



No. AN/VII/7220/ Reports/ BE 2015-16

Dated: 05.01.2016

To

The  
ALL PLSDA/CSDA.

**Subject:** Review of Reports and Returns

After a comprehensive study of the utility of the various reports being submitted by the Field Offices to this section, the Competent Authority has decided that the following reports may be continued/ discontinued as per the remarks in column 4 below:

| Sr.No | Subject  | Periodicity | Action  |
|-------|--|-------------|---|
| 1     | 2  | 3           | 4   |
| 1     | Final Requirement report under Major head 2052 & 7610                                    | Annual      | To be Continued.  |
| 2     | Annual Certificate Permanent Advance   | Annual      | To be continued.  |
| 3     | Insurance of House/Flats built/purchased with the help of HBA                            | Annual      | To be Continued.  |
| 4     | Information regarding Loss of National Property due to fire, accidents etc.              | Annual      | The report is to be submitted as an exception as and when a contingency arises. |
| 5     | POL Expenditure Report   | Monthly     | To be discontinued  |
| 6     | MER under Head Travel Expenses 00/094/28   | Monthly     | To be discontinued  |
| 7     | MER under Head Office Expenses 00/094/30   | Monthly     | To be discontinued  |
| 8     | House Building Advace Report   | Monthly     | To be discontinued  |
| 9     | Quarterly Return on Actual Expenditure on Pay & Allowances                               | Quarterly   | May be rendered to the Pay Research Unit.                                       |
| 10    | Appropriation Report Major head 2052 & 7610  | Annual      | To be continued   |
| 11    | Report on residential telephone number of calls exceeds Rs. 5000/- for two months period | Bi- Monthly | To be discontinued  |
| 12    | Economy in the expenditure of Telephones   | Bi- Monthly | To be discontinued  |
| 13    | Overtime/Honorarium Expenditure Report   | Monthly     | To be discontinued  |

(Mustaq Ahmad)  
Sr.ACGDA(AN)

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