

**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 CHIEF ENGINEERS

S.No.	SUBJECT	FORM No.	SUBMISSION	
			TO	DUE DATE
1.	<b><u>FIRST QUARTER</u></b> <i>April - June</i>	<b><u>Annual Returns</u></b> PM-A-1 FO-A-3 P&WA-A-1	DW(PM), ADG FO to DG(W), ADG DW(P&WA), ADG	15 <sup>th</sup> April 30 <sup>th</sup> May 15 <sup>th</sup> June
		<b><u>QUARTERLY RETURNS</u></b> DDT-Q-1, DDT-Q-3A, DDT-Q-3B, DDT-Q-4, DDT-Q-5 DDOL-Q-1 PM-Q-1 C&M-Q-3 QA-Q-1 MIS-Q-4 FO-Q-1, FO-Q-2 FO-Q-3	Dy. Dir.(Trg.) Dy. Dir. (OL) DW(PM), ADG CE(CSQ), ADG CTE, CE(CSQ) ADG FO to DG(W) FO to DG(W)	15 <sup>th</sup> April 15 <sup>th</sup> April 15 <sup>th</sup> April 15 <sup>th</sup> April 15 <sup>th</sup> April 15 <sup>th</sup> April 20 <sup>th</sup> April 20 <sup>th</sup> June
		<b><u>MONTHLY RETURNS</u></b> PM-M-1, PM-M-2 MIS-M-6 P&WA-M-1 FO-M-1	DW(PM), ADG DW(PM), ADG DW(P&WA), ADG FO to DG(W)	15 <sup>th</sup> April, May, June 15 <sup>th</sup> April, May, June 20 <sup>th</sup> April, May, June 20 <sup>th</sup> April, May, June
2.	<b><u>SECOND QUARTER</u></b> <i>July – September</i>	<b><u>ANNUAL RETURNS</u></b> FO-A-1 PM-A-2	FO to DG(W), ADG DW(PM), ADG	15 <sup>th</sup> Sept. 30 <sup>th</sup> Sept.
		<b><u>Half-Yearly Return</u></b> DDT-HY-1	Dy. Dir. (Trg.)	10 <sup>th</sup> July
		<b><u>QUARTERLY RETURNS</u></b> DDT-Q-1, DDT-Q-3A, DDT-Q-3B, DDT-Q-4, DDT-Q-5 DDOL-Q-1 PM-Q-1 C&M-Q-3 QA-Q-1 MIS-Q-4 FO-Q-1, FO-Q-2	Dy. Dir.(Trg.) Dy. Dir. (OL) DW(PM), ADG CE(CSQ), ADG CTE, CE(CSQ) ADG FO to DG(W)	15 <sup>th</sup> July 15 <sup>th</sup> July 15 <sup>th</sup> July 15 <sup>th</sup> July 15 <sup>th</sup> July 15 <sup>th</sup> July 20 <sup>th</sup> July
		<b><u>MONTHLY RETURNS</u></b> PM-M-1, PM-M-2 MIS-M-6 P&WA-M-1 FO-M-1	DW(PM), ADG DW(PM), ADG DW(P&WA), ADG FO to DG(W)	15 <sup>th</sup> July, Aug., Sept. 15 <sup>th</sup> July, Aug., Sept. 20 <sup>th</sup> July, Aug., Sept. 20 <sup>th</sup> July, Aug., Sept.

