

ANNEXURE –A

**GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT**

***Progress Report for _____ Quarter
for the year _____.***

1.	Name of the Division / office / institution	
2.	Name of the Head of the office/ department/ Director Finance/ FA&CAO	

3. OB Items (other than Red D.C. Accounts)

	Particulars	No. of items	Amount
a.	Opening balance		
b.	Additions during the quarter		
c.	Clearance made during the quarter		
d.	Balance at the close of the quarter		

4. O.B. Items (For want of Red D.C. Accounts only)

	Particulars	No. of items	Amount
a.	Opening balance		
b.	Additions during the quarter		
c.	Clearance made		
d.	Balance at the close of the quarter		

5. Draft Paras

a.	No. of draft paras (Opening Balance)	
b.	No. added during the quarter	

c.	No. of paras replied	
d.	No. of paras settled by the PAC/PUC	
e.	No. of paras outstanding at the close of the quarter	

6. Audit Inspection Reports / Test Audit Notes

A) Audit Inspection Reports (A.I.Rs) (Principal Accountant General's office)

	Particulars	A.I.Rs
a.	AIRs pending for replies at the beginning of the quarter.	
b.	No. of audit reports received during the quarter	
c.	No. of audit reports replied	
e.	No. of audit reports remaining un-replied at the close of the quarter.	

B) Audit Paras (Principal Accountant General)

a.	No. of draft paras (Opening Balance)	
b.	No. added during the quarter	
c.	No. of paras replied	
d.	No. of paras settled by the Principal Accountant General	
e.	No. of paras outstanding at the close of the quarter	

C) Test Audit Notes (TAN) (Observations raised by the Accountant General's office on vouchers etc. during compilation of the State Accounts).

		TAN	Observations
a.	TAN/ observations outstanding at the beginning of the quarter		
b.	No. of test audit notes received during the quarter		

c.	No. of TAN reports replied		
d.	No. of observations settled.		
e.	No. of TAN/ observations remaining un-replied at the close of the quarter		

D) Audit & Inspection Reports (Directorate of Audit & Inspections)

		A.I.Rs
a.	AIRs pending reply at the beginning of the quarter	
b.	No. of audit reports received during the quarter	
c.	No. of audit reports replied	
e.	No. of audit reports remaining un-replied at the close of the quarter.	

E) Audit Paras (Directorate of Audit & Inspection)

a.	No. of draft paras (Opening Balance)	
b.	No. added during the quarter	
c.	No. of paras replied	
d.	No. of paras settled by the Director , Audit & Inspections	
e.	No. of paras outstanding at the close of the quarter	

7. Reconciliation of Revenue /Expenditure

A- Revenue

a.	Revenue target fixed for the year	
b.	Amount of revenue realized ending previous quarter	

c.	Amount of revenue realized during the quarter	
d.	Total revenue realized	
e.	Shortfall, if any, with reasons	
f.	Period upto which Reconciliation of revenue completed (to be supported by Acceptance Certificate) of Principal Accountant General's office	
g.	Variation , if any.	
h.	Period in arrears (if any)	
i.	Reasons for delay, if any.	

B- Expenditure

a.	Period upto which reconciliation of expenditure completed to be supported by Acceptance Certificate of Principal Accountant General's office.	
b.	Period in arrears (if any)	
c.	Variations (if any)	
d.	Reasons for delay (if any)	

8. Rendition of monthly Accounts to Accountant General (where applicable)

Month .	Date of dispatch	Date of acknowledgment by Accountant General	Reasons for delay, if any.

9. Fund and other Accounts/ periodical revenue & expenditure statements sent to Treasury / Administrative Department.

Fund Account / Education Loan Account/ Revenue & Exp. statements	Month	Date of Dispatch	Date of acknowledgement by officer /Department Treasury	Cheque /reference No. & date	Reasons for delay , if any.

