



**GOVERNMENT OF JAMMU AND KASHMIR  
DEPARTMENT.**

**PROGRESS REPORT FOR \_\_\_\_\_ QUARTER  
FOR THE YEAR \_\_\_\_\_.**

1.	Name of the Division/ office/ Institution	
2.	Director Finance / FA&CAO	

<b>3. OB Items (Other than Red D. C. Accounts)</b>																	
		Name of the subordinate unit/ office		Name of the subordinate unit/ office		Name of the subordinate unit/ office		Name of the subordinate unit/ office		Name of the subordinate unit/ office		Name of the subordinate unit/ office		Name of the subordinate unit/ office		Name of the subordinate unit/ office	
		1.		2.		3.		4.		5.		6.		7.		8.	
	Particulars	No. of items	Amount	No. of items	Amount	No. of items	Amount	No. of items	Amount	No. of items	Amount	No. of items	Amount	No. of items	Amount	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)**

a.	Opening balance																	
b.	Additions during the quarter																	
c.	Clearance made during the quarter																	
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	Name of the subordinate unit/ office	Name of the subordinate unit/ office	Name of the subordinate unit/ office	Name of the subordinate unit/ office	Name of the subordinate unit/ office	Name of the subordinate unit/ office	Name of the subordinate unit/ office	Name of the subordinate unit/ office
		01.	02.	03.	04.	05.	06.	07.	08.
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								
d.	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 Principal Accountant General's office on vouchers etc. during compilation of the State Accounts)

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.	AIRs pending reply at the beginning of the quarter								
b.	No. of audit reports received during the quarter								
c.	NO. of audit reports replied								
d.	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 Principal Accountant General (where applicable)**

	Month								
	Date of dispatch								
	Date of acknowledgement by Pr. AG								

	Reasons for delay, if any.									

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

	Fund Accounts / Education Loan Account Revenue & exp. Statements									
	Month									
	Date of dispatch									
	Date of acknowledgement by Treasury officer / Department									
	Cheque/ reference No. & date									
	Reasons for delay, if any.									

**10. Position of Form 48**

	Rent outstanding at the beginning off 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**

	Opening balance at the beginning of the quarter									
	Additions, if any during the quarter									
	Total									
	Material adjusted/ consumed/ written off during the period under report									
	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 Pr. 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 for 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									
<b>14. Position of Advance Payments material / supplies</b>										
a.	Advance outstanding at the beginning of the quarter									
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									
<b>15. Position of Temporary Advance (Payments made in advance against passed vouchers) (figures in crores)</b>										
	Balance at the beginning of the quarter									
	Issues during the quarter									
	Adjustment made									
	Balance									
<b>16. Position of Imprest Accounts (Figures in Crores)</b>										
	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 during the quarter									
	Adjustment made									
	Balance									
	Reasons for outstanding balance									

**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									
	Plan including CSS									
	Non- Plan									
	Total									

<b>19. Implementation of New Pension Scheme</b>										
<b>A- Appointments made on or after 01.01.2010.</b>										
a.	New appointments made upto the beginning of the quarter									
b.	Appointments made during the quarter									
c.	Total appointments made upto the end of the quarter									
<b>B- Allotment of Permanent Retirement Account Numbers (PRANs)</b>										
a.	PRANs awaited at the beginning of the quarter									
b.	PRAN forms sent to NSDL through the concerned Treasury officers during the quarter									
c.	Total No. of PRANs received from NSDL during the quarter									
d.	PRANs awaited at the end of the quarter.									
<b>C- Month-wise position of PRANs / subscriber's matching share received and deposited</b>										
a.	Total No. of PRANs operational during the month									
b.	No. of PRANs in respect of which NPS subscription/ matching contribution recovered during the month									
c.	No. of PRANs in respect of which NPS subscription/ matching contribution deposited into the concerned Treasury office for uploading to the Bank of India / NSDL, DRA during the month.									
d.	Balance No. of PRANs in respect of which subscription/ matching contribution not deposited into the Treasury office with justification									

e.	Amount of subscription/ matching deposited into the treasury									
f.	Remarks, if any									

**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) (Please attach details of Account Nos. in a separate sheet)**

a.	Opening balance									
b.	Additions during the quarter									
c.	Withdrawals during the quarter									
d.	Closing balance a the end of the quarter									
	Grand Total									

