

APPENDIX 58—Contd.

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)

APPENDIX 58—Contd.

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 Service Books and note the following :

Are Service Books available for all categories of staff?	Whether Service Books are complete and up-to-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 misconduct/ complaint/ cognizance of the offence	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)

APPENDIX 58—Contd.

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					

APPENDIX 58—Contd.

11. Details of Cases where Pension and Pensionary Benefits have not been settled

(a) Pending Cases for Settlement of Pensionary Benefits etc. to Persons Retired on Superannuation/Voluntarily

Sl. No.	Name & designation of Employee	Date of retirement on superannuation/ voluntarily	Nature of pensionary benefits to be settled like pension, CGEGIS and encashment of leave (specify each item separately)	Whether advance action like NOC from the Dte. of Estates, filling of forms for family details, nomination of bank, verification of qualifying service, forwarding of Form-7 & pension calculation sheet was taken as per schedule	If not, reasons for delay in each item	Any other reason for which pensionary benefits were not settled	Present status	Whether anticipatory pension sanctioned in respect of long pending case
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

207

(b) Pending Cases for Settlement of Pensionary Benefits etc. to Persons Died in Harness in the office

Sl. No.	Name & designation of Employee	Date of Death	Date of sanction of immediate relief	Date of receipt of application alongwith death certificate and other papers for sanction of family pension	Date of sanction of family pension	Details of non-settlement of claims like DCRG, PF, CGEGIS, encashment of leave, Deposit Link Insurance	Specify the reasons for non-settlement of each item
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

APPENDIX 58—Contd.

12. Court Cases (Pendency may be taken from the date of filing the petition/application in CAT/Court)

(a) Number of Court Cases pending for

Less than 6 months	Between 6 months to 1 year	Between 1 to 2 years	Over 2 years	Total
(1)	(2)	(3)	(4)	(5)

(b) Details of Pending Court Cases

Petition/OA No. 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)

(c) 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)

APPENDIX 58—Contd.

13. Delegation of Powers by the Head of Department/Senior Officers

- (i) Whether the Administrative/Financial Powers have been delegated to Subordinate Offices/Officers
- (ii) If so, the order numbers and date vide which such powers were delegated.
- (iii) Whether delegated powers are being exercised.

14. Maintenance of Advance Registers and Cash Book (Take a sample of five registers)

- (a) (i) Whether registers for long-term advances and short-term advances being maintained properly :
- (ii) Whether entries of all advances like GPF, HBA, Scooter/Car advances are made in the Pay Book Register :
- (iii) Are these registers being submitted to officers :
- (iv) Whether proper account of the Imprest Money is being maintained :
- (b) (i) Is the Cash Book being maintained as per rules/instructions :
- (ii) Are all receipts and payments entered daily in the Cash Book :
- (iii) Is physical verification of Cash in Hand done once in a month by the officers :

15. (a) Audit Objections

- (i) Is internal Audit being done every year
- (ii) Date of last visit of external Audit Team

(b) 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)

APPENDIX 58—Contd.

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)

Under Secretary (Admn./Estt.)

To
Designated Section handling work of IWSU/O&M Unit