To
Officer Incharge
All Sections (Main Office)
Area Account Offices (Pay) D’Cantt, J’Cantt & Pathankot
All AO GE’s Under Jurisdiction of PCDA WC Chandigarh

Subject: Implementation of e-Suchna Module for rendering/obtaining Reports and returns.

The competent authority has decided to implement e-Suchna Module w.e.f 01.06.2019 for rendering reports and returns to Admin Section, E Section and Pay Section by various sections of Main Office and Sub-Offices provided with WAN connectivity to streamline the system of reports and return.

The list of reports identified for rendering through e-Suchna Module is enclosed herewith at Annexure ‘A’. It may please be noted that the reports included in the enclosed Annexure ‘A’ must be mandatorily submitted through e-Suchna Module as per the prescribed periodicity and no hard copy will be accepted in lieu.

It is, therefore, requested that necessary preparation like registration on e-Suchna etc may be completed at the earliest to avoid any problem in rendering the desired reports in time.

Please acknowledge receipt.

(Sahil Goyal)
Dy CDA

Copy to:

| 1. Officer Incharge AN Section, Pay Section ‘E’ Section | It is requested to configure the reports mentioned in Annexure ‘A’ (in respect of your section) on e-Suchna Module well in time so that the implementation of Module can be completed w.e.f 01.06.2019. |
| 2. Officer Incharge IT&S(Local) | For uploading on Web Site. |

(Sr Account Officer)
Annexure ‘A’

List of Reports/Returns which are to be rendered through e-Suchna to respective sections of PCDA(WC) Chandigarh

1. Name of Section: AN-I

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Subject of Report</th>
<th>Periodicity</th>
<th>Name of Section/Sub-offices from where the report is received</th>
<th>Recommended for e-Suchna</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MBR</td>
<td>Monthly</td>
<td>AN-II, AN-III, AN-IV, AN-XII, O&amp;M CELL, IT&amp;S SECTION, ACCOUNTS SECTION, IA-SECTION, M-SEC, E-SEC, STORE CONTRACT SEC, PAYSEC, STORE AUDIT SEC, AT(Ors) SEC, AAO(P) OFFICES, MAIN OFFICES &amp; SUB OFFICES.</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>FR 56(J)</td>
<td>Quarterly</td>
<td></td>
<td>Yes</td>
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</tbody>
</table>

2. Name of Section: AN-II

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>AN-VIII</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Transfer to Pension Estt.(for publishing of P II O.O.)</td>
<td>Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Employment for family member in foreign mission</td>
<td>Quarterly</td>
<td>AN-III</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>Report on Ex-serviceman/Physically Handicapped</td>
<td>Quarterly</td>
<td>AN-III</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Report on Physically Handicapped male/female staff</td>
<td>Quarterly</td>
<td>AN-III</td>
<td>Yes</td>
</tr>
</tbody>
</table>

3. Name of Section: AN-III

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>All Sections of Main Office &amp; Sub Offices</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Monthly Progress Report</td>
<td>Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Key to Map of India</td>
<td>Half Yearly</td>
<td>AN I &amp; II Section</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Name of Section: AN-IV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>9</strong> Vigilance Anti Plan – Anti Corruption (AN/IV/1713/VIG/MR)</td>
<td>Monthly</td>
<td>O &amp; M Section All section and offices deal with sensitive work</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>10</strong> Report to CVC (AN/IV/1199/CVC/MR)</td>
<td>Quarterly</td>
<td>O &amp; M Cell, IT&amp;S, AN I, AN II</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>11</strong> Access of Complaints to the CVO’s Complaints of vigilance angle (AN/IV/1199/MR/CVO)</td>
<td>Quarterly</td>
<td>O &amp; M Cell</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>12</strong> Vigilance work-Periodical review of (AN/IV/1206/CVC/VOL VIII)</td>
<td>Quarterly</td>
<td>AN I, AN II, IT&amp;S, AN IV</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>13</strong> Report on CBI Cases (AN/IV/1855 /Qtr)</td>
<td>Quarterly</td>
<td>AN XII</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>14</strong> Strengthening of vigilance mechanism-Systemic Reforms and the role of supervisory officers. (AN/IV/1835/QE)</td>
<td>Quarterly</td>
<td>All Sub offices and section</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>15</strong> List of Business Industrialists involved in briber or allied criminal cases (AN/IV/1722)</td>
<td>Half Yearly</td>
<td>All AAO (P) WC under PCDA WC CHD, DCDA COD, Store Contract, E,M, IT&amp;S, AN XI</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>16</strong> CVC’s ANNUAL REPORT (AN/IV/1199/CVC)</td>
<td>Yearly</td>
<td>IT&amp;S, AN I, AN II, O&amp;M Cell</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td><strong>17</strong> Vigilance test Check (AN/IV/1713/VIG/AAOs)</td>
<td>Monthly</td>
<td>All AAO (P) offices under PCDA (WC)</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

