

CALENDAR OF RETURNS

(Issued vide letter No. NHIII/Coord/55/82 dated 26.3.83)

7480.1

A number of periodical returns are being received in the Roads Wing from various organisations. Some periodical returns are also required to be sent by the Roads Wing to the other organisations. These returns are dealt with in the organisation at various levels. With a view to ensure that each one of these in dealt with by the concerned officers expeditiously for timely submission/disposal, a classified calendar of returns has been prepared indicating the number of returns, periodicity, time schedule for receipt and despatch and the officers who is to deal.

CALENDAR OF RETURNS

Sl. No.	Return No.	Subject	From	To	Due Date	To be dealt by	To be seen by	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.
I.	WEEKLY							
	A Incoming				Nil			
	B Outgoing							
1.	W 1 Consolidated arrears Statement		DS (R)	IWSU	Monday	—	—	—
	C Internal				Nil			
II.	FORTNIGHTLY							
	A Incoming				Nil			
	B Outgoing							
2.	F 1 Report of Important Activities/Achievements of Roads Wing for being sent to P.M.'s Secretariat		CE (Mon). To Coord Section	3rd and 17th	—	—	—	
	F 2 Statement of Important communications recd. from MPs/VIPs.		DS (R) To Coord Section	7th & 22nd	—	—		—
	C Internal				Nil			
III.	MONTHLY							
	A Incoming							
4.	M 1 Monthly Report from R.Os/E.L.Os		All ROs/ELOs To ADGs	7th	SE Concerned	CE		Important aspects to be brought to notice of ADGs/D.G.
	B Outgoing							
5.	M 2 Statement of important activities for Cabinet Sectt.		US (RM)	Coord. Section	17th	—	—	—
6.	M 3 Progress Report regarding recording indexing and weeding of old records		DS (R)	(IWSU)	7th	—	—	—
7.	M 4 Statement of Cases pending for more than a month		DS (R)	—do—	7th	—	—	—
8.	M 5 Return regarding ad-hoc appointments against Group 'A' Tech-posts		DS (R)	Coord	7th	—	—	—
	C Internal							
9.	M 6 Statement of Vacant Posts		DS (R)	DG (RD)	7th	—	—	—
10.	M 7 List of Estimates of NHs pending in the Ministry		All SEs	CE (PL)	5th	CE (PL)	ADG/DG	

	1.	2.	3.	4.	5.	6.	7.	8.	9.
IV	QUARTERLY								
	A Incoming								
11.	Q 1	D.Os from State CEs	State PWD	DG (RD)	7th of month following the Qr.	S.E.	CE/ADGs	Important aspects to be brought to the notice of DG (RD)	
12.	Q 2	Progress Report on Land Acquisition	State PWDs	Concerned Works Sec.	20th of Jan. April July and Oct.	EEs Concerned	SEs/SE (Mon) concerned	—	
13.	Q 3	Report on tender position of sanctioned works	"	"	"	"	"	"	
14.	Q 4	Report on Technical approval and Financial sanctions by the states on administrative approvals	"	"	"	"	"	"	
15.	Q 5	Progress report on Road Works	"	"	"	"	"	"	
16.	Q 6	Progress report on Bridge Works	"	"	"	"	"	"	
17.	Q 7	Report on bottlenecks	State PWDs	Concerned Works Sec.	20th of Jan. April, July and Oct	EEs Concerned	SEs/CEs/ CE (Mon)	Important aspects to be brought to the notice of ADGs/ DG	
18.	Q 8	Progressive, Expenditure Report	Controller of Accts.	Budget Section	30th April, July, Oct. & Jan.	Budget Sec.	Dir. (P&B)		
19.	Q 9	Statement of Fees Collected by State NH Bridges	Controller of Acctt. State PWD	"	"	"	"		
20.	Q 10	Consolidated Expenditure Report on NH Works	State PWD and BRDB	"	"	"	"		
21.	Q 11	Consolidated Expenditure Report on Schemes other than N.H.	"	"	"	"	"		
	B Outgoing								
22.	Q 12	List of pending cases for more than a month	All Sections	Secy.	14th Jan/April, July and Oct.	Sections	CE/DG	—	
23.	Q 13	Return showing the progress made in framing of Recruitment Rules for the various Tech. Gazetted posts	DS (R)	Coord	10th Jan, April, July and Oct	—	—	—	
24.	Q 14	Return showing pending cases regarding Pensions/GPF/DCRG/ Family Pension	"	"	15th	—do—	—	—	
25.	Q 15	Return showing the voluntary Retirement of Central Govt. employees after 20 years of qualifying service	"	"	"	—	—		

