

# Progress Report of February 2025

Shri **Bittu** , D.A. (Probation) in mechanical division , Rampur

	Work done / Learned
<b>Budget and Expenditure</b>	<p><b>Summary:</b> Letters pertaining to budget allotment, funds allocation, additional funds requests and approval and head wise expenditure incurred.</p> <p><b>Work Done:</b> Studied and reviewed this year as well as earlier year's budget allotted, L.O.C granted and expenditure incurred.</p>
<b>Service Regulations [CCS (Conduct) Rules]</b>	<p><b>Summary:</b> Provisions relating to conduct of a Government Servant as in Central Civil Services.</p> <p><b>Work Done:</b> Read CCS (Conduct) Rules 1964 published on doptcirculars.nic.in.</p>
<b>Provisions of CAG's MSO (Administrative)</b>	<p><b>Summary:</b> Various Standing Orders regarding Recruitment, Training, Confirmation, Annual Increments, Efficiency Bar, Confidential reports, Postings, etc. of Divisional Accountants.</p> <p><b>Work Done:</b> Studied relevant topics from CAG's Manual of Standing Orders (Administrative) Volume I (Third Edition) issued by CAG of India.</p>
<b>Monthly Account</b>	<p><b>Work Done:</b></p> <ul style="list-style-type: none"><li>• Studied the online options and features relevant for generation of Monthly Account online.</li><li>• Assisted in preparation of this month's Monthly Account.</li></ul>

Sr. Divisional Accounts Officer

Mechanical division Rampur