

Proforma 1

Manpower deployment

Name of the Department/DDO: Uttarakhand Subordinate Service Selection Commission

Year	Post	Sanctioned strength (SS)	Person-in-position (PIP)	Shortfall (% to col. 3)	Contractual appointment, if any	Total availability (col. 4 + 6)/ (% to col. 3)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
2015-16	12	64	5	92	13	28
2016-17	12	64	6	91	22	44
2017-18	12	64	20	69	24	69

Proforma 2

Training of manpower (Capacity building)

Name of the Department/DDO: Uttarakhand Subordinate Service Selection Commission

Year:

Category of training	Number of training courses organised		
	Requirement	Target	Conducted
(1)	(2)	(3)	(4)
e-governance programmes and IT projects			
Specialised training			
General training	01	01	01
Others			

Note: Photo copy of documents such as demands/requests received from field offices, training calendar, schedule of training/workshop, Details of slots, details of training actually organised in support of data, being collected in proforma 2 may also be obtained necessarily.

Proforma no. 3

Budget, release, expenditure (Revenue and Capital)

Name of the Department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Year: _2015-16

(Rs. in crore)

Head of account	Budget provision	Release	Expenditure	Excess (+)/Savings (-)	Details of unspent funds		Details of PLA/Bank in which unspent funds retained
					Surrender to govt.	Parked in PLA/Bank/P SU	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01-Pay	1.212	0.50	0.336	-0.142	0.142		
02-Wages	0.228	0.086	0.084	-0.002	0.002		
03-D.A.	1.298	0.58	0.600	0.00	0.00		
04-T.A.	0.08	0.02	0.0998	-0.010	0.010		
05-T.T.A.	0.003	0.00	0.00	0.00	0.00		
06-Other All.	0.244	0.11	0.083	-0.0267	0.0267		
07- Honorarium	0.08	0.04	0.032	-0.008	0.008		
08- Office Expen.	0.25	0.04	0.04	0.00	0.00		
09- Electricity Dues	0.01	0.001	0.001	0.00	0.00		
10-Water Charge	0.004	0.001	0.00	-0.001	0.001		
11- Stationary & Printing	0.05	0.060	0.060	0.00	0.00		
12-Office Furniture & Eq.	0.20	0.20	0.20	0.00	0.00		
13- Telephone Exp.	0.02	0.02	0.016	-0.003	0.003		
14-Staf Car Purchase	0.50	0.129	0.129	0.00	0.00		
15-Maintain of Veh. &POL	0.08	0.02	0.02	0.00	0.00		
16- Payment of Consultancy	0.50	0.34	0.339	-0.006	0.006		

17- Fare & Subtax	0.05	0.00	0.00	0.00	0.00		
18-Publication	0.05	0.03	0.023	-0.0062	0.0062		
19-Advertisement	0.40	0.13	0.121	-0.009	0.009		
22-Guest Exp.	0.08	0.00	0.00	0.00	0.00		
23-Secret Services	0.001	0.50	0.49	-0.0109	0.0109		
24-Major Work	6.00	0.00	0.00	0.00	0.00		
25-Minor Work	0.01	0.01	0.01	0.00	0.00		
26- Machine & Ass.	0.10	0.05	0.049	-0.006	0.006		
27-Medical Remb.	0.02	0.005	0.002	-0.002	0.002		
29- Maintenance	0.05	0.085	0.079	-0.0055	0.0055		
31-Material Suply	0.05	0.002	0.002	0.00	0.00		
42- Other Exp.	0.05	0.00	0.00	0.00	0.00		
44-Training Exp.	0.05	0.002	0.00	0.002	0.002		
45- L.T.C.	0.02	0.005	0.00	0.005	0.005		
46- Computer Hardware	0.10	0.120	0.12	0.00	0.00		
47-Computer Stationery	0.05	0.020	0.02	0.00	0.00		
Total	11.84	3.106	2.866	0.00236	0.00236		

Note: Copies of documents in support of data/information, being collected in Proforma no. 3 may also be collected.

