

Office Of the Principal Controller of Defence Accounts(BR)

SEEMA SADAK BHAWAN RING ROAD, NARIANA DELHI CANTT.-110010

URGENT

File No. W. Cell/1130/QAR /QE 9/2013

Dated: 17/09/2013

To,

The Accounts Office

(All Sub Offices as per standard list)

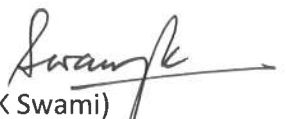
C/o - 56 /99 APO

Sub : Submission of Quarterly Activity Report 09/2013 New format for
AO(P)s/AO(TF)s.

Ref : This office letter No. AN/I/1262/QAR/Vol-II dated 17/12/2012.

Of late it has been observed that some offices have failed to render the Quarterly Activity Report in time and on the prescribed format which has been viewed seriously by PCDA(BR). The format of the report was circulated vide this office letter cited under reference.

Quarterly report for QE 09/2013 is due for submission by the first week of Oct'2013. It is requested to forward report for QE 9/2013, so as to reach this office by latest by 10th of Oct'2013 through email (cda-br@nic.in) /FAX/Speed-post. For convenience the format for Quarterly Activity Report may please be down loaded from the official website "pcdabr.gov.in"


(K Swami)
AO (Works Cell)

ANNEXURE 'A'

Quarterly activity report for the Quarter Ending.....

1. Name of the Office:-
2. Name of the Accounts Officer of AO(P)/ AO TF:-
3. Number of Officer Authorised/ Posted

	DCDA/ ACDA	SAO/ AO	AAO	Sr.Auditor/ Auditor	Remarks
Authorized					
Posted					

4. Local Audit completed up to _____
5. Cash inspection completed up to _____
6. Major Head wise (including Deposit & Agency works) status of Allotment/ Expenditure for the current financial year up to the QE: _____.

Sl. No	Major Head	Allotment	Expenditure

7. Cash Assignment already drawn up to QE: _____ / 20
8. Balances in Cash Book at the end of QE: _____
9. Status of outstanding QSAs bookings up to last quarter(including item under TBO) _____ / 20 Rs. _____
10. No. of Contracts concluded in the QE _____ by

	Nos	Value	Total progress in figure
			Nos Value
(a) CE Project			
(b) TF Commander			

11. (a) No of indents placed on DGS&D during the quarter No. Value

(b) No of DGS&D supply orders placed during the quarter No. Value

12. No. of supply orders placed for local purchase of items during the quarter ending

Sl. No	Name of BRO units	SO No.	Value(in Rs.)	Total progress	
				SO No	Value

- (a) CE (Project)
- (b) TF/ Commander

13. Status of TBOs/ CPVs/ PBDs Voucher/ DID Schedules/ Suspense

Sl. No	Name of items	OB	Received	Cleared	CB	OD	Remarks
I	TBOs						
II	CPVs						
III	PBD Vouchers						
IV	DID Schedules						

(V) Suspense (Amount)	OB	Addition	Clearance	CB	OD
(a) 0/ 017/ 02 (+RT)					
(b) 0/ 017/ 05 (+RT)					
(c) 0/ 018/ 64 (+CH)					
(d) 0/ 020/ 61 (+CH)					
(e) 0/ 020/ 61 (+RT)					
(f) 0/ 020/ 99 (+CH)					

(VI) Status of MROs

OB		Received		Adjusted		CB		OD	Remarks
No	Amt	No	Amt	No	Amt	No	Amt		

14. Status of Outstanding Demand

Sl No	Name of items	OB	Received	Cleared	CB	OD	Remarks
I	TA/ DA						
II	LTC						
III	Medical						
IV	Contractors						

15. Status of Audit Objection/ Inspection, Objection point/ Super Review, Objection/ Test Audit, Objection at the end of the QE: _____ / 20

Sl No	Name of items	OB	Received	Cleared	CB	OD	Remarks
I	Local Audit Objection						
II	Inspection Point						
III	Super Review Objection						
IV	Test Audit Objection						
V	Post Audit Objection						

16. Status of Loss Statement/ CBPs/ Sales Accounts/ Service Book/ Pay Fixation/ Data Sheet etc during the QE: _____ / 20

Sl No	Name of items	OB	Received	Cleared	CB	OD	Remarks
a	Loss Statement						
b	CBPs						
c	Sales Accounts						
d	Service Book						
e	Pay Fixation						
f	Data Sheet etc						

17. Important audit points noticed in the AO(P)/ TF/ EBW/ WBW during audit of sanctions, contracts and other transaction during the quarter;-

18. Details of financial advice rendered to the Main office during the quarter:-

19. Status of Physical/ Financial mismatch:-

(a) Data

Sl No	Description of item	OB	Receipt	CB
1	2	3	4	5
1.	Total No of jobs being executed under audit jurisdiction of AO			
2.	No of jobs in which Physical / Financial mismatch exceeds above 30 %			
3.	No of jobs in which funds have been released by the CE(P) in the case of 2 above.			

(b) One line reason on which funds have been released by the CE(P) in each case where Physical/ Financial mismatch exceeds more than 30%.

Sl No	Job No	Reason on which funds released

Note:- A separate sheet may be annexed if necessary

AO(P)/ AO(TF)