year till the end of quarter under report
1	2	3
A <sub>1</sub> - Class		
A - Class		
B <sub>1</sub> - Class		
B <sub>2</sub> - Class		
C - Class		
Unclassified		
<b>Total</b>		

**PROFORMA FOR \_\_\_\_\_ BATCH OF SUPPLEMENTARY DEMANDS**

**Zone** \_\_\_\_\_

**Financial Year** \_\_\_\_\_

**(All amounts in thousands of Rupees)**

---

<b>Sub Major-Head</b>	<b>Item of Expenditure</b>	<b>Estimatd Cost</b>	<b>Supplementary Requirement</b>	<b>Justification</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

---

**PROGRAMME & PROGRESS OF WORKS (EXCLUDING CPO WORKS) COSTING Rs. 1 CRORE & ABOVE**

ZONE -----

MONTH-----

Annexure-I

**I.PRE-CONSTRUCTION STAGE**

(Rs. In lacs)

S. No.	Name of work Sub works	Requisition date	Land availability	Circle/Divn./ Arch.	Dates for			
					Prep.of layout plan	Prep. of prel. drgs.	Approval of prel. drgs.	Submission of prel. estimate
1	2	3	4	5	6	7	8	9

A/A & E/S		Dates for				Remarks/Reasons for delay	Action by
Amt	Date	Detailed drgs	Pre. of detailed estimate.	Call of tenders	Start of work		
10	11	12	13	14	15	16	17

Annexure-II

**II. CONSTRUCTION STAGE**

(Rs. In lacs )

S. No.	Name of work Sub works	Circle/Divn/ Arch.	A/A & E/S		Technical sanction		Date of start	Stipulated date of completion	Budget allotment`	
			Amt	Date	Amt	Date			Head of a/c	Amount
1	2	3	4a	4b	5a	5b	6	7	8a	8b

Expenditure				Physical progress during the month (%age)	Progress upto date (%age)	Probable date of completion	Remarks/ Reasons for delay	Action by
Upto last year	During the month	During the current year	Upto date (9+11)					
9	10	11	12	13	14	15	16	17

**Note :** For facilitating coordination, Reporting Officer may also forward a copy of report or relevant extract to his counterpart on civil/electrical and architectural side.

**PROGRESS OF CPO WORKS COSTING RS.10.00 LACS AND ABOVE**

ZONE-----

MONTH .....

**(Rs. In lacs)**

S.No.	Name of work	Location	Sanction		Date of start	Stipulated date of completion	Expdr. upto last financial year	Expdr. during current financial year upto the month	%age Physical progress		Probable date of completion	Remarks/ Reasons for delay, if any.
			Amt.	Date					During the month	Upto date		

**Note :** For facilitating coordination, Reporting Officer may also forward a copy of report or relevant extract to his counterpart on civil/electrical and architectural side.



**EXPENDITURE CARD FOR THE MONTH OF -----**

**ZONE**-----

**CIRCLE**-----

**DIVISION**-----

**(Rs. In Lakhs)**

Description	Expdr.during the month	progressive expdr. during the year.
<b>TOTAL EXPENDITURE</b>		
All Construction Works ( i/c General Pool,CPO,CSS,Deposit)	1.Payment to local bodies	
	2. Purchase of land	
	3.All other expenditure	
All Maintenance and Minor Works ( i/c General Pool,CPO,CSS,Deposit)	1.Payment to local bodies	
	2.All other expenditure	
Regular Establishment		

**BREAK UP OF EXPENDITURE FOR**

<b>1. GPRA/GPOA</b>			Anticipated expdr. in remaining months
GPRA	4216 UD (Plan)		
	4216 UD (Non Plan)		
GPOA	4059 UD (Plan)		
<b>2. DEPOSIT WORKS</b>			
Deposit Works -Construction			
Deposit Works -Maintenance & Minor Works			