\_\_\_\_\_  
**Signature**  
**Director Finance / FA&CAO.**

**PROGRESS REPORT FOR \_\_\_\_\_ QUARTER  
FOR THE YEAR \_\_\_\_\_.**

<b>1</b>	<b>2</b>	<b>3</b>		<b>4</b>		<b>5</b>	
<b>Name of the Administrative Department</b>	<b>Director Finance FA&amp; CAO</b>	<b>O.B items (Other than Red D.C. Accounts)</b>		<b>O.B. for want of D.C Account only</b>		<b>Draft Paras</b>	
		O.B at the beginning of the quarter	O.B at the close of the quarter	O.B at the beginning of the quarter	O.B at the close of the quarter	No. of Draft Paras at the beginning of the quarter	Draft Paras pending at the close of the quarter




1	2	3		4		5	
Name of the Administrative Department	Director Finance FA& CAO	O.B items (Other than Red D.C. Accounts)		O.B. for want of D.C Account only		Draft Paras	
		O.B at the beginning of the quarter	O.B at the close of the quarter	O.B at the beginning of the quarter	O.B at the close of the quarter	No. of Draft Paras at the beginning of the quarter	Draft Paras pending at the close of the quarter


1	2	3		4		5	
Name of the Administrative Department	Director Finance FA& CAO	O.B items (Other than Red D.C. Accounts)		O.B. for want of D.C Account only		Draft Paras	
		O.B at the beginning of the quarter	O.B at the close of the quarter	O.B at the beginning of the quarter	O.B at the close of the quarter	No. of Draft Paras at the beginning of the quarter	Draft Paras pending at the close of the quarter


6									
Audit and Inspection reports									
A		B		C		D		E	
AIR's Principal Accountant General's Office		Audit Paras		Test Audit		Director Audit & Inspection		Audit Paras	
ARI's at the beginning of the Quarter	ARI's at the close of the quarter	Audit Paras (opening Balance)	Audit Paras outstanding at the close of the quarter	Audit notes at the beginning of the quarter	TAN at the close of the quarter	ARI pending reply at the beginning of the quarter	No. of Audit Paras remaining unreplied at the close of the quarter	No. of Audit Paras at the beginning of the quarter	No. of the Audit Paras at the close of the quarter




6									
Audit and Inspection reports									
A		B		C		D		E	
AIR's Principal Accountant General's Office		Audit Paras		Test Audit		Director Audit & Inspection		Audit Paras	
ARI's at the beginning of the Quarter	ARI's at the close of the quarter	Audit Paras (opening Balance)	Audit Paras outstanding at the close of the quarter	Audit notes at the beginning of the quarter	TAN at the close of the quarter	ARI pending reply at the beginning of the quarter	No. of Audit Paras remaining unreplied at the close of the quarter	No. of Audit Paras at the beginning of the quarter	No. of the Audit Paras at the close of the quarter


6									
Audit and Inspection reports									
A		B		C		D		E	
AIR's Principal Accountant General's Office		Audit Paras		Test Audit		Director Audit & Inspection		Audit Paras	
ARI's at the beginning of the Quarter	ARI's at the close of the quarter	Audit Paras (opening Balance)	Audit Paras outstanding at the close of the quarter	Audit notes at the beginning of the quarter	TAN at the close of the quarter	ARI pending reply at the beginning of the quarter	No. of Audit Paras remaining unreplied at the close of the quarter	No. of Audit Paras at the beginning of the quarter	No. of the Audit Paras at the close of the quarter


7	8			9			10	
Period up to which reconciliation of revenue completed	Rendition of Monthly Accounts to Principal A.G.			Fund and other Accounts			Position of Form-48 ending Quarter	
	Month	Date of Dispatch	Date of Acknowledgement	Month	Date of Dispatch	Date of Acknowledgement	Rent outside at the beginning of the quarter	Balance


<b>7</b>	<b>8</b>			<b>9</b>			<b>10</b>	
<b>Period up to which reconciliation of revenue completed</b>	<b>Rendition of Monthly Accounts to Principal A.G.</b>			<b>Fund and other Accounts</b>			<b>Position of Form-48 ending Quarter</b>	
	<b>Month</b>	<b>Date of Dispatch</b>	<b>Date of Acknowledgement</b>	<b>Month</b>	<b>Date of Dispatch</b>	<b>Date of Acknowledgement</b>	<b>Rent outside at the beginning of the quarter</b>	<b>Balance</b>


<b>7</b>	<b>8</b>			<b>9</b>			<b>10</b>	
<b>Period up to which reconciliation of revenue completed</b>	<b>Rendition of Monthly Accounts to Principal A.G.</b>			<b>Fund and other Accounts</b>			<b>Position of Form-48 ending Quarter</b>	
	<b>Month</b>	<b>Date of Dispatch</b>	<b>Date of Acknowledgement</b>	<b>Month</b>	<b>Date of Dispatch</b>	<b>Date of Acknowledgement</b>	<b>Rent outside at the beginning of the quarter</b>	<b>Balance</b>


