**NIC, Andaman State Unit**

**Presentation of “MIS of Depts” of A & N Administration**

**6th Dec,2012**

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***Proforma :- 1. Cases pending with GoI and their Progress***

***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo.** | **Case Particulars** | **Case Category /****Case Group** | **Reference sent from A & N Admin to GoI - Reference Date and Reference Details** | **Query raised by GoI – Query Date and query Details.**  | **Reply sent by A & N Admin to GoI – Reply Date and Reply Details** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

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***Proforma :- II. Manpower sanctioned, in position and Vacancy***

***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SNo.** | **Name of Post**  | **No. of posts Sanctioned** | **Mode of Recruitment** | **No. of Officials in position** | **Vacancy** | **Remarks** |
| **Promotion** | **Direct** | **Deputation** |
| **1** |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |

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***Proforma :- III. Cases pending with UPSC for finalization of RRs, Recruitments & Promotions***

***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo.** | **Case Particulars** | **Case Category****(RR/REC/PRO)** | **Reference sent from A & N Admin to GoI - Reference Date and Reference Details** | **Query raised by GoI – Query Date and query Details** | **Reply sent by A & N Admin to GoI – Reply Date and Reply Details** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

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***Proforma :- IV. Budget Expenditure (Plan and Non-Plan)***

***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (In Lakhs )***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SNo.** | ***Budget*** ***Estimates*** ***Plan***  | ***Budget*** ***Estimates*** ***Non Plan***  | ***Revised*** ***Estimates*** ***Plan***  | ***Revised*** ***Estimates*** ***Non Plan***  | **Actual Expenditure** **Incurred****Plan** | **Actual Expenditure** **Incurred****Non Plan** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

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***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SNo.** | **Official Name** | **Designation** | **Department** | **Case details** | **Charge sheet Issued or Not****(Yes / No)** | **Date of Issue of Charge sheet** | **Date of Appointment of IO** | **Date of Appointment of PO** | **Status as on Date** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |

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**Presentation of “MIS of Depts” of A & N Administration**

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***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SNo.** | **Official Name** | **Designation** | **Department** | **Case details** | **Date of Retirement** | **Date of submission of bill by Admn.** | **Pension Released (Yes/No)** | **Reasons for delay if any** | **Date by which the case would be settled** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |

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***Proforma :- VII. Grievances Redressal***

***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SNo.** | ***No. of Grievances*** ***Received*** | **No. of Grievances****Redressed** | **No. of Grievances****Rejected** | **No. of Grievances Pending** | **Remarks** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |

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***Proforma :- VIII. Projects in Pipe Line and Progress***

***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SNo.** | **Project Name** | **Initiation Date**  | **Target Date of Completion** | **Approved/ Sanctioned Cost****(Rs)** | **Physical Achievement as on Date**  | **Expenditure Incurred as on Date****(Rs. )** | **Progress Achieved** | **Expected date of Completion** | **Reasons for delay, if any** |
| ***Physical******(In %)*** | ***Financial******(In %)*** |
| **1** |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |

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***Proforma :- IX. Activities of Department***

***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |
| --- | --- | --- |
| **SNo.** | **Activity Name** | **Remarks** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |

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***Proforma :- X. Action Taken Report on LG’s Directions***

***Month & Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_***

***Department Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SNo.** | **LG’s Orders** | **LG’s Order Date** | **Subject** | **Action Taken report** **as on Date** | **Further action proposed to be taken with Timelines** | **Remarks** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |