



RETURNS AND SUBMISSION IN RESPECT ESTABLISHMENT SECTION OF CIRCLE OFFICE

Sr. No.	Name of returns	To be received from Divn./Off	Date of Submit to Chief Office	Responsibility Centre in this office	Actual Date of Receipt in Circle Office					Actual date of submission to Chief Engineer
					No-I.	City	Theog	Suni	No-II	
Monthly Return Establishment Section										
38	Monthly vacancy cum charges return	10 th of every month	20 th of every month	S.O./ Mrs Meena Devi Clerk	13.4.10	8.4.10	8.4.10	5.4.10	8.4.10	Vide this office letterNo.SHC/5-11/09-10-453-54 dated 19.4.10
39	Submission of detail of all persons employed in the Deptt. Board Corp .etc .daily contract basis of regular of by any other nomenclature	10 th of every month	20 th of every month	S.O./ Mrs Sheela Thakur Clerk	20.4.10	8.4.10	21.4.10	5.4.10	19.4.10	Vide this office letterNo.SHC/5-11/09-10-567 dated 21.4.10
40	Monthly punctuality return/efficiency in administrated return	10 th of every month	20 th of every month	S.O./ Sh. J.D Chauhan & Sh. Sohan Singh Sr.Asstt	Awaited from E.D No-I.	9.4.10	8.4.10	5.4.10	7.4.10	
41	Monthly return posts of regular W/C and Nos of Apptt. made as Compassionate ground	10 th of every month	20 th of every month	S.O./ Mrs Sheela Thakur Clerk	13.4.10	8.4.10	8.4.10	5.4.10	8.4.10	Vide this office letterNo.SHC/15-4/08-9-456 dated 19.4.10
42	Monthly court	10 th of	20 th of	S.O./ Sh.R.K.	awaited	13.4.1	26.4.10	5.4.10	17.4.10	

	case return	every month	every month	Joshi	from	0				
43	Monthly RTI return	10 th of every month	20 th of every month	S.O./ Sh.R.K. Joshi	awaited from	awaited from	17.4.10	awaited from	26.4.10	
44	Updating the posts of various categories monthly return	Direct submission	-	-		8.4.10	-	5.4.10		
Quarterly Return										
45	Submission of quarterly service particulars return (field Tech) staff	-	-	-	-	-	-	5.4.10	17.4.10	Reminder issued except Suni ED to this office letter No.267-70 dt.8.4.10
46	Submission of service particulars of Addl. F/Man cum Driver/Driver									
47	Submission of service particulars return of class IV (Non-Tech) staff									
48	Updating the posts of various categories monthly return	Direct submission	-	-		8.4.10	-	5.4.10		