

MOST URGENT



**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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No.AN/1/1177/RM Awards/2015

Date: 03-07-2015

CIRCULAR

To

01. The CDA, IT&SDC, Secunderabad
02. The Addl.CDA I/C, PAO (ORS) EME, Secunderabad
03. The ACDA I/C, AAO (ARMY) Vizag
04. The ACDA I/C, PAO (ORS) AOC, Secunderabad
05. The RAO (MES), Secunderabad
06. The LAO (A)/LAO (B), Secunderabad
07. The LAO (DAD), Hyderabad
08. All Sections / AOs / SAOs / GOs of Main Office.
09. All AOs GE - Secunderabad / AO CCE R&D Sec'bad / AO NCC
Dte Sec'bad.

Sub: **"Raksha Mantri Awards for Excellence" for the year 2015.**

All are aware that the Government of India has introduced Prime Minister's Awards for excellence in Public Administration in order to recognize extraordinary and innovative work done by Officers of the Central and State Governments individually, or as a group or as organizations. A similar motivation scheme had been introduced in the DAD to motivate staff and officers (up to the level of SAO) to excel in their work, which is called "Raksha Mantri Award". The parameters /guidelines enclosed along with this circular should be followed for appraising meritorious work to identity such officers/staff.

The levels and scales of awards are as under:

- a) Two Awards for the Best Official and/ or Team of Officials (Upto SAO level and including Clerks/Auditor/SA/AAO/AO/SAO would be decided and given by each Pr.Controller/Controller.
- b) 03 entries will be selected and Awards given on an all India basis by the Hon'ble Raksha Mantri from amongst the winners already short-listed by the Pr.Controllers /Controllers/IFAs/HQrs.Office.

Contd ---P/2

2. The awards will be in the form of cash Awards to be presented by the CGDA / PCDA / CDA on DAD day i.e., 1st October, 2015. The cash Award would be accompanied by a trophy duly embossed with the name of the Awardee(s) and a certificate mentioning the outstanding work done by the individual or group of individuals and a badge for each individual. The following is the cash component of the Awards:

- | | | |
|--|---|----------------|
| (a) For Awards at PCDA/CDA level | - | Rs. 7500/-each |
| (b) Raksha Mantri Awards for Excellence
(at the CGDA level) | - | Rs.15000/-each |

3. Therefore, all the Heads of Sub Offices/Group Officers of Main Office are requested to send the nominations in the format prescribed, **in soft and hard copy (03 copies)** from the Officers/groups/offices, if any, duly scrutinized to this Office by **14-07-2015** keeping in view the Parameters / guidelines enclosed along with this Circular for onward transmission of the same to Hqrs. Office for necessary action.

4. The ACDA I/C, AAO (Army) is further requested to circulate this letter to all the sub-offices located in Vizag / Bolangir under this organization and forward the nominations, if any duly scrutinized keeping in view the parameters / guidelines enclosed along with this Circular.

CDA has seen.

A 'NIL' report may also be sent.




(B. BALA JAWAHAR)
ASST. CONTROLLER (AN)

Encl: As above

Copy to:
The EDP Centre
(Local)

for uploading in the website please.


(G. JAYASURIAN NAIR)
Sr. ACCOUNTS OFFICER(AN)

Motivation Scheme for the Defence Accounts Department

I. BACKGROUND

The need for adequately motivating officers and staff at all levels of the Central and State Governments has been engaging the attention of the Government for some time. Keeping this in view, the Government of India have introduced Prime Minister's Awards for excellence in Public Administration in order to recognize extraordinary and innovative work done by officers of the Central and State Governments individually, or as a group or as organizations. A similar motivation scheme had been introduced in the DAD to motivate staff and officers to excel in their work. It has also been felt that instead of the HQrs. Office directly involving itself in the activity of nomination/ selection of individuals doing meritorious work, general guidelines could be provided to the Controllers to decide the Awards at their level while the HQrs. office makes use of the database available with the Controllers to decide the Awards at All India Level.

II. LEVELS AND SCALE OF AWARDS

2.1 It is necessary to first identify the level of admissibility of the Awards. The broad parameters governing this are as follows:

- a) Two Awards for the **Best Official and/ or Team of Officials (upto the Sr.AO level and including Clerks/ Auditor/ SA/ AAO/ AO/ SAO)** would be decided and given by each Pr. Controller/ Controller/ CFA (Fys) which will be regulated as per Annexure-I & Annexure-II enclosed.
- b) There would be 02 Awards each for main office of PCA(Fys) Kolkata & the organisation of CIA (Fys).

Note: In exceptionally deserving cases, maximum number of awards to be given by a Principal Controller/Controller etc. under 2.1(a) & (b) could be enhanced to three with the prior approval of the HQrs. office. In such cases all the three entries would have to be forwarded to the HQrs. office latest by 15th July 2015 for a decision.