Proforma no. 3

Budget, release, expenditure (Revenue and Capital)

Name of the Department/DDO: Uttarakhand Subordinate Service Selection Commission

Year: 2015-16

(Rs. in crore)

Head of account	Budget provision	Release	Expenditure	Excess (+)/Savings (-)	Details of unspent funds		Details of PLA/Bank in which unspent funds retained
					Surrender to govt.	Parked in PLA/Bank/P SU	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01-Pay	1.212	0.500	0.336	-0.142	0.142	N.A.	N.A.
02-Wages	0.228	0.086	0.084	-0.002	0.002		
03-D.A.	1.298	0.580	0.600	0.000	0.00		
04-T.A.	0.08	0.020	0.099	-0.010	0.010		
05-T.T.A.	0.003	0.000	0.00	0.000	0.00		
06-Other All.	0.244	0.110	0.083	-0.0267	0.0267		
07- Honorarium	0.08	0.040	0.032	-0.008	0.008		
08- Office Expen.	0.25	0.040	0.04	0.000	0.00		
09- Electricity Dues	0.01	0.001	0.001	0.000	0.00		
10-Water Charge	0.004	0.001	0.00	-0.001	0.001		
11- Stationary & Printing	0.05	0.060	0.060	0.000	0.00		
12-Office Furniture & Eq.	0.20	0.200	0.20	0.000	0.00		
13- Telephone Exp.	0.02	0.020	0.016	-0.003	0.003		
14-Staf Car Purchase	0.50	0.129	0.129	0.000	0.00		
15-Maintain of Veh. &POL	0.08	0.020	0.02	0.000	0.00		
16- Payment of Consultancy	0.50	0.340	0.339	-0.006	0.006		

17- Fare & Subtax	0.05	0.00	0.00	0.00	0.00		
18-Publication	0.05	0.03	0.023	-0.006	0.006		
19-Advertisement	0.40	0.13	0.121	-0.009	0.009		
22-Guest Exp.	0.08	0.00	0.00	0.000	0.00		
23-Secret Services	0.001	0.50	0.49	-0.010	0.010		
24-Major Work	6.00	0.00	0.00	0.000	0.00		
25-Minor Work	0.01	0.01	0.01	0.000	0.00		
26- Machine & Ass.	0.10	0.05	0.049	-0.006	0.006		
27-Medical Remb.	0.02	0.005	0.002	-0.002	0.002		
29- Maintenance	0.05	0.085	0.079	-0.005	0.005		
31-Material Suply	0.05	0.002	0.002	0.000	0.00		
42- Other Exp.	0.05	0.00	0.00	0.000	0.00		
44-Training Exp.	0.05	0.002	0.00	0.002	0.002		
45- L.T.C.	0.02	0.005	0.00	0.005	0.005		
46- Computer Hardware	0.10	0.120	0.12	0.000	0.00		
47-Computer Stationery	0.05	0.020	0.02	0.000	0.00		
Total	11.84	3.107	2.866	2.360	2.360		

Note: Copies of documents in support of data/information, being collected in Proforma no. 3 may also be collected.

Proforma no. 3

Budget, release, expenditure (Revenue and Capital)

Name of the Department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Year: _2016-17

(Rs. in crore)

Head of account	Budget provision	Release	Expenditure	Excess (+)/Savings (-)	Details of unspent funds		Details of PLA/Bank in which unspent funds retained
					Surrender to govt.	Parked in PLA/Bank/P SU	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01-Pay	1.302	1.302	0.393	-0.909	0.909	N.A.	N.A.
02-Wages	0.500	0.200	0.019	-0.005	0.005		
03-D.A.	1.357	1.356	0.646	-0.710	0.710		
04-T.A.	0.500	0.030	0.004	-0.025	0.025		
05-T.T.A.	0.010	0.010	0.003	-0.006	0.006		
06-Other All.	0.120	0.100	0.077	-0.023	0.023		
07- Honorarium	0.100	0.080	0.013	-0.067	0.067		
08- Office Expen.	0.200	0.070	0.068	-0.001	0.001		
09- Electricity Dues	0.020	0.006	0.005	0.000	0.000		
10-Water Charge	0.010	0.006	0.00	-0.006	0.006		
11- Stationary & Printing	0.150	0.055	0.034	-0.020	0.020		
12-Office Furniture & Eq.	0.300	0.110	0.049	-0.060	0.060		
13- Telephone Exp.	0.050	0.020	0.019	-0.002	0.002		
14-Staff Car Purchase	0.500	0.00	0.00	0.000	0.000		
15-Maintain of Veh. &POL	0.150	0.050	0.013	0.037	0.037		
16- Payment of Consultancy	0.750	0.100	0.096	-0.004	0.004		

