

**No. 5-3/2002-TA-II**  
**Government of India**  
**Ministry of Communications and Information Technology**  
**Department of Telecommunications**  
**20 Ashoka Road, Sanchar Bhawan, New Delhi-110001**

**Dated 24<sup>th</sup> June'2010**

**Office Memorandum**

Subject: Revised format for monthly SWR.

A revised format of SWR in which CCAs are to submit the monthly works report to HQrs Office was supplied to all the heads of CCA Offices during the All India CCA Conference held at New Delhi on 12<sup>th</sup> May'2010 for feedback and subsequent implementation. The competent authority has now decided to implement the revised format of SWR ( after taking into account the revised requirement of LF branch of this Office) with effect from 1<sup>st</sup> August'2010 and onwards.

All the Heads of CCA Offices are requested that the monthly State of Works Report (SWR) of his Office may be submitted to this office in the revised format (copy enclosed) with effect from the month of August'2010 onwards. It is also requested that all the columns of the format may be filled in with the required information, and if and where the information is 'Nil', the same should be clearly indicated in the related columns. In no case should there be any blank columns or incomplete information. This aspect may please be checked before signing the SWR by the concerned Head of the CCA Offices.

The Due date of submission of the SWR to HQrs will remain the same viz. 12<sup>th</sup> of the month following the month of Report. Thus it should be dispatched in such a way that the same is received in this office by the 12<sup>th</sup> of the month following the month of Report.

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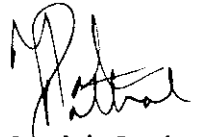
*Di (IT)*

It is reiterated that proper care be taken while filling up the various Columns of the SWR so as to exhibit the factual position of individual item of work as performance of each office will be evaluated based on the information received through this report.

Hindi version will follow.

The receipt of this OM may please be acknowledged.

**Encl: As above.**

  
**(Manish Pathak)**  
**Director (A/cs-I)**

To,

1. All heads of CCA Offices
2. Director (OL), DOT with a request to supply Hindi translation of this OM along with enclosures at the earliest possible.
3. Director (IT) with a request to put the above OM and its enclosures in the DOT website.
4. PS to Member (F)
5. PS to Advisor (F)
6. Guard File

**Government of India**  
**Ministry of Communications & I.T.**  
**DEPARTMENT OF TELECOMMUNICATIONS**  
Office of .....

**STATE OF WORK REPORT FOR THE MONTH OF -----**

**PART – I (Monthly)**

**ACCOUNTS**

1) **Pension Settlement** - of BSNL/MTNL/DOT Units

***A (i) For Superannuation cases***

ITEM	Opening Balance with		Cases due for settlement up to end of the reporting month	Cases Received vis-à-vis Col. B	Cases not received B - C	Cases for settlement with CCA A + C	Actual settlement vis-à-vis Col E	Closing Balance E - F						
	A(i)	A(ii)						B	C	D	E	F	G(i)	G(ii)
	CCA	Others											CCA	Others
Pension														
Commutation														
DCRG														
GPF Final Payment														
CGEGIS/CGEIS														

***A (ii) Details of Closing Balance Cases of Col G Above (Superannuation)***

ITEM	PERIODICITY				Total cases	Reasons for Pendency	Action taken by CCA
	Up to 2 months	2-3 months	3-6 months	Beyond 6 months			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							
Cases not received : as per G(ii)							
Grand Total							

**B (i) For VRS/Expiry cases**

ITEM	Opening Balance with CCA		Cases Received in the Month	Total balance for settlement	Actual settlement	Closing Balance	
	A(i)	A(ii)				B	C
	CCA	Others	CCA	Others			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							

**B (ii) Details of Closing Balance Cases (VRS/Expiry)**

ITEM	PERIODICITY				Total cases	Reasons for Pendency	Action taken by CCA
	Up to 2 months	2-3 months	3-6 months	Beyond 6 months			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							
Cases not received : as per E(ii)							
Grand Total							

**C (i) For Provisional cases**

ITEM	Opening Balance with CCA		Cases Received in the Month	Total balance for settlement	Actual settlement	Closing Balance	
	A(i)	A(ii)				B	C
	CCA	Others	CCA	Others			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							

**C (ii) Details of Closing Balance Cases (Provisional)**

ITEM	PERIODICITY				Total Cases	Reasons for Pendency	Action taken by CCA
	Upto 2 months	2-3 months	3-6 months	Beyond 6 months			
Pension							
Commutation							
DCRG							
GPF Final Payment							
CGEGIS/CGEIS							
Cases not received : as per E(ii)							
Grand Total							

D. No of Employees: .....

No of pensioners: .....

