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Mail on 17.10.2018

submission of monthly report by DA/DAO-reg

1 message

Ms KALYANI SANTHANAM <kalyanis.tmn.ae@cag.gov.in>

Wed, Oct 17, 2018 at 3:05 PM

To: "ee.np.pwd."@gmail.com, ee.sp.dn@gmail.com, eebcddivision1@gmail.com, eebcmdtvr@gmail.com, eebuildingsdivnkpm@gmail.com, bcd2pwdmw@gmail.com, eepwdmedicalvellore@gmail.com, eemtcevlr@gmail.com, eebldscmdivn@yahoo.co.in, eebuildingcud@yahoo.co.in, eevpm@yahoo.com, electricaldivision1chennai@gmail.com, eepwd_pdk@yahoo.in, eebcmtnj01@live.com, eebuildingsnagai@rediffmail.com, eepwdmedicaltry@yahoo.com, eepwdmwtvr@yahoo.com, eepwdcmmwsalem@gmail.com, eepwd.tpr@gmail.com, eebuildin..... eedgl@yahoo.com, eepwdmd@yahoo.com, seelecdu@yahoo.co.in

Sir/Madam,

A format of monthly report to be submitted to AG (A&E) by the Divisional Accountant/Divisional Accounts Officer's on the work done by them in their respective Divisions has been placed in the Annexure.

The Monthly Report has to be submitted on or before the last working day of the succeeding month to the email id: **kalyanis.tmn.ae@gov.in**

You are requested to adhere to the due date scrupulously.

Regards

Senior Accounts Officer/PWC

MONTHLY REPORT_Format.docx
21K

5 pages

ANNEXURE

**MONTHLY REPORT OF PUBLIC WORK DIVISIONS TO BE SENT TO THE ACCOUNTANT GENERAL (A&E)
BY DIVISIONAL ACCOUNTANT/DIVISIONAL ACCOUNTS OFFICER FOR THE MONTH OF.....**

I. EXPENDITURE DETAILS

HEAD OF ACCOUNT	BE /RE/ FMA	EXPENDITURE FOR THE MONTH OF	PROGRESSIVE EXPENDITURE	BALANCE BUDGET AVAILABLE	ACHIEVEMENT IN PERCENTAGE

II. BILLS

NUMBER OF BILLS PASSED DURING THE MONTH	VALUE OF BILLS PASSED DURING THE MONTH	NUMBER OF BILLS PASSED DURING THE MONTH WITHOUT SCRUTINY OF DA/DAO	VALUE OF BILLS PASSED DURING THE MONTH WITHOUT SCRUTINY OF DA/DAO

III. ESTIMATES & TENDER

NUMBER OF ESTIMATES SANCTIONED DURING THE MONTH	NUMBER OF TENDERS CALLED FOR DURING THE MONTH	NUMBER OF AGREEMENTS DRAWN DURING THE MONTH	REMARKS, IF ANY

IV. MONTHLY ACCOUNT WITH CLASSIFIED ABSTRACT, SCHEDULES AND DOCKETS (WITHOUT VOUCHERS)

MONTHLY ACCOUNT SENT TO AG UP TO THE MONTH OF	DATE OF RECONCILIATION DUE WITH TREASURY	DATE OF RECONCILIATION DONE WITH TREASURY	ACTION TAKEN ON DISCREPANCY, IF ANY	REASON FOR DELAY IN SENDING MONTHLY ACCOUNT, IF ANY

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V. AUDIT PARAS (INSPECTION REPORTS OF E & RSA)

NUMBER OF AUDIT PARAS PENDING YEARWISE (OPENING BALANCE)	INCLUDED DURING THE MONTH	TOTAL PARAS	CLEARED DURING THE MONTH	CLOSING BALANCE	REMARKS

VI. MONTHLY OBSERVATIONS (VOUCHER AUDIT) OF AG:

OFFICE FROM WHICH OBSERVATIONS SENT	NUMBER OF OBSERVATIONS MADE (OPENING BALANCE)	INCLUDED DURING THE MONTH	TOTAL	CLEARED DURING THE MONTH	CLOSING BALANCE	REMARKS
AG (A&E)						
AG (G & SSA)						
TOTAL						

VII. INSPECTION OF SUB DIVISIONS

TOTAL NUMBER OF SUB DIVISIONS UNDER THE DIVISION	SCHEDULE OF SUB DIVISIONS TO BE INSPECTED DURING THE YEAR	SCHEDULE OF INSPECTION OF SUB DIVISIONS DURING THE MONTH	INSPECTION OF SUB DIVISION COMPLETED DURING THE MONTH	OBSERVATION MADE DURING SUB DIVISION INSPECTION

XII. REGISTER POSTED UPTO

- A. WORK REGISTER :
- B. CONTRACTOR LEDGER :
- C. CONTRACTOR'S BILL REGISTER :
- D. FIRM BILL REGISTER :

XIII. DEPOSIT REGISTER

CLASS	OPENING BALANCE	RECEIPT DURING THE MONTH (CREDIT)	TOTAL DEPOSIT AVAILABLE	EXPENDITURE INCURRED/REFUND MADE DURING THE MONTH (DEBIT)	CLOSING BALANCE
CLASS - I					
CLASS - II					
CLASS - III					
CLASS - IV					
CLASS - V					

XIV. DEPOSIT AMOUNT REFUNDED TO THE SPONSOR AGENCY DURING THE MONTH: Rs.

XV. MONITORING OF DEPOSIT WORKS

Sl.No.	AGENCY FROM WHOM DEPOSIT RECEIVED DURING THE MONTH	OPENING BALANCE	DEPOSITS RECEIVED DURING THE MONTH	TOTAL	EXPENDITURE DURING THE MONTH	EXPENDITURE UPTO DATE	BALANCE AS ON DATE
1	MPLAD						
2	MLALAD						
3							
4							
	TOTAL						

XVI. NUMBER OF COMPLETION REPORT RECORDED DURING THE MONTH :

XVII. MEASUREMENT BOOK

NUMBER OF M BOOKS DUE FOR REVIEW DURING THE MONTH	NUMBER OF M BOOKS REVIEWED DURING THE MONTH	NUMBER OF M BOOKS COMPLETED & RECORDED DURING THE MONTH	REMARKS

XVIII. TRANSFER ENTRIES ADJUSTED DURING THE MONTH

Sl.No.	MONTH OF TRANSACTION	NAME OF WORK	NARRATION	DEBIT (Rs.)	CREDIT (Rs.)	REMARKS
			TOTAL			

XIX. PRO RATA TRANSFER ENTRIES (MARCH SUPPLEMENTAL)

DUE ON	SENT ON	REASON FOR DELAY, IF ANY
30 TH APRIL		

XX. ANNUAL CERTIFICATE OF BALANCE

DUE ON	SENT ON	SHORTAGE, IF ANY	VALUE OF SHORTAGE	REMARKS
15 TH MAY				

DIVISIONAL ACCOUNTANT/DIVISIONAL ACCOUNTS OFFICER