

3095

To,

All AOGEs

Subject: APAR Proforma

It has been decided by the competent authority that below mentioned items of your work would form the basis for your **APAR:2017-18:-**

A) General working:-

SI No	Task	Date of completion of task											
		04/17	05/17	06/17	07/17	08/17	09/17	10/17	11/17	12/17	01/18	02/18	03/18
1	Uploading of NPS												
2	24 G Uploading												
3	MER submitted to MO												
4	Cash Book submitted to MO												
5	Uploading of Nidhi data												
6	Uploading of PM												
7	Monthly TBO Report												

B) Specific achievements regarding various points

Sl. No	Item of work	Progress Achieved			
		OB as on 1/4/17	Raised cleared during 17-18	Cleared up to Mar 2018	Pending/ Outstanding as on 31/3/18
1	Post audit objections				
2	Demand against other department				
3	Demand against contractors				
4	Status of Final bills				
5	Status of Contract Agreement				
6	Status of CP vouchers (received/adjusted/outstanding)				
7	Status of Rent & Allied Charges				

o/p/act/omise/apar-3095.pdf

3073

C) General compliance w.r.t Main office circulars and achievements


SI No	Item of work	Progress Achieved
1	Implementation of Project VISHWAK	
2	Implementation of Project BHAWAN	
3	No. of MFAI raised during the year (Minimum 1 each Qtr.)	
4	Whether rent revision done by Stn. HQrs (if yes, please mention date of revision)	
5	Whether all reports & returns sent to Main office through E-mail	
6	Whether grey areas in the functioning of MES/Army authorities submitted to Main office.	
7	Whether Biometric attendance system implemented or not	
8	Implementation of Local purchase through GeM portal	
9	Status of GST implementation	
10	Status of implementation of Swachh Bharat Abhiyan in your office. (w.r.t weeding out of old records)	
11	Status of Addl. Security Deposits lying unclaimed beyond 3 years of completion of work in your office (No. and amount may be mentioned)	
12	Any other achievement during the year	

You are requested to submit the report on above items to GO (E) by 15th of April 2018. The report would form the basis for your APAR for the year 2017-18.


Dy. CDA (E)

Copy to:-

- IT & S Cell (Local) For uploading on website.


SAO (E)