17- Fare & Subtax	0.050	0.00	0.00	0.000	0.000		
18-Publication	0.100	0.050	0.045	-0.005	0.005		
19-Advertisement	0.200	0.130	0.098	-0.032	0.032		
22-Guest Exp.	0.010	0.020	0.001	-0.019	0.019		
23-Secret Services	10.000	1.365	1.240	-0.122	0.122		
24-Major Work	0.200	0.000	0.00	0.000	0.000		
25-Minor Work	0.200	0.000	0.00	0.000	0.000		
26- Machine & Ass.	0.200	0.060	0.052	-0.007	0.007		
27-Medical Remb.	0.050	0.020	0.018	-0.001	0.001		
29- Maintenance	0.100	0.060	0.059	-0.000	0.000		
31-Material Suply	0.050	0.000	0.000	0.00	0.00		
42- Other Exp.	0.050	0.020	0.018	-0.002	0.002		
44-Training Exp.	0.050	0.020	0.00	-0.020	0.020		
45- L.T.C.	0.100	0.000	0.00	0.00	0.00		
46- Computer Hardware	0.200	0.060	0.032	-0.028	0.028		
47-Computer Stationery	0.100	0.025	0.024	0.000	0.000		
Total	17.760	5.325	3.026	2.110	0.00236		

Note: Copies of documents in support of data/information, being collected in Proforma no. 3 may also be collected.

Proforma no. 3

Budget, release, expenditure (Revenue and Capital)

Name of the Department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Year: _2017-18

(Rs. in crore)

Head of account	Budget provision	Release	Expenditure	Excess (+)/Savings (-)	Details of unspent funds		Details of PLA/Bank in which unspent funds retained
					Surrender to govt.	Parked in PLA/Bank/P SU	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
01-Pay	1.300	1.294	1.293	-0.001	0.001	N.A.	N.A.
02-Wages	0.200	0.200	0.173	-0.027	0.027		
03-D.A.	0.076	0.076	0.076	0.000	0.000		
04-T.A.	0.030	0.030	0.006	-0.023	0.023		
05-T.T.A.	0.010	0.000	0.000	0.000	0.000		
06-Other All.	0.090	0.090	0.090	0.000	0.000		
07- Honorarium	0.060	0.060	0.059	0.000	0.000		
08- Office Expen.	0.060	0.090	0.090	0.000	0.000		
09- Electricity Dues	0.006	0.012	0.012	0.000	0.000		
10-Water Charge	0.006	0.000	0.00	0.000	0.000		
11- Stationary & Printing	0.080	0.080	0.035	-0.045	0.045		
12-Office Furniture & Eq.	0.050	0.050	0.049	-0.001	0.001		
13- Telephone Exp.	0.020	0.045	0.031	-0.014	0.014		
14-Staff Car Purchase	0.000	0.000	0.00	0.000	0.000		
15-Maintain of Veh. &POL	0.050	0.030	0.026	-0.004	0.004		
16- Payment of	2.200	1.550	1.550	0.000	0.000		

Consultancy							
17- Fare & Subtax	0.010	0.00	0.000	0.000	0.000		
18-Publication	0.050	0.010	0.000	-0.010	0.010		
19-Advertisement	0.180	0.100	0.0580	-0.042	0.042		
22-Guest Exp.	0.020	0.020	0.005	-0.015	0.015		
23-Secret Services	10.000	2.500	2.500	0.000	0.000		
24-Major Work	0.110	0.110	0.049	-0.060	0.060		
25-Minor Work	0.020	0.020	0.014	-0.006	0.006		
26- Machine & Ass.	0.060	0.060	0.048	-0.012	0.012		
27-Medical Remb.	0.010	0.040	0.037	-0.003	0.003		
29- Maintenance	0.090	0.090	0.063	-0.026	0.026		
31-Material Suply	0.010	0.000	0.000	0.000	0.000		
42- Other Exp.	0.015	0.015	0.015	0.000	0.000		
44-Training Exp.	0.020	0.014	0.014	0.000	0.000		
45- L.T.C.	0.010	0.000	0.00	0.00	0.00		
46- Computer Hardware	0.040	0.040	0.039	0.000	0.000		
47-Computer Stationery	0.025	0.025	0.025	0.000	0.000		
Total	14.900	6.651	6.364	0.289	0.289		

Note: Copies of documents in support of data/information, being collected in Proforma no. 3 may also be collected.