**3. CPO WORKS: Major Head 4055**

Name of the Force	Allotment during the year	Expdr.during the month	Progressive expdr. during the year.	Anticipated expdr. in remaining months
(i) CRPF RB( Plan)				
RB(Non Plan)				
OB (Non Plan)				
Minor Works. A4(10) Under: MH - 2055				
(ii) BSF RB( Plan)				
OB(Non Plan)				
(iii) CISF RB(Non Plan)				
OB(Non Plan)				
(iv) ITBP RB(Plan)				
OB(Non Plan)				
RB(Non Plan)				
(v) A/Rifles RB (Plan)				
RB(Non Plan)				
OB(Non Plan)				
(vi) I B/SIB				

Notes:

1. All figures for expenditure on works to include Departmental charges.
2. Payment to local bodies shall include payments for obtaining electricity/ water/ sewerage/ drainage service connections, service charges, electricity/ water consumption charges, approval of drawings etc.

**PROGRESS OF NON-CPO WORKS COSTING RS.10.00 LACS TO 1 CRORE**

ZONE-----

MONTH .....

**(Rs. In lacs)**

S.No.	Name of work	Location	Sanction		Date of start	Stipulated date of completion	Expdr.upto last financial year	Expdr.during current financial year upto the month	%age Physical progress		Probable date of completion.	Remarks/ Reasons for delay, if any.	Action by
			Amt.	Date					During the month	Upto date			

I. SANCTIONED WORKS IN PROGRESS

II. SANCTIONED WORKS YET TO START

Note :

1. SE to send report to CE for works costing Rs.50 lacs to Rs.1 Cr. only.
2. EE to send report to SE for all works costing Rs.10 lacs to Rs 1 Cr.
3. For facilitating coordination, Reporting Officer may also forward a copy of report or relevant extract to his counterpart on civil/electrical and architectural side.

**PROFORMA FOR EXPENDITURE RETURN (MONTHLY RETURN) FOR THE MONTH OF**

**Financial Year .....**

**Zone / Office .....**

(All amounts in thousands of Rupees)

S.No.	Head of Account	Budget Allotment	Exp. Upto ..... (previous year)	Exp. during the month	Progressive Expenditure (4) + (5)	Reasons for variation between Col. (3) & (6)
1	2	3	4	5	6	7

## PERFORMANCE REPORT OF CONTRACTORS

S. No.	SUBJECT	FORM No.	SUBMISSION		No. of Reports			REMARKS
			To	Due Date	Due	Submitted in this Quarter	Cumulative Submission	
1.	Annual Performance Reports of Class-I (all categories), Classes-II & III (Horticulture) and Nursery contractors	C&M-1	SE	30 <sup>th</sup> April				
2.	Annual Performance Reports of Class-II contractors	C&M-1	SE	30 <sup>th</sup> April				
3.	Annual Performance Reports of Class-III contractors	C&M-1	SE	30 <sup>th</sup> May				
4.	Annual Performance Reports of Class-IV (Civil & HVAC categories)	C&M-2	SE	31 <sup>st</sup> May				
5.	Annual Performance Reports of Class-IV (Electrical & Furniture categories) contractors	<b>C&amp;M-2</b>	SE (Enlisting Authority)	30 <sup>th</sup> June				
6.	Annual Performance Reports of Class-V (Civil) contractors	C&M-2	SE (Enlisting Authority)	30 <sup>th</sup> June				
7.	Annual Performance Reports of contractors enlisted with other departments and contractors not enlisted anywhere	C&M-1 or C&M-2 According to the class of contractor	SE	31 <sup>st</sup> May				

**PROFORMA FOR PERFORMANCE REPORT OF CONTRACTORS  
(EXCEPT CLASSES IV & V)**

**Name of Contractor** :

**Enlistment Number** :

**Enlistment Authority with Address** :

**Name of Work** :

**Estimated Amount of Work** :

**Tendered Amount** :

Note : The reporting Officer is to mention grading on a 0-5 scale\* for items nos.1(I), 1(ii), 2(B), 3(ii) to 3(vi). For other items he should provide factual information only.

