

IMPORTANT CIRCULAR

No.IA/1457/QPR/Corr
O/o the Pr. CDA
Agram – Post
Bangalore – 07

Dated: 28 /04/2016

To

The Officers In-charge,
AN Pay II, A/cs Sn, T' Sn, Pay Medical Sn and IFA Cell
All PAOs & AOs GE

Sub: Quarterly Progress Report for QE 03/2016

Of late, it has noticed that the Quarterly Progress Report is not being rendered as per time schedule, relevant columns are not filled properly and due importance is not being given towards the contents of the report. It is also observed that the report is not being sent in the prescribed format. Prescribed format is uploaded at www.pcdablr.gov.in/. This has resulted in delay in consolidating the report to be rendered to Hqrs. office within the due date.

Non-receipt of QPR in time has been viewed seriously by the competent authority.

Further, it may be noted and ensured that all the quarterly reports may please be rendered to this office on or before 5th of the following month positively.

Age analysis of Rent & allied charges and Demands against contractors in respect of AO GE offices are not updated in QPR and progress not found. Action may please be taken to update and show progress. **Details to be shown are not the amount but the No of items.**

1. 00/018/65 in respect of PAOs is not properly shown (OB+R-D=CB) and action may be taken to clear huge o/s balances.

2. Columns where % figure has to be filled are left blank. Please ensure that those columns are filled properly.

3. Also please ensure, while showing the progressive balance in A4- Booking of Pay & Allowances in the QPR, progressive balance of current quarter will be obtained by adding previous quarter's progressive balance to current booking.

Please acknowledge receipt.


ACDA (IA)

Copy to:

The officer in-charge
EDP cell, Local.

- For uploading on the website please


AAO