

3.(a) Ad-hoc Promotion

Sl. No.	Name of Post/Grade	Number of ad-hoc promotees	Reasons for resorting to ad-hoc promotion	Date of promotion	Level of authority whose approval was obtained	Whether the concurrence of DOPT etc. was obtained for continued promotions beyond one year
(1)	(2)	(3)	(4)	(5)	(6)	(7)

3.(b) Details of requests received for Appointments made on Compassionate Grounds

Sl. No.	Name & designation of Government servant (s) expired, while in service	Date of death	Date of receipt of application from Dependent	Relationship with the Government servant to whom appointment was given / to be given	Post & Pay Scale for which appointment was made / to be made	Date of appointment	In case pending, reasons for delay
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

4. Completion of Probation Details of cases in which satisfactory completion of probation has not been declared :

Sl. No.	Name of Post/Grade	Number of the probationers	Number of cases in which probation period has been extended	Number of cases of termination of service during probation period, if any.	Number of remaining cases	Reasons for delays in each category
(1)	(2)	(3)	(4)	(5)	(6)	(7)

5. Recruitment Rules (RRs) for the Posts

Posts for which RRs to be finalized	Whether action has been initiated. If so, the present status.	Reasons for delay in finalization of RRs	Posts for which RRs have not been reviewed/modified as per instructions	Reasons for non-review in each case
(1)	(2)	(3)	(4)	(5)

6. Maintenance of Service Books

(a) Take a sample of 10 and service books and note the following :

Are Service Books available for all categories of staff?	Whether Service Books are complete and upto date?	Are nomination forms duly filled in and attached?	Are records of Leave, LTC, CGEGIS, HBA, annual increments etc. maintained?	Has verification of service been done particularly for officials retiring in next five years?	Whether Service Books have been shown to the persons concerned every year?
(1)	(2)	(3)	(4)	(5)	(6)

(b) Where Service Books are not complete, whether any special drive was undertaken :
and if so, the results thereof.

7(a) Details of Pending Disciplinary Cases

In case of Pending Disciplinary Cases								
Sl. No.	Name & Designation of delinquent officer	Nature of alleged misconduct (MINOR or MAJOR)	Date of receipt of complaint/ cognizance of the office	Proceedings initiated with date i.e. date of issue of formal charge sheet	Date of initiation of enquiry	Date of Submission of report by the Inquiry Officer	Whether UPSC/ CVC was consulted	Present status of the case
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

7.(b) Details of Pending Review / Appeal Cases

Sl. No.	Name & designation of delinquent official	Nature of Penalty imposed	Date of receipt of appeal / review application	Present Status
(1)	(2)	(3)	(4)	(5)

8. Number of Vigilance Cases Pending : Group-A : _____; Group-B : _____; Group-C : _____; Group-D : _____.
9. Number of Suspension Cases Pending :

Group	Number of Cases Pending	Whether Charge-sheet served within 3 months, if not reasons thereof
Group-A		
Group-B		
Group-C		
Group-D		

10. Review for Premature Retirement [under FR 56 (J)]

Group / Post	Number of cases ripe for review	Number of cases actually reviewed	Number of cases recommended for continuance in service	Number of cases recommended for premature retirement	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
Group A					
Group B					
Group C					
Group D					

16. Vehicle-wise details of Petrol / Diesel consumption (Month-wise consumption during the year may be given)

Make of Vehicle	Registration Number	Whether the Log Book is maintained properly	Actual consumption of Petrol / Diesel	Excess, if any, over the prescribed ceiling of consumption	Whether excess consumption was got regularized with IFD's approval	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(Signature)
Designation

To
IWSU / O&M Unit

(b) Details of pending Review / Appeal Cases

Sl. No.	Name & Designation of delinquent official	Nature of penalty imposed	Date of receipt of appeal/ review application	Present Status
(1)	(2)	(3)	(4)	(5)

3. Details of Vigilance Cases

Sl. No.	Name of delinquent employee	Nature of alleged misconduct	Whether PE/RC has been initiated by CBI	Date of receipt of report from CBI	Whether prima facie case established	Whether sanction for prosecution obtained by CBI from the competent authority	In case of gazetted employee, whether CVC was consulted and if so, the date thereof	Whether the delinquent official has been suspended and if so, the date of suspension	Whether prosecution has been launched and if yes, the date of filing of charge-sheet in Court	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

4. (a) Details of Pending Court Cases (Pendency may be taken from the date of filing the petition / application in CAT/Court)

Petition / OA Number with date	Name of Court/ Bench of CAT	Major issues involved	Date on which counter affidavit was filed	Date of filing subsequent affidavits, if any	Present status of the case
(1)	(2)	(3)	(4)	(5)	(6)

(b) Status of Implementation of Court Judgements

Petition / OA No. with date	Name of Court / Bench of CAT	Date of Judgement	Time-frame, if any, given by Court for implementation	Major issues involved	Whether the appeal/ review application against the judgement has been filed by Government/ Individual, if so, the date thereof	Status of the appeal/ review application	If no appeal etc. has been filed, present status of action taken to implement the judgement	Reasons for delay in implementing the judgement	Whether any contempt petition has been filed for delay in implementation or against the manner of implementation of the judgement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

5. Pending References from M.Ps and other V.I.Ps.

Number of references			Number of references disposed	Number of references pending for disposal (from date of receipt)					Out of pending references number of cases in which acknowledgement / interim reply has been sent	Reasons for pendency of cases over one year (in each case)
Brought forward	Received during the year	Total		Less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over One year	Total Pending		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

6. (a) Direction of Parliament Committees Pending Compliance

Sl. No.	Name of the Committee	Date on which directions given	Nature of directions	Date by which directions are to be complied	Present status of compliance
(1)	(2)	(3)	(4)	(5)	(6)

7. Details of Pending Audit Objections

Sl. No.	Number of pending audit paras brought to notice by Audit Team	Number of audit paras having financial implications	Number of cases of mis-appropriation/ embezzlement, if any	Number of audit paras pending action	Pending audit paras, in brief	Reasons for delay in taking corrective action (para-wise)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

8. Disposal of Petitions from the Public

Number of Petitions			Number of Petitions disposed	Number of Petitions pending for disposal (from date of receipt)					Reasons for pendency of cases over six months	Broad nature of Petitions received
Brought forward	Received during the quarter	Total		Less than 3 months	Between 3 to 6 months	Between 6 to 12 months	Over One year	Total Pending		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

9. Details of any other aspect(s) which need the attention of the Secretary / Head of Office (*may be added as Annexure*).