Performa 3 (i)

Nature of expenditure (object-head wise)

Name of the Department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Year: 2015-16

(Rs. in crore)

Head of account	Object head	Release	Expenditure
(1)	(2)	(3)	(4)
2051	01-Pay	0.500	0.336
	02-Wages	0.086	0.084
	03-D.A.	0.580	0.600
	04-T.A.	0.020	0.099
	05-T.T.A.	0.000	0.00
	06-Other All.	0.110	0.083
	07- Honorarium	0.040	0.032
	08- Office Expen.	0.040	0.04
	09- Electricity Dues	0.001	0.001
	10-Water Charge	0.001	0.00
	11- Stationary & Printing	0.060	0.060
	12-Office Furniture & Eq.	0.200	0.20
	13- Telephone Exp.	0.020	0.016
	14-Staff Car Purchase	0.129	0.129
	15-Maintain of Veh. &POL	0.020	0.02
	16- Payment of Consultancy	0.340	0.339
	17- Fare & Subtax	0.00	0.00
	18-Publication	0.03	0.023
	19-Advertisement	0.13	0.121
	22-Guest Exp.	0.00	0.00
	23-Secret Services	0.50	0.49
	24-Major Work	0.00	0.00
	25-Minor Work	0.01	0.01
	26- Machine & Ass.	0.05	0.049
	27-Medical Remb.	0.005	0.002
	29- Maintenance	0.085	0.079
	31-Material Suply	0.002	0.002
	42- Other Exp.	0.00	0.00
	44-Training Exp.	0.002	0.00
	45- L.T.C.	0.005	0.00
	46- Computer Hardware	0.120	0.12
	47-Computer Stationery	0.020	0.02
	Total	3.107	2.866

Note: Copies of documents in support of data/information, being collected in Proforma no. 3(i) may also be collected.

Performa 3 (i)

Nature of expenditure (object-head wise)

Name of the Department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Year: 2016-17

(Rs. in crore)

Head of account	Object head	Release	Expenditure
(1)	(2)	(3)	(4)
2051	01-Pay	1.302	0.393
	02-Wages	0.200	0.019
	03-D.A.	1.356	0.646
	04-T.A.	0.030	0.004
	05-T.T.A.	0.010	0.003
	06-Other All.	0.100	0.077
	07- Honorarium	0.080	0.013
	08- Office Expen.	0.070	0.068
	09- Electricity Dues	0.006	0.005
	10-Water Charge	0.006	0.00
	11- Stationary & Printing	0.055	0.034
	12-Office Furniture & Eq.	0.110	0.049
	13- Telephone Exp.	0.020	0.019
	14-Staff Car Purchase	0.000	0.000
	15-Maintain of Veh. &POL	0.050	0.013
	16- Payment of Consultancy	0.100	0.096
	17- Fare & Subtax	0.000	0.000
	18-Publication	0.050	0.045
	19-Advertisement	0.130	0.098
	22-Guest Exp.	0.020	0.001
	23-Secret Services	1.365	1.240
	24-Major Work	0.000	0.000
	25-Minor Work	0.000	0.000
	26- Machine & Ass.	0.060	0.052
	27-Medical Remb.	0.020	0.018
	29- Maintenance	0.060	0.059
	31-Material Suply	0.000	0.000
	42- Other Exp.	0.020	0.018
	44-Training Exp.	0.020	0.000
	45- L.T.C.	0.000	0.000
	46- Computer Hardware	0.060	0.032
	47-Computer Stationery	0.025	0.024
	Total	5.325	3.026

Performa 3 (i)

Nature of expenditure (object-head wise)

Name of the Department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Year: 2017-18

(Rs. in crore)

Head of account	Object head	Release	Expenditure
(1)	(2)	(3)	(4)
2051	01-Pay	1.294	1.293
	02-Wages	0.200	0.173
	03-D.A.	0.076	0.076
	04-T.A.	0.030	0.006
	05-T.T.A.	0.000	0.000
	06-Other All.	0.090	0.090
	07- Honorarium	0.060	0.059
	08- Office Expen.	0.090	0.090
	09- Electricity Dues	0.012	0.012
	10-Water Charge	0.000	0.00
	11- Stationary & Printing	0.080	0.035
	12-Office Furniture & Eq.	0.050	0.049
	13- Telephone Exp.	0.045	0.031
	14-Staff Car Purchase	0.000	0.00
	15-Maintain of Veh. &POL	0.030	0.026
	16- Payment of Consultancy	1.550	1.550
	17- Fare & Subtax	0.00	0.000
	18-Publication	0.010	0.000
	19-Advertisement	0.100	0.0580
	22-Guest Exp.	0.020	0.005
	23-Secret Services	2.500	2.500
	24-Major Work	0.110	0.049
	25-Minor Work	0.020	0.014
	26- Machine & Ass.	0.060	0.048
	27-Medical Remb.	0.040	0.037
	29- Maintenance	0.090	0.063
	31-Material Suply	0.000	0.000
	42- Other Exp.	0.015	0.015
	44-Training Exp.	0.014	0.014
	45- L.T.C.	0.000	0.00
	46- Computer Hardware	0.040	0.039
	47-Computer Stationery	0.025	0.025
	Total	6.651	6.364

