



GOVERNMENT OF KERALA

Abstract

GENERAL ADMINISTRATION—ANNUAL ADMINISTRATION REPORTS OF DEPARTMENTS/
PUBLIC SECTOR UNDERTAKINGS/AUTONOMOUS BODIES UNDER THE GOVERNMENT—
PREPARATION AND FURNISHING OF—GUIDELINES—
REVISED—ORDERS ISSUED

GENERAL ADMINISTRATION (AR) DEPARTMENT

G. O. (P) No. 207/2014/GAD. Dated, Thiruvananthapuram, 24th July, 2014.

Read:—Circular No. 91793/AR/2007/GAD, dated 12-12-2008.

ORDER

Government vide Circular read above, had prescribed the guidelines for the preparation and submission of Annual Administration Reports of Departments/ Public Sector Undertakings/Autonomous Bodies/Institutions under the Government. It has come to the notice of the Government that, in spite of issuance of instructions every year, to mandatorily submit the Administration Reports within four months from the end of the previous Financial Year, most authorities have failed to furnish the same within the stipulated time limit.

2. Government have examined the matter in detail. Since examination of the Administration Reports of the previous Financial year/s are required by the Subject Committee of the Kerala Legislative Assembly, it was felt that the process has to be made more accountable by placing responsibility on the authorities concerned, for failure on their part to furnish the required reports in time.

GCPT 3/3153/2014/S-18.

3. Government are therefore pleased to issue revised guidelines, detailed hereunder, for the preparation and submission of Annual Administration Reports by the authorities concerned.

(a) All Departments/Public Sector Undertakings/Autonomous Bodies/Institutions under the control of Government are to furnish Annual Administration Reports to concerned Administrative Department. The Administrative Departments in the Government shall ensure that the Administration Reports of the authorities under their administrative control are prepared, reviewed, printed and issued within four months from the end of the Financial Year. The authorities concerned shall submit the Annual Administration Reports of the previous Financial Year, to the concerned Administrative Departments, well in advance, to facilitate review and publication of the same within the above time limit, under intimation to the General Administration (AR) Department.

(b) Budgetary proposals submitted during a year shall be taken up for consideration, only after a Certificate is adduced to the effect that the Annual Administration Report of the previous Financial Year, has been prepared and submitted, in time, to the concerned Administrative Department/s in the Government. (For eg:- Budgetary proposals for the Financial Year 2016-17, have to be submitted, to Government for consideration, during the Financial Year 2015-16. The same will be taken up for consideration, only if the Annual Administration Report for the Financial Year 2014-15, has been submitted to the concerned Administrative Departments in the Government within the stipulated time limit.)

(c) The maximum size of the Administration Reports (including appendices) of a major department/body may not exceed 100 pages and a minor department/body may not exceed 50 pages.

(d) The format of the Administration Report is detailed in Annexure to this Order. This is only a general inclusive format and departments/organizations may add other chapters and materials that are considered necessary for an effective presentation of the activities of the department/organization.

(e) The Administrative Departments in the Government, after review shall send 180 printed copies of the Reviewed Report to the Secretary, Legislature Secretariat, Thiruvananthapuram.

(f) Printed copies of the Reviewed Report shall also be sent to (i) The Principal Accountant General (Audit), Kerala, Thiruvananthapuram. (ii) The Director, Institute of Management in Government, Thiruvananthapuram. (iii) The Indian Institute of Public Administration, Indraprastha Estate, Ring Road, New Delhi-2 and (iv) The General Administration (AR) Department, Government Secretariat, Thiruvananthapuram.

(g) A specific officer (by designation)/Finance Officer/Accounts Officer of each Department/Institution shall be entrusted with the responsibility to ensure that the guidelines contained herein are strictly complied with, failing which, the concerned Administrative Department in the Government shall take appropriate action against the defaulters.

(h) All the Administrative Departments/authorities concerned, may, if required, reconcile the status of furnishing of Administration Reports in consultation with the Government in General Administration (AR) Department. To facilitate the purpose, General Administration (AR) Department, shall ensure that the Administration Reports received from various quarters, are promptly entered in the Administration Report Register maintained by the department, and in the event of any discrepancy, return the same to the concerned Administrative Departments in the Government for rectification of defects.

(i) Since submission of Administration Reports of Financial Years prior to 2009-10 does not serve any purpose, the authorities concerned shall ensure that backlog, if any, from Financial Year 2009-10 to 2013-14, shall be cleared within three months from the date of issuance of these guidelines.