1.	2.	3.	4.	5.	6.	7.	8.	9.
26.	Q 16 Progress Report implementation of policy of reservation of vacancies for SC/ST		"	"	10th	—do—	—	—
27.	Q 17 Return regarding (Compulsory) notification of vacancies Rules 1960		DS (R)	Employment Exchange	15th	—do—	—	—
28.	Q 18 Return regarding Reservation of Physically Handicapped Persons in Gr. C&D posts/service		"	Coord Sec.	"		—	—
29.	Q 19 Report on Progress of using Hindi		DS (R)	Hindi Section (TW)	20th Jan, April, and July	—	—	—
30.	Q 20 Return reg. actual expenditure incurred in pay and other allowances of Central Government employees		"	MOF	"	—	—	—
	C Internal			Nil				
	HALF YEARLY							
	A Incoming							
31.	H 1 Report of Traffic Census	State PWD	TG Sec	30th June/ Dec.	EE (PL)	CE (PL)	—	—
32.	H 2 Return regarding Sectt. Officer deputed abroad for training under Colombo Plan etc.		DS (R)	Coord Sec.	July & Jan.	—	—	—
	C Internal				Nil			
	ANNUAL							
	A Incoming							
33.	A 1 Plant Date Sheets		State PWD	RM Sec.	20th April	EE (M)	SE (M) CE (M)	—
34.	A 2 Plant Utilisation Report		"	"	"	"	"	—
	B Outgoing							
35.	A 3 Return regarding representation of SC/ST in Services in Appendices 8 & 9		DS (R)	Coord Section	Jan. each year	—	—	—
36.	A 4 Return regarding representation of SC/ST in service appointment to the post filled by deputation or transfer		"	"	"	—	—	—
37.	A 5 Report regarding inspection of roster by Liaison Officers dealing with the subject of representation of SC/ST		"	"	"	—	—	—
38.	A 6 Report regarding Supersession of SC/ST officers in Central Services		"	"	"	—	—	—
39.	A 7 Return for posts filled by deputation for SC/ST		DS (R)	Coord Sec.	Jan. each Year	—	—	—
40.	A 8 Return regarding premature retirement of employees belonging to SC/ST		"		"	—	—	—

1.	2.	3.	4.	5.	6.	7.	8.	9.
41.	A 9 Report regarding representation of SC/ST in posts filled on ad-hoc basis		"	"	"	—	—	—
42.	A 10 Report regarding arrangement of training for Class I Officers belonging to SC/ST		"	"	"	—	—	—
43.	A 11 Report regarding representation of SC/ST in All India Services and other Central Services and other Commission of SC/ST		"	"	"	—	—	—
44.	A 12 Statement regarding de-reservation of reserved vacancies for SC/ST included in the roster for purely temporary appointments		DS (R)	Coord. Sec.	Jan.	—	—	—
45.	A 13 Statistical information regarding representation of SC/ST in posts filled by promotion		"	"	"	—	—	—
46.	A 14 Inclusion of SC/ST members in the Departmental promotion Committee/Selection Boards		"	"	"	—	—	—
47.	A 15 Inspection of rosters by Liaison Officers nominated for work relating to the representation of SC/ST in various Ministries/ Deptts. of the Govt. of India-material for report of the Commission for SC/ST Annual Reports		"	"	"	—	—	—
C Internal					Nil			