<b>11</b>		<b>12</b>		<b>13</b>		<b>14</b>		<b>15</b>	
<b>Stocks /Suspense ending quarter</b>		<b>Position of form 50-51 (pendency)</b>		<b>Details of Stock/Physical Verification (Last conducted)</b>		<b>Position of advance /Payments (material/supplies)</b>		<b>Position of Temporary Advance</b>	
<b>Balance from last quarter</b>	<b>Balance at the close of the quarter</b>	<b>Account rendered to A.G ending</b>	<b>Account pending</b>	<b>Value of stocks and stores</b>	<b>Variation /Shortage/Excess if any</b>	<b>Advance outstanding at the beginning of the quarter</b>	<b>Balance amount under advance payments</b>	<b>Balance at the beginning of the quarter</b>	<b>Balance at the end of the quarter</b>


<b>11</b>		<b>12</b>		<b>13</b>		<b>14</b>		<b>15</b>	
<b>Stocks /Suspense ending quarter</b>		<b>Position of form 50-51 (pendency)</b>		<b>Details of Stock/Physical Verification (Last conducted)</b>		<b>Position of advance /Payments (material/supplies)</b>		<b>Position of Temporary Advance</b>	
<b>Balance from last quarter</b>	<b>Balance at the close of the quarter</b>	<b>Account rendered to A.G ending</b>	<b>Account pending</b>	<b>Value of stocks and stores</b>	<b>Variation /Shortage/Excess if any</b>	<b>Advance outstanding at the beginning of the quarter</b>	<b>Balance amount under advance payments</b>	<b>Balance at the beginning of the quarter</b>	<b>Balance at the end of the quarter</b>


<b>11</b>		<b>12</b>		<b>13</b>		<b>14</b>		<b>15</b>	
<b>Stocks /Suspense ending quarter</b>		<b>Position of form 50-51 (pendency)</b>		<b>Details of Stock/Physical Verification (Last conducted)</b>		<b>Position of advance /Payments (material/supplies)</b>		<b>Position of Temporary Advance</b>	
<b>Balance from last quarter</b>	<b>Balance at the close of the quarter</b>	<b>Account rendered to A.G ending</b>	<b>Account pending</b>	<b>Value of stocks and stores</b>	<b>Variation /Shortage/Excess if any</b>	<b>Advance outstanding at the beginning of the quarter</b>	<b>Balance amount under advance payments</b>	<b>Balance at the beginning of the quarter</b>	<b>Balance at the end of the quarter</b>




<b>16</b>		<b>17</b>		<b>18</b>		<b>19</b>		
<b>Position of Imprest Account</b>		<b>Position of P.W. Advance</b>		<b>Position of establishment</b>		<b>Implementation of New Pension Scheme (NPS)</b>		
<b>Balance at the beginning of the quarter</b>	<b>Balance at the close of the quarter</b>	<b>Balance at the beginning of the quarter</b>	<b>Balance at the close of the quarter</b>	<b>Total sanctioned strength</b>	<b>No. in position</b>	<b>New appointments w.e.f.01.01.2010</b>	<b>PRAN No. issued</b>	<b>Subscription / matching share</b>


<b>16</b>		<b>17</b>		<b>18</b>		<b>19</b>		
<b>Position of Imprest Account</b>		<b>Position of P.W. Advance</b>		<b>Position of establishment</b>		<b>Implementation of New Pension Scheme (NPS)</b>		
<b>Balance at the beginning of the quarter</b>	<b>Balance at the close of the quarter</b>	<b>Balance at the beginning of the quarter</b>	<b>Balance at the close of the quarter</b>	<b>Total sanctioned strength</b>	<b>No. in position</b>	<b>New appointments w.e.f.01.01.2010</b>	<b>PRAN No. issued</b>	<b>Subscription / matching share</b>


<b>16</b>		<b>17</b>		<b>18</b>		<b>19</b>		
<b>Position of Imprest Account</b>		<b>Position of P.W. Advance</b>		<b>Position of establishment</b>		<b>Implementation of New Pension Scheme (NPS)</b>		
<b>Balance at the beginning of the quarter</b>	<b>Balance at the close of the quarter</b>	<b>Balance at the beginning of the quarter</b>	<b>Balance at the close of the quarter</b>	<b>Total sanctioned strength</b>	<b>No. in position</b>	<b>New appointments w.e.f.01.01.2010</b>	<b>PRAN No. issued</b>	<b>Subscription / matching share</b>