<b>S.No. (1)</b>	<b>Description (2)</b>	<b>Grading/Percentage/Information (3)</b>
<b>1.</b>	<b>Quality of Works</b>	
i.	Structural work/conduiting & ducting/Landscape (As applicable)	
ii.	Workmanship & finish (identify & mention 3 major items and grade each of them on 0-5 scale)	
iii.	Sub-standard and defective work	
	(a) Agreement amount of sub-standard Work accepted/proposed to be Accepted at reduced rates.	
	(b) Agreement amount of defective work Rejected	
iv.	Technical Staff employed of the Work	
<b>2.</b>	<b>Speed of Execution</b>	
A(i)	For completed Work	
	(a) Stipulated Work	
	(b) Actual Period	
	(c) Compensation levied	
ii.	For Work in Progress	
	(a) Stipulated time	

- (b) Time elapsed so far
  - (c) %age progress as per schedule
  - (d) Actual Progress
  - (e) Reasons for delay
- B. Financial soundness and resourcefulness

**\* Grading on 0-5 scale shall be as follows :-**

**Poor-0, Fair-1, Average-2, Good-3, Very Good-4, Excellent-5**

**3. General**

- (i) Material  
(Number of rejection of materials, either by test or visual)
- (ii) Construction machinery and equipment deployed on the work
- (iii) Quality of shuttering materials and other non-Consumables (for civil contracots) (Quality of T&P (for Hort.& Fur contractors.)
- (iv) Behaviour of contractor/his employees  
(Quote specific misbehaviour, if any)
- (v) Responsiveness/sense of responsibility
- (vi) Labour Welfare measures

Reporting Officer

Reviewing Officer

Countersigning Officer

**PROFORMA FOR PERFORMANCE REPORT OF CONTRACTORS  
(EXCEPT CLASSES IV & V)**

**Name of Contractor** :  
**Enlistment Number** :  
**Enlistment Authority with Address** :  
**Name of Work** :  
**Estimated Amount of Work** :  
**Tendered Amount** :

Note : The reporting Officer is to mention grading on a 0-5 scale\* for items nos.1(I), 1(ii), 2(B), 3(ii) to 3(vi). For other items he should provide factual information only.

<b>S.No. (1)</b>	<b>Description (2)</b>	<b>Grading/Percentage/Information (3)</b>
<b>1.</b>	<b>Quality of Works</b>	
i.	Structural work/conducting & ducting/Landscape (As applicable)	
v.	Workmanship & finish (identify & mention 3 major items and grade each of them on 0-5 scale)	
vi.	Sub-standard and defective work	
(c)	Agreement amount of sub-standard Work accepted/proposed to be Accepted at reduced rates.	
(d)	Agreement amount of defective work Rejected	
vii.	Technical Staff employed of the Work	
<b>4.</b>	<b>Speed of Execution</b>	
A(i)	For completed Work	
(d)	Stipulated Work	
(e)	Actual Period	
(f)	Compensation levied	



- iii. For Work in Progress
  - (f) Stipulated time
  - (g) Time elapsed so far
  - (h) %age progress as per schedule
  - (i) Actual Progress
  - (j) Reasons for delay
- B. Financial soundness and resourcefulness

**\* Grading on 0-5 scale shall be as follows :-**

**Poor-0, Fair-1, Average-2, Good-3, Very Good-4, Excellent-5**

**5. General**

- (vii) Material  
(Number of rejection of materials, either by test or visual)
- (viii) Construction machinery and equipment deployed on the work
- (ix) Quality of shuttering materials and other non-Consumables (for civil contractors) (Quality of T&P (for Hort.& Fur contractors.)
- (x) Behaviour of contractor/his employees  
(Quote specific misbehaviour, if any)
- (xi) Responsiveness/sense of responsibility
- (xii) Labour Welfare measures

Reporting Officer

Reviewing Officer

Countersigning Officer

**STATEMENT SHOWING THE QUARTERLY PROGRESS OF ORIGINAL WORKS COSTING MORE THAN Rs.100 LAKHS  
FOR QUARTER ENDING MARCH/JUNE/SEPT./DECEMBER**

