

स्कीम पर भारत पदों का विवरण दर्शाने वाला पत्रक

राशि रूपयों में

स्वीकृत पदों की स्थिति पद नाम सहित	पदों को देय		स्वीकृत पदों की संख्या	भरे पदों की संख्या	रिक्त पदों की संख्या	भरे पद के अनुसार देय वेतन
	वेतन	नियुक्ता द्वारा दिया जा रहा ई. पी.एफ. अंशदान				
जिला स्तर पर		कुल राशि				
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जनपद स्तर पर						
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ग्राम पंचायत स्तर पर						
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AO(NREGS)

ADSP

DPC

Admin. Exp. Estimation

(Rs. in Lakh)

District Name Admin. Activities	Last financial Year	Current financial year original estimate	Current financial year		Forth coming financial Year Admin. Exp. estimation
			Revised Estimate		
			Up to Sep.	Oct to March Total estimated current financial year Admin. Exp.	
A. IEC Activities					
B. Training Activities					
C. MIS Activities					
D. Quality supervision Activities					
E. Grievance Redressl					
F. Office Expenses					
Total					
Labour Budeget					
Scheme Exp.					
Admisseble Admin. Exp.					
Actual Admin. Exp.					
Actual admin exp.					

Section-1

Monthly Administrative exp. Reporting Format

Activities	Codes	Approved Limit	Exp. till last month	Exp. of current month	Total Exp.
A. IEC Activities					
IEC/material etc.	A1				
Advertisement./publicity/poster/Hoardings/pamphlets/community mobilisation.	A2				
Purchase of news paper & journals Etc.	A3				
Exhibition	A4				
Photography	A5				
Spreading awareness of scheme-interaction with media.	A6				
Hiring professional support of IEC	A7				
Total of A					
B. Training Activities					
Attending training/seminars and workshops in govt. institution/organisation in M.P State.	B1				
To Undertake preparation and production of training modules, training literature, pamphlets material, minor instruments equipment etc.	B2				
Hiring professional support of TRG	B3				
Total of B					
C. MIS Activities					
Purchase of computer hardware and software.	C1				
Internet connectivity	C2				
Purchase of stationery and computer consumable items	C3				
Maintenance of MIS	C4				
Hiring professional support of MIS	C5				
Total of C					
D. Quality supervision Activities					
Social audit expenses.	D1				

Section-1

Monthly Administrative exp. Reporting Format

Activities	Codes	Approved Limit	Exp. till last month	Exp. of current month	Total Exp.
To undertake still photography/video shooting/slide/transparency preparation and production and purchase of film, video cassettes, CDs, DVD, etc. and other media means for, community organization and technology through Government institutions and Non Government Organization.	D2				
Hiring professional support of social audit.	D3				
Running & maintenance of laboratories-consumable item.	D4				
Hiring professionals for technical support.	D5				
Total of D					
E. Grievance Redressl					
Ombudsman Expenditure.	E1				
Hiring professional support of Grievance redressal system.	E2				
Total of E					
F. Office Expenses					
To draw salary. Wages, and other allowances of staff./EPF Contribution.	F1				
To sanction TA/DA bills.	F2				
Telephone charges including rent and reconnection charges, Mobile bill recharge./internet/networking charges.	F3				
Water/Electricity.	F4				
Postal charges, telegram charges. Fax charges./courier.	F5				
Expenditure incurred on office building rent.	F6				
Sanction of vehicle rent.	F7				

Section-1**Monthly Administrative exp. Reporting Format**

Activities	Codes	Approved Limit	Exp. till last month	Exp. of current month	Total Exp.
POL of vehicle.	F8				
Payments to advocates for legal services (per case) where council/scheme is one party.	F9				
Payments of audit fee.	F10				
Payment of transaction fee to banks for disbursement of wages through BCM.	F11				
Printing works of NREGS prescribed forms and registers only.	F12				
House keeping such as/cleanliness/safety/.loading and unloading.	F13				
Hosting lunch/dinner/snacks for invitee VIPs, experts and delegates attending meetings.	F14				
Purchase of justified books, journals and news letters.	F15				
Purchase of stationery and computer consumable items/Photocopies.	F16				
Purchase of office material, office equipment other miscellaneous, field/office equipments and apparatus.	F17				
Maintenance/repairs of-officeequipments/machines/apparatus	F18				
-Furniture					
-Computers & peripherals					
Translation work	F19				
Printing of books, literature	F20				
Purchase of photographic equipments and projector including multimedia playears, projectors, pannels etc./Cinematic and display equipments/LCD-Audio-Visual equipments/Camera, Handicam.	F21				
Innovative items.	F22				

Section-1

Monthly Administrative exp. Reporting Format

Activities	Codes	Approved Limit	Exp. till last month	Exp. of current month	Total Exp.
To undertake pilot studies.	F23				
Total of F					
Grand Total					

Section-2

- 1 Opening balance of current financial year
- 2 Received central share in current financial year up to the present month.
- 3 Received state share in current financial year up to the present month.
- 4 Other received of current financial year up to present month.
- 5 Total availability of the funds.
- 6 Scheme exp. in current financial year up to the present month.
- 7 Admissible admin exp. as per ceiling of four percent of scheme exp.
- 8 Actual exp.

Certified that above information in correct. it has been verified

A.O.(NREGA)

ADPC

DPC