

Welcome

COMPLETION REPORTS
-V.A.PADMANABHAM,
Rtd. ADDL. DIRECTOR/CTARA

IN BRIEF

- Introduction & Significance
- Format Of CR
- Steps to be taken to draw CRs
- Problems facing drawal of CRs
- Consequences of not drawing CRs
- Ten Commandments
 - Role of Accounts

INTRODUCTION AND SIGNIFICANCE

- Completion Report- Stock Taking
- Early Drawal is important
- Record Keeping
- Continuous Monitoring
- Part CRs
- Old Works and problems
- Role of DAs
- Co-ordination & Co-operation than confrontation and conflicts

FORMAT

- Format of CR (E.1706)
- Subwork Wise
- Comparison between latest Sanction and Actual Expenditure
- Explanation for Variations
- Certificates
- Verification by Accounts
- Competency of Sanction

STEPS TO BE TAKEN

- Reconciliation of Works Registers
- Adjustments
- Final Bills
- MAS Clearance
- Discharge Liabilities
- Take Claims Provisionally
- Clear Suspense balances
- Budget

PROBLEMS FACING DRAWAL OF CRs

- No Works Registers
- Old works –no Records
- Final Bills yet to be passed
- Adjustments pending
- No Funds
- Arbitrations and Disputes
- Lethargy and Slackness
- No adequate monitoring at higher levels

PROBLEMS-CONTD

- Frequent changes in staff/Jurisdictions
- Lack of interest
- Lack of Guidance
- Large variations in Cost and Sanctions
- Non-realisation of Credits
- Vigilance Cases/Audit Objections

CONSEQUENCES OF NON-DRAWAL OF CRs

- Time element
- Excess over Estimates
- Tracing of old records
- Non-closure of Accounts
- Large No. of Works Registers
- Difficult to get funds for Old Works
- Disputes/Differences remain unresolved

ROLE OF ACCOUNTS

- Review of Works Registers
- Monitoring regularly
- Internal Check of CRs (1712-E)
- Constructive role
- Chasing of CRs
- Reporting to higher levels

TEN COMMANDMENTS

- Works Registers to be reconciled.
- Check Arbitration cases, if any
- Balances under Suspense Heads
- Part CRs
- Funds are to be asked
- Deposit Works –all Codal Provisions
- Certificates to be obtained
- Competency of Sanction
- Provisional CR and reopening
- Close Works Register at EDP after Sanction

Thank you

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