S.No.	SUBJECT	FORM No.	Submission	
			TO	Due Date
3.	<b><u>THIRD QUARTER</u></b> <b>October - December</b>	<u><b>Annual Returns</b></u> P&WA-A-2 <u><b>QUARTERLY RETURNS</b></u> DDT-Q-1, DDT-Q-3A, DDT-Q-3B, DDT-Q-4, DDT-Q-5 DDOL-Q-1 PM-Q-1 C&M-Q-3 QA-Q-1 MIS-Q-4 FO-Q-1, FO-Q-2, FO-Q-3 <u><b>MONTHLY RETURNS</b></u> PM-M-1, PM-M-2 MIS-M-6 P&WA-M-1 FO-M-1	DW(P&WA), ADG  Dy. Dir.(Trg.) Dy. Dir. (OL) DW(PM) CE(CSQ), ADG CTE, CE(CSQ) ADG FO to DG(W)  DW(PM), ADG DW(PM), ADG DW(P&WA), ADG FO to DG(W)	15 <sup>th</sup> Nov.  15 <sup>th</sup> Oct. 15 <sup>th</sup> Oct. 15 <sup>th</sup> Oct. 15 <sup>th</sup> Oct. 15 <sup>th</sup> Oct. 15 <sup>th</sup> Oct. 20 <sup>th</sup> Oct.  15 <sup>th</sup> Oct., Nov., Dec. 15 <sup>th</sup> Oct., Nov., Dec. 20 <sup>th</sup> Oct., Nov., Dec. 20 <sup>th</sup> Oct., Nov., Dec.
4.	<b><u>FOURTH QUARTER</u></b> <b>January - March</b>	<u><b>Annual Returns</b></u> DDT-A-6, DDT-A-9, DDT-A-12 PM-A-3 FO-A-2 <u><b>Half-Yearly Return</b></u> DDT-HY-1 <u><b>QUARTERLY RETURNS</b></u> DDT-Q-1, DDT-Q-3A, DDT-Q-3B, DDT-Q-4, DDT-Q-5 DDOL-Q-1 PM-Q-1 C&M-Q-3 QA-Q-1 MIS-Q-4 FO-Q-1, FO-Q-2 FO-Q-3 <u><b>MONTHLY RETURNS</b></u> PM-M-1, PM-M-2 MIS-M-6 P&WA-M-1 FO-M-1	Dy. Dir. (Trg.) DW(PM), ADG FO to DG(W), ADG  Dy. Dir. (Trg.)  Dy. Dir.(Trg.) Dy. Dir. (OL) DW(PM) CE(CSQ), ADG CTE, CE(CSQ) ADG FO to DG(W) FO to DG(W)  DW(PM), ADG DW(PM), ADG DW(P&WA), ADG FO to DG(W)	10 <sup>th</sup> Jan. 15 <sup>th</sup> Jan. 15 <sup>th</sup> Feb.  10 <sup>th</sup> Jan.  15 <sup>th</sup> Jan. 15 <sup>th</sup> Jan. 15 <sup>th</sup> Jan. 15 <sup>th</sup> Jan. 15 <sup>th</sup> Jan. 15 <sup>th</sup> Jan. 20 <sup>th</sup> Jan. 20 <sup>th</sup> Feb.  15 <sup>th</sup> Jan., Feb., March 15 <sup>th</sup> Jan., Feb., March 20 <sup>th</sup> Jan., Feb., March 20 <sup>th</sup> Jan., Feb., March

**FROM No. DDT-A-6**

**GOVERNMENT SERVANTS WHOSE CASES HAS BEEN REVIEWED UNDER FR 56 (J) & RULE 48  
OF THE CCS (PENSION) RULES, 1972 AND WHO ARE RETIRED PREMATURELY DURING**

**Ministry/Department .....**

<b>Group 'A'</b>			<b>Group 'B'</b>			<b>Group 'C'</b>		<b>Group 'D'</b>	
Number reviewed	Number retired	Breakup of no. ret'd. w.r.t. scale of pay	Number reviewed	Number retired	Break-up of no. ret'd. w.r.t. scale of pay	Number reviewed	Number retired	Number reviewed	Number retired





**INFORMATION OF CONSULTANTS**

1. Name of Ministry/Department :
2. Total strength of JS & above level Officers :  
(for the Ministry/Department including  
attached and subordinate offices)
3. Number of Consultants :

<b>Name of the Consultants and date of engagement</b>	<b>Status (official or non-official)</b>	<b>Period of engagement</b>	<b>Fee</b>	<b>Provision if any relaxed (with details)</b>	<b>Whether approval of DOPT taken (if necessary)</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

**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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OBSERVANCE OF PROPER PROCEDURE IN OFFICIAL DEALING BETWEEN  
ADMINISTRATION AND THE MPs/MLAs

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S.No.	Quarter ending	No. of reference B/F from previous quarter	No. of references recd. during the quarter	No. of references disposed of during the quarter	No. of references pending for final disposal (3+4+5)	Remarks
1	2	3	4	5	6	7

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## 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) <b>Position of Officers/Employees possessing knowledge of Official Language</b>	<b><u>Officers</u></b>	<b><u>Employees</u></b>	
(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	<b><u>Prabodh</u></b>	<b><u>Praveen</u></b>	<b><u>Pragya</u></b>
Officer			
Employees			
<b>ii. Training in Hindi Stenography/Typing</b>	<b><u>Stenographers</u></b>	<b><u>Typists</u></b>	<b><u>Total No.</u></b>
(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  | <i>Card</i> | <i>With Gist Softwares</i> | <i>With Bilingual</i> | <i>Number of Gist Terminals</i> |
| 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)