(j) All the Heads of Departments/Public Sector Undertakings/Autonomous Bodies/Institutions under the Government and all the Administrative Departments in the Secretariat are requested to adhere strictly to the above time schedule and furnish condonation statements, if circumstances necessitate.

(k) The above guidelines shall be made enforceable for the preparation of Annual Administration Reports pertaining to the Financial Year 2014-15 and thereafter.

By order of the Governor,

E. K. BHARAT BHUSHAN,
Chief Secretary.

To

The Director, Indian Institute of Public Administration, Indraprastha Estate,
Ring Road, New Delhi-2 (with covering letter).

The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.

The Registrar, High Court of Kerala (with covering letter).

The Secretary, Legislature Secretariat, Thiruvananthapuram (with covering
letter).

Additional Secretary to Chief Secretary to Government.

All Additional Chief Secretaries/Principal Secretaries/Secretaries/Special
Secretaries/Additional Secretaries/Joint Secretaries/Deputy Secretaries/
Under Secretaries to Government.

All Heads of Departments/Public Sector Undertakings/Autonomous bodies/
Institutions under the control of Government.

All Departments/Sections in Secretariat (including Law and Finance)

Finance Department (with reference to U.O. No. 88934/Exp.B2/13/Fin. dated
16-1-2014).

The Information and Public Relations Department (Web & New Media) for
publication in the official website of the Government.

Stock File/Office Copy.

ANNEXURE

The following is the general format suggested for Administration Reports of State Government Departments and Organisations. The material may be arranged in distinct chapters under the heading shown. Each chapter may include materials relating to matters shown in bullets under suitable sub headings. This format may not be considered exhaustive and additional information considered necessary for an assessment of the functioning of the department/organization may be included under appropriate headings/sub headings. Statistical presentation, wherever necessary, may be included as appendices with cross reference to chapters/paras in the main report. At the beginning of the Administration Report, besides the name of the department, names of Ministers and Secretaries in charge of the department and the Head of Department may also be mentioned.

Introduction

- * Brief description of the department/organization, its evolution, the Government Order by which it was established mission, function etc.
- * If there are any State/Central laws governing the functioning of the department/organization it may also be specified.
- * The organisation chart of the department/board/autonomous body/institution.

Organisational set up

- * Details of department/organization showing state, regional, district, taluk level formations and institutions under its direct control and offices established outside the State.
- * Details of autonomous bodies under the control of the department and their functions.
- * Websites, addresses and phone/fax numbers of important offices and functionaries.
- * Main functions of various wings within the department/organization.
- * Establishments like offices, schools, hospitals, hostels, welfare institutions, laboratories, sales depots, colleges, farms courts, police stations, jails, training centres, check posts, etc. set up during the year.
- * Offices/Institutions wound up/abolished during the year.

Human Resources

- * Staff strengths (temporary/permanent) of various cadres and men in position (only numbers).
- * Details of employees working on contract/deputation/daily wages/as guests (only numbers).
- * Recruitments made during the year (cadre wise numbers) including compassionate appointments.
- * Retirements during the year.
- * Dismissals/retranchments during the year.
- * Details of posts/personnel transferred to local bodies.
- * Personnel sent on deputation.
- * Details of posts created/abolished during the year.
- * Supernumerary posts operated during the year.
- * Consultants engaged during the year.
- * Details of training conducted/personnel sent for training (course details and number of personnel only).
- * Awards, rewards, certificates etc. for meritorious service.
- * Disciplinary proceedings against departmental personnel.

Functioning of the Department

- * Statutory and non-statutory functions of the department/organization.
- * Acts and Rules implemented by the department/organization.
- * Statistical presentation of statutory/executive functions like inspections, assessments (tax/non-tax revenues), licenses/permits issued, acquisitions made, cases filed/disposed/pending, raids conducted, contrabands seized etc.
- * In respect of service departments statistical presentation on the various services provided, persons covered or benefited etc. to be included.
- * Details of trading and manufacturing activities carried out with relevant statistical information.