**E. (i) Settlement of Pensioners' Grievances**

O.B.	No. of Cases received during the month	Total (1+2)	No. of cases Settled during the month	Closing Balance	Reasons for pendency
A	B	C	D	E	F

**E. (ii) Break up of Col. E of Table E (i)**

ITEM	Below 1 month	1-2 months	3-12 months	More than 12 months	Total
	A	B	C	D	E
Pension					
Commutation of Pension					
DCRG					
GPF					
CGEGIS/CGEIS					
Leave Encashment					
Others					
Total					

**2) Pension Voucher Audit**

Vouchers From	Received up to		Audited up to		Objections issued up to		Cumulative Aount realized*
	Month	No.	Month	No.	Month	Cumulative Amount*	
Post Office							
Bank							

\* For Current Financial Year

**3) Receipts from BSNL/MTNL/Others**

	Amount of Credits Received *			Month up to which received	Schedules received up to (Months)		
	BSNL	MTNL	Others		BSNL	MTNL	Others
Pension Contribution							
Leave Salary Contribution							
GPF							
Recovery of Loans & Advances							
CGEIS / CGEGIS							

\* - Progressive figure of the year

**4) (i) Opening Balances as on 1-10-2000 received from BSNL (Amount and date of receipt)**

	Amount	Date of Receipt	No. of Circles/SSAs Completed	No. of Circles/SSAs Remaining
GPF				
Loans & Advances				

**(ii) Broad Sheets related to BSNL employees**

	Completed up to		Agreed with Schedules up to	
	For Group D	Other than Group D	For Group D	Other than Group D
GPF				
Pension Contribution				
Leave Salary Contribution				
Loans & Advances				

**(iii) Broad Sheets related to MTNL employees**

	Completed up to		Agreed with Schedules up to	
	For Group D	Other than Group D	For Group D	Other than Group D
GPF				
Pension Contribution				
Leave Salary Contribution				
Loans & Advances				

**(iv) GPF and Loans & Advances for DOT employees**

	Ledger Card Posted up to	Broad Sheet Posted up to	Reconciled Unto
GPF			
HBA			
MCA			
Others			

**(v) Settlement of Re-imbursement of GPF claims received from BSNL**

Total amount of claims with receipt date	Amount settled with Cheque/s No. & date of issue	Amount Pending	Reason for pendency
1	2	3	4

**5) (i) Bank Reconciliation**

	Entries in Cheque Register made & Agreed with Circle Abstract up to	Pairing and Listing of un-linked items & Agreement completed up to	Reasons of pendency, if any.
Drawings from Bank			
Remittance to Bank			

**(ii) Bank Reconciliation – Age Analysis**

	More than Six months		Less than Six months		Reasons of pendency
	No. of Instruments	Total Amount	No. of Instruments	Total Amount	
Drawings from Bank					
Remittance to Bank					

**(iii) Cumulative Recovery of Interest on delayed credit by Bank (Transactions since 1-10-2000)**

Sl. No.	Name of the Bank	Amount pending for Recovery (Rupees)
1		
2		

**6) Confirmation of Reserve Bank of India balances**

Month up to which Statement Received	
Month up to which balances confirmed to RBI, CAS, Nagpur. If delayed, reasons thereof	
Any abnormality noticed	

**7) Suspense items, if any**

Progress in clearance of suspense items (information as detailed in Annexure I to be furnished)	
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**8) Ledger and Journals**

Whether the Ledger and Journals are being maintained properly; and balances carried forward whenever required after construction of Trial Balance monthly	
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**9) Pension Adalats conducted**

Date of Adalat	No. of cases received	No. of cases settled	Nos. pending	Remarks

**10) Pending Audit Paras**

Type	No. of Paras raised	No. of Paras pending	No. of Paras admitted	Remarks
C&AG Paras				
DAP Paras				

**II. SUGGESTION AND REMARKS**

Any other items considered important enough by the CCA Office to be brought to the notice of the Directorate.
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**CERTIFICATE**

**Certified that the information furnished in the Report are correct to the best of my knowledge and belief.**

PrCCA / CCA

## PART – II (Quarterly)

### I. REVENUE

Type of License	No. of Licenses	Verification of deduction completed upto (Quarter of F.Y.)	Data entry in LF software upto (Quarter of F.Y.)			Assesment completed upto (F.Y.)	Remarks
			Collection	AGR statement	Bank Guarantee		
UASL							
CMTS							
NLD/ILD							
VSAT							
ISP							
ISP-IT							
PMRTS							
CMRTS							
Cap. VSAT							

### II. USO SUBSIDY

#### 1) Disbursement of USO Subsidy

Sl. No.	Claims received during the Quarter		Amount settled during the Quarter	Amount disallowed / withheld	Cumulative disbursement during the year	Cumulative amount withheld
	Name of Operator	Amount of Claim				
1						
2						
3						
Total						

#### 2) Growth in Subsidized Rural Telephony

Sl. No.	Type	Name of Operator	Nos. added during the Quarter	Total at the end of the Quarter	% change over previous Quarter	% of Total
1	VPT					
2	RCP					
3	RDEL					
4	Towers					
5	Broadband					
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#### 3) Inspections

Date of Inspection	Name of USP	Place visited	Date of Inspection Report	Remarks

### III. BUDGET & EXPENDITURE

Sl. No.	Head	Budget allotment for the year	Prop. Allotment for the Quarter	Exp. During the Quarter	Progressive Exp. In the Quarter
1	Working Exp. (3451)				
2	Pension Exp (2071)				

### IV. ESTABLISHMENT & ADMINISTRATION

#### 1) Review of Establishment

Grade	Sanctioned Strength	Working strength	Vacancy	Remarks
HAG/SAG				
JAG				
STS				
JTS				
CAO				
ACAO/JCAO				
Gr. C				
Gr. D				
Total				

#### 2) Right to Information cases

Opening Balance	No. of cases received	No. of cases disposed	Closing Balance	No. of Appeal cases

### V. SUGGESTION AND REMARKS

Any other items considered important enough by the CCA Office to be brought to the notice of the Directorate.

#### CERTIFICATE

Certified that the information furnished in the Report are correct to the best of my knowledge and belief.

PrCCA / CCA