**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 Pending for follow up actionable decisions till the last meeting	Number of actionable decisions taken in this meeting	Total Number of decisions on which follow up actions are finally over
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- 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

PM-A-2

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, etc.)	Actual Exp. (for the last three years)	Sanctioned Budget Grant (current year)	Actuals for the last 7 months of year _____ (previous year)	Actuals for the first five months of _____ (current year)	Anticipated Expen. for 7 months of (current year)	Revised Estimates (current year)	Proposed Budget for _____ (next year)	Reasons for variations Expenses, Office Col.5&9 and Col.9&10
	for _____ months of	_____ months of	_____ of _____ year _____ (previous year)	_____ of _____ of _____ (current year)	_____ for _____ 7 months of (current year)	_____ Estimates (current year)	_____ between for _____ (next year)	
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	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		
						Current Year	Previous Year	for _____ (Next Year)
		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 \_\_\_\_\_

PROFORMA OF WORK ANNEXURE IN RESPECT OF CAPITAL WORKS

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

(All amounts in thousands of Rupees)

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

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 that 6 months after completion of works (Number of Final Bills)							
<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 (number of paras)							

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>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 SE/CE**

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.

MONTHLY SUMMARY REPORT FOR THE CABINET FOR THE PERIOD

“

(21<sup>st</sup> of last to last month to 20<sup>th</sup> of last month)

1. **Works/Projects costing Rs.5 crores and above completed during the period**

- 1.1
- 1.2
- 1.3
- 1.4
- 1.5

2. **Sanctions received for the Works costing Rs.50 crores and above during the period**

- 2.1
- 2.2
- 2.3
- 2.4
- 2.4

3. **Important events during the period**

- 3.1
- 3.2
- 3.3
- 3.4
- 3.5

**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	CE(CSQ)	30 <sup>th</sup> June				
2.	Annual Performance Reports of Class-II contractors (except Horticulture)	C&M-1	ADG	30 <sup>th</sup> June				

## Annexure-I

Form C&M-1

### 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.</b> <b>(1)</b>	<b>Description</b> <b>(2)</b>	<b>Grading/Percentage/Information</b> <b>(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

**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.



**PART - II – TARGETS FOR THE QUARTER ..... TO .....**

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

## MONTHLY REPORT OF ZONAL CHIEF ENGINEERS

ZONE-----

MONTH-----

### A. ESTABLISHMENT

S.No.	Staff in Zonal Office	SE	EE	AE	JE	D'man	S.O	PS / PA	Minist.
1.	Sanctioned								
2.	Vacancies								

### PENDENCY AT ZONAL LEVEL

3.	Confidential Reports								
4.	Pensionary Benefits								
5.	Compassionate Appointments								

**B.WORKS MATTERS - PENDENCY AT ZONAL LEVEL**

S.No	Item	Brought forward from previous month.	Additions during the month	Disposal during the month	Total Pendency	
					Nos.	Oldest date
1.	P.E requested by client.					
2.	T/S not issued for sanctioned work.					
3.	Tender received but not decided.					
4.	Award of sanctioned work.					
5.	Work held up for structural drawings					
6.	Services drgs.not issued.					
7.	Submission of revised PE to client.					
8.	Works. above Rs.1 crore, not completed as per time schedule in P.E					
9.	E1/S1/AHR etc.Statements not sanctioned					
10.	Arbitrator not appointed.					
11.	Arbitrator award neither accepted nor challenged					
12.	Submission of reports to Vigilance.					
13.	Reply to CTE References.					
14.	Reply to QA References.					
15.	Reply to Internal Audit Paras.					
16.	Reply to statutory Audit Paras.					
	<b>Other important items, if any.</b> 1 2 3 4 5					

**C. INSPECTION AND AUDIT**

1.	Inspection Notes of works issued / Recorded during month.
2.	Inspection of Circles: (a) Done so far (b) Due in year.
3.	Inspection of Divisions: (a) Done so far (b) Due in year

**D.WORKS ABOVE Rs. 1 CRORE COMPLETED DURING THE MONTH**

S.No.	Name of work	A/A & E/S		Date of start	Date of completion
		Amount	D A T E		
1					
2					
3					

**E. OTHER SIGNIFICANT ACHIEVEMENTS / EVENTS**

1.	
2.	
3.	
4.	
5.	

**F. PROBLEMS REQUIRING ASSISTANCE**

1	
2	
3.	
4.	
5.	

NO.-----

Date-----

Forwarded to 1. DG(W) 2. ADG

Chief Engineer

