

रक्षा लेखा प्रधान नियंत्रक(द.प.क.) खातीपुरा रोड़, जयपुर-302012
Principal Controller of Defence Accounts, (SWC) Khatipura Road, JAIPUR-302012

महत्वपूर्ण परिपत्र

सं-अभि/II/100/परिपत्र

दिनांक 05/10/2018

सेवा में,

सभी
लेखा अधिकारी (दुर्ग अभियंता)

विषय- Format for Monthly Report for AO GE's के संबंध में।

रक्षा लेखा प्रधान नियंत्रक की अध्यक्षता में दिनांक 29.08.2018 को हुई बैठक में यह निर्णय लिया गया है की सभी AO GE द्वारा प्रत्येक माह 15 तारीख तक में अनुलग्नक (प्रति संलग्न) के अनुसार ही रिपोर्ट प्रेषित की जाये एवं रिपोर्ट को E-mail के माध्यम से भेजी जाये ताकि डाक में विलंब से बचा जा सके। यदि रिपोर्ट निर्धारित तिथि तक इस कार्यालय में नहीं पहुँची तो इसके लिये प्रभारी अधिकारी जबावदेह होंगे।

समूह अधिकारी द्वारा अनुमोदित |


व. लेखा अधिकारी (अभि.)

प्रतिलिपि:

ई.डी.पी. अनुभाग : website uploading हेतु।


व. लेखा अधिकारी(अभि.)

लेखा अधिकारी दुर्ग अभियंता कार्यालय हेतु मासिक संक्षिप्त रिपोर्ट का प्रारूप

Format for Monthly Report for AO GEs

लेखा परीक्षा के दौरान पाये गए मुख्य बिन्दु तथा उस संदर्भ में किये गये सुधारात्मक उपाय

Important points noticed during audit with remedial measure taken

S.No.	शीर्षक/Heading	
(i)	Name of GE Office	
(ii)	No of RARs audited/passed during the month.	
(iii)	No. of CAs received, audited and forwarded to Main Office.	
(iv)	No. of final bills received, audited and forwarded to Main Office.	
(v)	Audit point to be included in MFAI/IAR.	
(vi)	Outstanding rent & allied charges recovered during the month with remaining balance.	
(vii)	No. of provisional payment released during the month with oldest date of provisional payment.	
(viii)	Outstanding cases of charged expenditure and action for their regularization.	
(ix)	(a) No. of contractor's demand cleared during the month with amount there of. (b) O/D of contractor's demand.	
(x)	The description of financial advice rendered during the fortnight.	
(xi)	No. of CP Vrs/PBD Vrs outstanding/adjusted during the month.	
(xii)	No. of deviation order issued by the GE during the month.	
(xiii)	No. of objections/observations raised on deviation order.	
(xiv)	Status of outstanding local audit objections/observations & LTARs/MFAIs/ Super Review objections & observations raised by Main Office on Cash Book.	
(xv)	No of TEs applied during the month with brief reasons.	
(xvi)	Status of outstanding observations taken during local inspection by Main Office.	
(xvii)	No. of MROs outstanding and adjusted during the month.	
(xviii)	No. of CR Part 'A' & 'B' initiated and noted with oldest date.	

हस्ताक्षर/Signature

(प्रभारी अधिकारी का नाम/Name of the Officer in Charge)