S.No.	Name of Work & location	Est. Cost (in lakhs)	Tender Cost (in lakhs)	%age above below sch. of rates applicaable	Agreement No.	Agency	Date of commencement	Time of Completion	Physical progress of work	Name of Engineer incharge with Address	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

**Note :-**

1. This return is to be sent to CE(CSQ) for civil contracts costing more than Rs.100 lakhs.
2. The same proforma is applicable for submitting return to CTE in respect of :
  - (a) Civil contracts above Rs.100 lakhs.
  - (b) Electrical & Mechanical contracts above Rs.15 lakhs.
  - (c) Horticultural contracts above Rs.2 lakhs.

QUARTERLY REPORT OF EXECUTIVE ENGINEER – ESTABLISHMENT AND GENERAL MATTERS

DIVISION ..... CIRCLE ..... ZONE ..... QUARTER ..... TO .....

**PART-I**

**(A) SANCTION OF STAFF AND VACANCIES**

S. No.	<u>Category</u>	Assistant Engineer	Junior Engineer	Head Clerk	DA	PA	MINISTERIAL	DRG	WORK-CHARGED
1.	Sanctioned Strength								
2.	In Position								
3.	Vacancies								
4.	Excess								

**Action taken/required**

**PART-II - PENDENCY OF ESTABLISHMENT MATTERS**

S. No.	Particulars	Opening balance at the beginning of the quarter	During the quarter		Balance at the close of the quarter		Remarks
			Clearance	Addition	Number	Date of Oldest	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Pension Cases						
2.	Compassionate Appointment						
3.	GPF A/c of Work-charged Staff						
4.	Leave A/c of Work-charged Staff						
5.	Submission of upgradation cases of J.Es. (a) 5 Years (b) 15 Years						
6.	Updating of Service Books						
7.	Public Grievance Cases						
8.	Replies/Comments in CAT/Court Cases of Establishment matters						
9.	Confidential Reports of Officers & Staff						
10.	Confidential Reports of Contractors						

**PART-III – GENERAL MATTERS**

**A. PROGRESS OF EXPENDITURE AND INTERNAL INSPECTIONS**

S.No.	Particulars	During Quarter	Cumulative
1.	Expenditure on Works		
2.	Expenditure on Establishment		
3.	Inspection of Sub-divisions		

**B. PROBLEMS REQUIRING ASSISTANCE**

1. Major Heads where Budget is short
- 2.
- 3.

**C. SINGNIFICANT ACHIEVEMENTS/EVENT**

1. Works Completed
- 2.
- 3.

**D. TRAINING REQUIRED FOR OFFICERS & STAFF**

- 1.
- 2.
- 3.

TARGETS FOR THE QUARTER .....TO .....

DIVISION .....

S.No.	Name of Work	Quarterly Target	Achievement during			Remarks
			First Month	Second Month	Third Month	
1	2	3	4	5	6	7

**DAY TO DAY COMPLAINTS**

**(To be reported by EE/EE(E) to SE/SE(E) monthly)**

**Division :**

**Circle :**

**Month .....**

S.No.	Service Centre	No. of Complaints Received		No. of Complaints attended in the month	Complaints pending at the end of the month		Remarks – Reasons for delay in attending the complaints, assistance required.
		B/F from previous month	Received during the month		No.	Date of oldest complaint	

**X – Sub-Division**

**Y – Sub Division**

**DAY TO DAY COMPLAINTS**

**(To be reported by AE/AE(E) to EE/EE(E) monthly)**

**Sub Division :**

**Division :**

**Month .....**

S.No.	Service Centre	No. of Complaints Received		No. of Complaints attended in the month	Complaints pending at the end of the month		Remarks – Reasons for delay in attending the complaints, assistance required.
		B/F from previous month	Received during the month		No.	Date of oldest complaint	

**X – Sub-Division**

**Y – Sub Division**