Proforma no. 4

Transactions from Reserve funds

Name of department/DDO: __ **Uttarakhand Subordinate Service Selection Commission**

Year:

(Rs. in crore)

Name of reserve fund	Opening balance	Addition during the year	Expenditure	Closing balance
(1)	(2)		(3)	(4)
N.A.	N.A.	N.A.	N.A.	N.A.

Note: Copies of documents in support of data/information, being collected in Proforma no. 4 may also be collected.

Proforma no. 5
Scheme-wise expenditure
(In respect of Schemes/programmes of the State government)

Name of Department/DDO: __ Uttarakhand Subordinate Service Selection Commission .

Year:

(Rs. in crore)

Name of scheme/programme	Budget provision	Release	Expenditure	Saving/excess	Surrender	Transferred to PLA/Bank
(1)	(2)	(3)	(4)	(5)	(6)	(7)
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Note: Copies of documents in support of data/information, being collected in Proforma no. 5 may also be collected.

Proforma no. 5 (i)
Scheme-wise expenditure
(In respect of centrally sponsored Schemes/programmes (fully or partially funded by Gol)

Name of Department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Year:

(Rs. in crore)

Name of scheme/programme	Due to be released by		Actually released by		Expenditure out of funds received from		Unspent funds		Unspent funds kept in PLA/Bank	
	Gol	State	Gol	State	Gol	State	Gol	State	Gol	State
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)	(x)	(xi)
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Note: Copies of documents in support of data/information, being collected in Proforma no. 5(i) may also be collected.

Proforma 6 (i)

**Details of funds transferred, utilised and closing balance in respect of each PLA
(These details would be collected in respect of PLAs mentioned in Proforma 6)**

Name of department/DDO: Uttarakhand Subordinate Service Selection Commission

(Rs. in crore)

PLA name and code	Opening Balance		Receipt during the year			Expenditure		Closing balance	
			Related to the purpose for which PLA opened	Funds related to other purposes (including funds transferred from other DDOs)		Related to the purpose for which PLA opened (out of col. 2 + 4)	Funds related to other purposes (out of Col. 3 + 6)	Related to the purpose for which PLA opened	Funds related to other purposes
				Head of A/C & name of scheme from/of which funds transferred	Amount				
	Related to the purpose for which PLA opened	Funds related to other purposes (including funds transferred from other DDOs)							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Note:PLAs are opened for specific purposes under major and minor head of account, prescribed in the list of Major and Minor heads. However, it has been observed that many departments/DDOs are also keeping other types of funds in the PLAs. Apart from this, it has also been observed that in many cases, departments/DDOs are using PLA(s) of other Department/DDO, to keep their funds at the end of financial year, mainly to avoid lapses. Therefore, these vital information would be collected in the column no. 7, 8, 10 and 12 in the above table. Please specifically mention the details of head/DDO/name of scheme whose funds were transferred to PLA.

Proforma 7

Details of release and utilisation of Grant-in-Aid for last five years

Name of department/DDO: Uttarakhand Subordinate Service Selection Commission

(Rs. in crore)

Name of the grantee institution	Year	Head of account	Purpose of sanction of grant	Total expenditure of the grantee institution/recipient	Amount of Grant released	Amount of Grant utilised	Amount of unutilised grant
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

- Note:**
- (i) Expenditure should be confirmed from the UCs received from the recipient(s)/grantee institutions.
 - (ii) Whether the grantee agency (recipient) became eligible for under section 14/15 of C&AG DPC Act, 1971? If yes, whether audit of the concerned agency taken up? If yes, details of such audit may also be collected.
 - (iii) Copies of documents in support of data/information being collected in the proforma no. 7 may also be collected.