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10. Position of Form 48

Rent outstanding at the beginning of the quarter	Rent assessed during the quarter	Rent realized during the quarter	Balance	Steps taken for recovery

11. A- Stocks under Suspense

(Rs. In crore)

Balance from last quarter	Receipts during the quarter	Issues during the quarter	Balance

B- Material at Site

a.	Opening balance at the beginning of the quarter	
b.	Additions, if any ,during the quarter.	
c.	Total	
d.	Material adjusted/ consumed/ written off during the period under report	
e.	Balance at the end of the quarter.	

12. Position of Form 50 & 51 (Settlement of Revenue & Expenditure with treasuries) (applicable to Divisions / Cheque drawing authorities only)

Accounts rendered to AG ending	Accounts pending	Reasons	Quarter ending which reconciliation conducted with AG

13. Details of Stocks/ Physical verification

a.	Sanctioned stock reserve limit	
b.	Verification last conducted	
c.	Value of Stocks and Stores	
d.	Result of verification	
e.	Variation/ Shortages / excesses, if any,	
f.	Reasons of variation	
g.	Steps taken (i) for recovery of amount (ii) for Disposal of the unserviceable items and writing off the amount thereof. (iii) For taking excess on books	

14. Position of Advance payments material/ supplies

a.	Advance outstanding at the beginning of the quarter	
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b.	Advances made during the quarter	
c.	Stocks lifted during the quarter	
d.	Balance amount under advance payments	
e.	Reasons for not lifting the material	

15. Position of Temporary Advance (Payments made in advance against passed vouchers).

(Figures in Crores)

Balance at the beginning of the quarter	Issues during the quarter	Adjustment made	Balance	Reasons for outstanding balance

16. Position of Imprest Accounts

(Figures in Crores)

Balance at the beginning of the quarter	Issues during the quarter	Adjustment made	Balance	Reasons for outstanding balance

17. Position of Misc. Public Works Department Advance

(Figures in Crores)

Balance at the beginning of the quarter	Advances issued during the quarter	Adjustment made	Balance	Reasons for outstanding balance

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18. Position of Establishment

a.		Total sanctioned strength	
b.		Additions during the quarter with reference to sanction order	
c.		Total	
d.		Number in position	
e.		Monthly salary of the Division/ office/ department	
	(i)	Plan including CSS	
	(ii)	Non-Plan	
	(iii)	Total	

19. Implementation of New Pension Scheme

A- Appointments made on or after 01.01.2010.

New appointments made upto the beginning of the quarter	Appointments made during the quarter under report	Total appointments made upto the end of the quarter
01.	02.	03.

B- Allotment of Permanent Retirement Account Numbers (PRANs)

PRANs awaited at the beginning of the quarter	PRAN forms sent to NSDL through the concerned Treasury officers during the quarter	Total No. of PRANs received from NSDL during the quarter	PRANs awaited at the end of the quarter
01.	02.	03.	04.

b) **Month wise position of PRANs / Subscribers' matching share received and uploaded :-**

Total no. of PRANs operational during the month	No. of PRANs in respect of which NPS subscription / matching contribution recovered during the month	No. of PRANs in respect of which NPS subscription / matching contribution deposited into the concerned Treasury officer for uploading to the Bank of India / NSDL, CRA during the month	Balance No. of PRANs in respect of which subscription/ matching contribution not deposited into the Treasury officer <u>with justification</u>	Amount of subscription/matching deposited into the treasury	Remarks , if any.
01	02	03	04	05	

C- Subscription / Matching contribution

a.	Amount contributed as Subscription / matching share by the new entrants upto the beginning of the quarter.	
b.	Amount contributed as Subscription/ matching share during the quarter.	

c.	Total	
d.	Amount contributed as Subscription / matching share by the new entrants upto the end of the quarter.	
e.	Grand Total	

20. Details of the Bank accounts (if any) other than the Salary account.

(Figures in Crores)

		A/C No.	A/C No.	A/C No.	A/C No.	Total
		I	II	III	IV.	
a.	Opening balance					
b.	Additions during the quarter					
c.	Withdrawals during the quarter					
d.	Closing balance at the end of the quarter					
	Grand Total					

Signature
Head of the office/Division/ Institution/
Department/ Corporation/
Director Finance/ FA&CAO.