- * Brief description of major schemes implemented.
- * Achievements under various schemes/functions (eg. number of beneficiaries for each scheme, assistance disbursed etc.)
- * Schemes implemented with assistance from Government of India, World Bank, ADB or other sources.
- * Schemes implemented through other departments, autonomous bodies or other agencies of Central or State Government.
- * Details of contracts for works/purchases exceeding ₹ 10 crore (₹ 5 crore in respect of small departments) entered into by the department during the year and its position at the end of the year.
- * Details of schemes/projects/works remaining incomplete even five years after commencement with reasons.
- * Projects undertaken with private participation.
- * Work done during the year for other Government Departments, autonomous bodies, local bodies or other agencies out of funds directly deposited by them and expenditure incurred.
- * Penal action taken for deficiencies in contract/supply.
- * Details of seized vehicles, contrabands etc. lying undisposed.
- * Research studies, surveys etc. undertaken during the year.

(Mention may be made of all major activities of the department/ organization with targets, achievements and other relevant information. Wherever possible comparison with previous year is desirable)

Finances

- * Budget provisions/expenditure of the department/organization as a whole and of major plan and non plan schemes with explanation for saving/excess.
- * Expenditure under certain important categories like salary, travel expenses, subsidies, interest, publicity, consultancy etc.
- * Grants/investments/loans given to Government companies, statutory boards, local bodies, corporations, autonomous bodies, NGO's etc.

- * Total receipts of the department/organization—Receipts under important categories like various taxes, non tax revenue, penalties etc. to be given separately.
- * Pensions/ex-gratia granted to various categories.
- * Categories of PD/TP/SB accounts operated by the departmental officers and their purposes.
- * Details of outstanding AC bills and other advances.
- * Advances paid to various Government or other agencies for supplies/works that remained unadjusted at the close of the financial year.
- * Arrears of revenue at the beginning and end of the year as per the DCB under various categories (tax, non tax, loans etc.)
- * Funds transferred to Local Self Governments—General transfer and funds for various schemes.
- * Details of funds received directly by the department/organisation either from Government of India or other agencies and expenditure incurred.
- * Details of funds kept in special deposits in treasury, bank or PWD.
- * Progress in preparation of annual accounts and pro forma accounts (where applicable).
- * Details of cases of defalcation/losses detected during the year.
- * Details of write off losses or waiver of revenue during the year.
- * Progress in departmental reconciliation of accounts.
- * Details of deposits received from other departments, autonomous bodies, local bodies, other agencies lying unspent with the department/organisation at the end of the year.

Infrastructure

- * Infrastructure facilities like buildings, roads, bridges etc. costing ₹ 50 lakh or more created during the year and expenditure incurred.
- * Details of infrastructure created but not used for various reasons.
- * Instances of underutilized infrastructure.
- * Details of vehicles purchased/disposed of during the year.
- * Assets transferred to other agencies during the year.

- * Details of machinery, equipments or other assets costing ₹ 5 lakh or more purchased during the year.
- * Assets damaged or otherwise disposed of during the year.
- * Land acquired/purchased during the year.

Departmental Publications

- * Manuals, codes prepared and issued during the year.
- * Important publications brought out by the department, their prices (if priced), availability.
- * Citizens charter of the department—Give brief details in the body of the Report or give the full charter as an annexure.
- * Details of sales made during the year.
- * Publications under print.

Events

- * Adalats.
- * Important campaigns of the department/organisation during the year.
- * Seminars, conferences, workshops conducted during the year.
- * Participation in fairs, exhibitions etc.

Implementation of Right to Information Act

- * Name and addresses of Public Information Officers, Assistant Public Information Officers as well as Appellate Authorities under the Act.
- * Details of cases received, disposed, pending.
- * Penalties levied for non supply of information.
- * *Suo moto* disclosures made by the department/organisation.
- * Details of cases relating to the department/organisation pending in appeal with the State Information Commission.

Internal Control Systems

- * Details of staff used exclusively for internal audit.
- * Details of targets/achievement of inspection of offices and follow up action on inspection.
- * Details of outstanding paras in the Inspection Reports of Accountant General.
- * Audit Committee meetings conducted.
- * Details of various monitoring committees set up and brief mention of their activities during the year.

Miscellaneous Matters

- * Grievance Redressal Mechanism in the department/organization.
 - * Implementation of Official Language Act.
 - * Progress in computerization.
 - * Social/cultural activities/functions organized during the year.
 - * Awards/rewards/citations received by the department/organisation from external agencies, Government of India, non-government agencies.
 - * Details of evaluation/studies of the department/organisation by any agency/organization.
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