



कार्यालय, रक्षा लेखा महानियंत्रक
उलन बटार रोड, पालम, दिल्ली छावनी - 110010
Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt- 110010



AN/XI/11206/e-Suchna/2019

Dated: 22.01.2020

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	1 st 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 सूचना portal only. It is re-iterated that, in case of non-receipt of report by due date through e सूचना, 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)

Subject: Strengthening of administration-Periodic review of Central Government Employees under Fundamental Rule (FR) 56(j)/(1) and Rule 48 of CCS(Pension)Rules,1972: Monthly Report.

PROFORMA

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

REVISED PROFORMA

Opening balance of number of employees to be reviewed under FR 56(j) group-wise(A/B/C)	Number of employees to be reviewed during the month under FR 56(j) group-wise(A/B/C)			Number of employees reviewed under FR 56(j) group-wise(A/B/C)			Number of employees reviewed and against whom FR 56(j) invoked/recommended group-wise(A/B/C)			Number of employees retired prematurely under FR 56(j) group-wise (A/B/C)		
	A	B	C	A	B	C	A	B	C	A	B	C