Proforma No. 8

Details of PPP projects under operation and implementation

Name of department/DDO: _ Uttarakhand Subordinate Service Selection Commission

(Rs. in crore)

Sl. No.	Name of the PPP project	Estimated cost	Concession period	Date of selection of developer	Name of developer	Government investment including land
	On-going projects	N.A.	N.A.	N.A.	N.A.	N.A.
	New projects	N.A.	N.A.	N.A.	N.A.	N.A.

Proforma no. 9

Details of Societies and NGOs involved in programme/scheme/project implementation

Name of department/DDO: _ Uttarakhand Subordinate Service Selection Commission

(Rs. in crore)

Year	Name of Society/NGO involved	Government expenditure through Society/NGO
(1)	(2)	(3)
	Society	N.A.
	NGOs	N.A.

Note: List of societies/NGOs involved in performing the activities of the department/office with all relevant details may also be collected.

Proforma 10

Reported case of fraud/embezzlement/loss/ irregularity

Name of Department/DDO: Uttarakhand Subordinate Service Selection Commission

Year	Details of cases of fraud/embezzlement/loss/irregularities reported		Total no. of cases	Details of AIR Para/DP/PA/TA in which the matter is included
	Amount (In crore)	subject matter in brief (name of programme/activity etc.		
(1)	(2)	(3)	(4)	(5)
N.A.	N.A.	N.A.	N.A.	N.A.

Proforma-11

Status of technology related controls

Name of the department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Name of the scheme/function	Total exp. Incurred during the year	Whether DBT introduced (Yes/partially/NO) <i>(If introduced partially, pl. indicate percentage exp. (against col. 2) in which it has been introduced)</i>	Whether Aadhar linking introduced (Yes/partially/NO) <i>(If introduced partially, pl. indicate percentage exp. (against col. 2) in which it has been introduced)</i>	Whether e-tendering introduced (Yes/partially/NO) <i>(If introduced partially, pl. indicate percentage exp. (against col. 2) in which it has been introduced)</i>	Whether MIS in place (Yes/partially/NO) <i>(If introduced partially, pl. indicate percentage exp. (against col. 2) in which it has been introduced)</i>	Whether online delivery of basic services to citizen put in place (Yes/partially/NO) <i>(If introduced partially, pl. indicate percentage exp. (against col. 2) in which it has been introduced)</i>	Whether Remote sensing/GIS/Crowd sourcing being used (Yes/partially/NO) <i>(If introduced partially, pl. indicate percentage exp. (against col. 2) in which it has been introduced)</i>	Whether IFMS introducing (Yes/partially/NO) <i>(If introduced partially, pl. indicate percentage exp. (against col. 2) in which it has been introduced)</i>
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Note: Copies of documents in support of information being collected in proforma no. 11 may also be collected.

Proforma no. 12

IT controls/assessment based on IT audit

Name of Department/DDO: _ Uttarakhand Subordinate Service Selection Commission

IT Controls	Strength (Strong/moderate/weak)
General control	N.A.
Application control	N.A.
Validation control	N.A.
Others	N.A.

Proforma 13

Internal audit/inspection

Name of department/DDO: Uttarakhand Subordinate Service Selection Commission

Year	Internal Audit			Percentage shortage in manpower	Inspections	No. of inspection conducted
	Whether system of internal audit existed	Audits planned	Audits conducted		No. of inspections prescribed	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Note: Copies of internal audit intimation, programme and reports may please be obtained.

Proforma 16

Assessment of controls based on performance Audits

Name of the department/DDO: Uttarakhand Subordinate Service Selection Commission

Name of the Performance audit	No. of paras involving financial regularities	Money value
(1)	(2)	(3)
N.A.	N.A.	N.A.

Proforma 17

Quality control Mechanism

Name of the department/DDO: Uttarakhand Subordinate Service Selection Commission

Whether mechanism for quality testing of supplies/services/works has been put in place in the department/office? (Y/N)	N.A.
Whether required no. of tests are being carried out (Y/N)	N.A.
Adequacy of manpower (indicate percentage shortage)	N.A.
Adequacy of equipment (Y/N)	N.A.

Note: Copies of quality test report in support of entries being made in proforma no. 17 may also be collected.

Proforma 18

Media reports

Name of the department/DDO: _ Uttarakhand Subordinate Service Selection Commission

Name of scheme/programe/activity/service	Name of the Media	Date of the media report	Nature of irregularity	Approximate financial value
N.A.	N.A.	N.A.	N.A.	N.A.