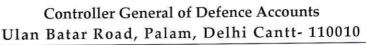


कार्यालय,रक्षा लेखा महानियंत्रक

उलन बटार रोड, पालम, दिल्ली छावनी - 110010





Dated: 22.01.2020

AN/XI/11206/e-Suchna/2019

To

All PCsDA/PCA (Fys)/CsDA (Through CGDA Website)

Subject:

Timely submission of reports through e-सूचना (Paperless

Reporting System).

Reference:

HQrs office circular bearing No. AN/XI/11206/e-Suchna/2019

dated 28.11.2019.

Please refer to this HQrs office circular cited above vide which the list of reports, that have been configured on the e-Suchna portal, their periodicity and due date for receipt of the same has been circulated. It has also been requested that the Controllers may personally ensure the correctness of data so that any adverse comments from the higher Authorities may be avoided at belated stage.

- 2. In addition to above, despite repeated directions issued regarding timely submission of reports, it has been observed that many of the Controllers are not adhering to the time frame for submission of reports to this office resultant delayed and in –complete submission of reports to the Ministry/DOP&T. In this regard, in one of the reports, the Secretary, DOP&T has pointed out that while analyzing the data by DOP&T, it has been observed discrepancy in the data and requested for ensuring the correctness of data strictly following the stipulated time-frame
- 3. The matter has been examined in detail and in order to achieve the desired effectiveness of the reports and to avoid adverse comments, it has been decided to re-schedule the time frame and re-structure the proforma of the reports that are required to be rendered to the Ministry/DOP&T.
- 4. A list of reports, their periodicity and due date for receipt are enumerated below. Further, the revised proforma of the below mentioned reports are also annexed with this circular for necessary action by all the Controller offices.

Sl. No.	NAME OF REPORT	PERIODICITY	DUE Date
1	2	3	4
1	Review of mechanism to ensure probity among Government servants	Monthly	1 st of the following month.
2.	Strengthening of administration- Periodic review of Central Government Employees under Fundamental Rule (FR) 56(j)/(l) and Rule 48 of CCS(Pension)Rules,1972	Monthly	1 st of the following month.
3.	Periodical review of Performance of Government servant as per the provision of FR 56(j),FR 56(l) and Rule 48(1) of CCS(Pension)Rules,1972	Quarterly	1st of the succeeding month of each quarter ending.
4	Representation of Women Members on the various Committees/Boards concerned with selection of Posts in Central Government.	Annual	1 st April of each year

5. All the Controller offices are requested to furnish the above mentioned reports in the revised proforma strictly by date mentioned in column 04 above through e स्वना portal only. It is re-iterated that, in case of non-receipt of report by due date through e स्वना, the reports will be processed for compilation on the basis of available data presuming non-receipt of reports as 'Nil' report.

(Rajeev Ranjan Kumar) Dy. CGDA (AN)

Strengthening of administration-Periodic review of Central Government Employees under Fundamental Rule (FR) 56(j)/(l) and Rule 48 of CCS(Pension)Rules,1972: Monthly Report.

PROFORMA

Number of	Number of	Number of employees	Number of
employees to be	employees	reviewed and against	employees
reviewed under	reviewed under	whom FR 56(j)	retired
FR 56(j) group-	FR 56(j) group-	invoked/recommended	prematurely
wise(A/B/C)	wise(A/B/C)	group-wise(A/B/C)	under FR 56(j)
			group-wise
			(A/B/C)
1	2	3	4

REVISED PROFORMA

Opening	Num	ber	of	Nun	nber	of	Numb	er	of	Numbe	r	of
balance of	empl	oye	es	emp	loye	es	emplo	yees		employ	ees	
number of	to		be	revi	ewed	l	reviev	ved	and	retired		
employees	revie	wed		und	er	FR	agains	st w	hom	premat	urely	
to be	durin	ıg	the	56(j)	gro	oup-	FR		56(j)	under	FR	56(j)
reviewed	mont	h		wise	(A/E	8/C)	invok	ed/rec	om	group-v	vise	
under FR	unde	r	FR				mend	ed gr	oup-	(A/B/C)		
56(j) group-	56(j)	gro	up-				wise(/	A/B/C)				
wise(A/B/C)	wise((A/B	/C)									
	A	В	C	A	В	C	A	В	С	Α	В	C

Monthly Report regarding review of mechanisms to ensure probity among Government servants.

PROFORMA

	r of officers to 56 (J)/Similar			Num	ber of office	ers review	ed	Number of officers against whom FR 56(J)/Similar Provisions invoked				
Group B	Group B	Group C	Total	Group B	Group B	Group C	Total	Group B	Group B	Group	Total	
Gazetted	Non Gazetted			Gazetted	Non Gazetted			Gazetted	Non Gazetted			

REVISED PROFORMA

Opening	Total nu	mber of	officers	to be	Numb	er of office	rs review	ed	Numb	er of officer	s against	whom FR
balance of	reviewed	during the	month	under					I .	/Similar Pro	_	
total	FR 56 (J)/S	imilar Prov	isions									
number of												
officers to												
be												
reviewed												
under FR												
56												
(J)/Similar												
Provisions												
A/B/C	Group	Group	Group	Total	Group	Group	Group	Total	Group	Group	Group	Total
	В	В	C		В	В	C Î		В	В	C	
	Gazetted	Non	,		Gazetted	Non			Gazetted	Non		
		Gazetted				Gazetted				Gazetted		

Periodical review of performance of Government servants as per the provisions of FR 56(j), FR 56(l) and Rule 48 of CCS (Pension) Rules, 1972: Quarterly Report.

PROFORMA

Num	Number of persons to be considered for review				Review cases completed						Number of persons against whom FR 56(J)/Similar Provisions invoked				
Gp-A	Gp-B (G)	Gp-B (NG)	Gp-C	Total	Gp-A	Gp-B (G)	Gp-B (NG)	Gp-C	Total	Gp-A	Gp-B (G)	Gp-B (NG)	Gp-C	Total	

REVISED PROFORMA

56 (J)/Similar Provisions	Opening balance of total number of persons to be reviewed	reviewed	mber of during the Similar Prov	e quarter		Numb	per of perso	ns review	ved	er of person	
A/B/C Group Total	under FR 56 (J)/Similar										
A B C Total Group Group Group Group Group Group Group Group Total	Provisions										
	A/B/C	_			Total	. ~			Total		 Total

Representation of Women Members on the various Committees/Boards concerned with selection to posts in Central Government: Annual Report.

PROFORMA

क्र.सं.	i. समूह क		सम्	ह ख़	समू	ह ग	योग		
1	पुरुष	महिला	पुरुष	महिला	पुरुष	महिला	पुरुष+ महिला	महिला	

REVISED PROFORMA (No Change)

क्र.स.	सम्	्ह क	सम्	ह ख़	समूह ग		योग	
1	पुरुष	महिला	पुरुष	महिला	पुरुष	महिला	पुरूष+ महिला	महिला