5. **Name of Section: AN-XII**

<p>| <strong>18</strong> Updating the status of occupancy/vacancy of DAD Residential accommodation. | Monthly | AAO (P) Jalandhar Cantt. AAO (P) Delhi Cantt AAO (P) Pathankot LAO (A) Ambala Cantt. | Yes |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Document Title</th>
<th>Frequency</th>
<th>Recipient</th>
<th>Confirmation Status</th>
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<tbody>
<tr>
<td>19</td>
<td>MLS</td>
<td>Monthly</td>
<td>All Sub Offices and Sections of Main Office</td>
<td>Yes, for all AAO(P), AO Ges and Sections of Main Office.</td>
</tr>
<tr>
<td>20</td>
<td>Transfer to pension Establishment</td>
<td>Monthly</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>7</td>
<td><strong>Name of Section: Pay</strong></td>
<td></td>
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<td></td>
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<tr>
<td>1</td>
<td>7th CPC – Revision of pension of pre-2016</td>
<td>Fortnightly</td>
<td>All Area Account Offices</td>
<td>Yes</td>
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<tr>
<td>2</td>
<td>RPR 2016 report</td>
<td>Monthly</td>
<td>All Area Account Offices</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>NE rept</td>
<td>Monthly</td>
<td>All Area Account Offices</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Actual Expenditure Report regarding P&amp;A</td>
<td>Quarterly</td>
<td>All Area Account Offices &amp; Aos GE Offices</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>CGEIS Report</td>
<td>Yearly</td>
<td>All Area Account Offices &amp; Aos GE Offices</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Actual Expenditure Report regarding P&amp;A</td>
<td>Yearly</td>
<td>All Area Account Offices &amp; Aos GE Offices</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td><strong>Name of Section: Enng. Section</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Monthly Progress Report</td>
<td>Monthly</td>
<td>All AO Ges &amp; AAO BSOs</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>CP Voucher Report</td>
<td>Monthly</td>
<td>All AO Ges</td>
<td>Yes</td>
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<tr>
<td></td>
<td>Report Description</td>
<td>Frequency</td>
<td>Recipients</td>
<td>Completed</td>
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</tr>
<tr>
<td>3</td>
<td>DID Vr Report</td>
<td>Monthly</td>
<td>All AO Ges</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Speedy Clearance of Post Audit Objections</td>
<td>Monthly</td>
<td>All AO Ges</td>
<td>Yes</td>
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<tr>
<td>5</td>
<td>Project Bhawan Report</td>
<td>Monthly</td>
<td>All AO Ges &amp; AAO BSOs</td>
<td>Yes</td>
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<tr>
<td>6</td>
<td>Project Vishwak Report</td>
<td>Monthly</td>
<td>All AO Ges</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>Rent &amp; Allied Charges Report</td>
<td>Monthly</td>
<td>All AO Ges &amp; AAO BSOs</td>
<td>Yes</td>
</tr>
<tr>
<td>8</td>
<td>TBO Report</td>
<td>Monthly</td>
<td>All AO Ges</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Annual Audit Certificate (AAC) Report</td>
<td>Quarterly</td>
<td>All AO Ges</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>Annual review of works Expenditure (ARWE)</td>
<td>Quarterly</td>
<td>All AO Ges</td>
<td>Yes</td>
</tr>
<tr>
<td>11</td>
<td>184 points Report</td>
<td>Quarterly</td>
<td>All AO Ges</td>
<td>Yes</td>
</tr>
<tr>
<td>12</td>
<td>Annual census of MBs Report</td>
<td>Yearly</td>
<td>All AO Ges</td>
<td>Yes</td>
</tr>
</tbody>
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