

**OFFICE OF THE PCDA (BR), SEEMA SADAK BHAWAN, RING ROAD, NARAINA  
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Dated: 02 -03-2015

To,  
The All AOs (P)/ AOs TF  
C/O APO

Sub: - Rationalization of Reports & Returns

As decided during the CTC meeting held in Feb 2014, a comprehensive review of all the reports and returns rendered by the sub- offices to Budget section of Main Office has been carried out. It has been decided by the competent authority to discontinue the following reports, the format of which is as under. These reports have been clubbed up with a revised format which is enclosed as Annexure 'A'. You are advised to submit the report for future on the revised format to avoid the duplication of the information.

1. Monthly report on booking of expenditure in r/o of SARDP works

Head of Account & Code head	AA Amount	Allotment for the Year	Expdr upto previous month	Expdr during current month	Prog. Expdr during the year	Upto date Expdr including Previous year

2. Monthly report on agency works

Sl. No.	Job No	Sanctioned Amt. (AA with PDC)	Allotment during CFY	Booked Expdr during the month	Total Booked Expdr	Upto date Booked Expdr including Expdr of Previous year	Remarks



6. Consolidated statement of Monthly Expenditure Statement

Sl. No	M H	Detailed Head	CH	Unit	Allotment	Expenditure upto last month	Expenditure during the month	Expenditure upto the end of month	Total

7. Monthly Expenditure Report

Sl. No	M H	Allotment	Expenditure upto month	Progressive Expenditure upto the month	Progressive Expenditure upto the date (including expenditure of previous years)	Outstanding firm liability	Balance Cash Assignment

Instead of above 7 reports a consolidated report based on following pro forma will be submitted to main office on monthly basis enclosed as Annexure 'A'. -Title MES

  
SAO(BUD)

Copy to : Officer-in-Charge  
EDP Section(Local)

to upload it on the website of PCDA(BR)

-sd-  
SAO(BUD)

**ANNEXURE 'A'**

**Monthly Expenditure Statement (Current FY)**

S.N	Major Head	Code Head	Description	Allotment	Expdr. During the Month		Expdr. Upto the month		Total Expdr	Liability		Net /Balance Fund available
					Cash	Adjusted	Cash	Adjusted		Firm	SO/WO Placed	
	GS Works											
	Agency Works											
	Deposit Works											

\*Note :- For deposit works – total expenditure will include expenditure till date including previous years .