(c) There would be 05 Awards for the offices under IFA set up as per distribution below :-

- (i) 2 Awards for ARMY IFAs consisting of 15 IFAs (Annexure-III) which includes BR, R&D, CIDS and their field offices.
- (ii) 2 Awards for AIR FORCE IFAs consisting of 8 IFAs (Annexure-III) and their field offices.
- (iii) 1 Award for NAVY IFAs consisting of 6 IFAs (Annexure-III) and their field offices.

Addl.CGDA (IFA) shall be the Nodal Officer to decide the Awards for the offices of IFAs, which shall be regulated as per Annexure-III enclosed.

(d) 05 Awards shall be given to the officers and staff of HQrs office upto SAO level [refer para 2.1(a)]. The distribution of Awards is:

Audit & Accounts Section	-	01 Award
Admin Section	-	01 Award
EDP Section	-	01 Award
HRD Section	-	01 Award
IFA Section	-	01 Award

Provided that the number of awards in any of these Sections could be increased to two subject to the condition that the total number of Awards remains 05.

e) **Raksha Mantri Awards for Excellence**

03 entries will be selected and Awards given on an all India basis by the Hon'ble Raksha Mantri from amongst the winners already shortlisted by the Pr. Controllers/ Controllers/ IFAs/HQrs. office.

- f) 04 Awards have been kept reserved in HQrs. office in order to adjust the same in case Principal Controllers/Controllers etc. recommend more than allotted two nominations in accordance with note below sub paras 2.1(a) & (b).

2.2.1 For Awards at Principal Controller/Controller & - Rs. 7500 each equivalent/HQrs. Office level

The Awards will be in the form of cash Awards to be presented by the CGDA/ Addl.CGDA(IFA)/ Pr. Controller/ Controller etc. on DAD Day each year. The Cash Award would be accompanied by a trophy duly embossed with the name of the Awardee(s) and a certificate mentioning the outstanding work done by the individual or group of individuals and a badge for each individual.

2.2.2 Raksha Mantri Awards for Excellence - Rs. 15000 each

The Awards will be in the form of cash Awards to be presented by Hon'ble Raksha Mantri on DAD Day each year. The Cash Award would be accompanied by a trophy duly embossed with the name of the Awardee(s) and a certificate mentioning the outstanding work done by the individual or group of individuals and a badge for each individual.

III. METHODOLOGY OF SELECTION FOR THE AWARDS

- 3.1 Selection for the best official Award would be largely based on nominations made by the immediately superior authority. Sr. Auditors/ Auditors/ Clerks etc. would be nominated by the AAO, the latter would be nominated by the SAO/ AO concerned while the SAO/ AO will be nominated by the Group Officer. For the Team of officials, recommendations will be made by the concerned Group Officer/ JCDA/ Addl CDA in the Main Office directly overseeing the functional area concerned.
- 3.2 Parameters for appraising outstanding work have been drawn up in Section IV below and are generic in nature. These are illustrative criteria pertaining specifically to departmental work. Exemplary work done in these and other

related areas should also be taken into consideration at the time of deciding the Awards. Principal Controllers/ PIFA/ Controllers/ HQrs. office are free to take into account any other relevant areas as well while considering meritorious work for the Awards. However, it would need to be ensured that the performance parameters are quantifiable so that decisions are by and large objective.

- 3.3 A Committee headed by the Addl.CDA./Addl.CFA/Jt.CDA/ Jt.CFA etc. and comprising four other officers for the Pr. Controller/ Controller level Awards, two of whom would be IDAS officers, may be nominated by the Pr.CDA/ CDA/ CFA etc. in respect of the offices listed at Annexure-I & Annexure II to assess the suitability of various individuals for the Awards. The Committee would make appropriate recommendations in the prescribed form for nomination (placed at Appendix) to the Pr. CDA/ CDA/ CFA etc., whose decision would be final. Notwithstanding the stipulation at Para 3.1, it shall be open for the Committee headed by the Addl. CDA/ Addl. CFA/ JCDA/ JCFA etc. to take cognisance of any outstanding item(s) of work done by individual(s) or teams in main office and sub-offices and make suo motu recommendations to the Pr. Controllers/ Controllers.
- 3.4 For the Main Office of PCA (Fys), the Awards may be decided by the PCA(Fys) Kolkata on the recommendations of the Committee to be chaired by CoA (Fys) and comprising three officers (atleast 2 IDAS officers). For the organisation of CIA (Fys), the Awards may be decided by the CIA (Fys) on the recommendations of the Committee to be chaired by Addl.CIA/ JCIA and comprising three officers (at least 2 IDAS officers). For offices under IFAs as listed at Annexure-III, the awards to be decided by Addl.CGDA (IFA) shall be based on the recommendations of national level Committee, comprising three IFAs nominated by the Addl.CGDA (IFA), in the prescribed form of nomination (Appendix). The senior most of the nominated IFAs shall be the Chairperson of the Committee, who shall nominate one of the other IFAs on the Committee as Member Secretary. The Secretariat for the Committee will be provided by the Member Secretary under the overall guidance of the Chairperson. The same process as in para 3.1 would be adopted for nominations and it shall be open for the Committee(s) to take cognisance of any outstanding item(s) of work done by the individuals or teams in main office and sub-offices and make suo motu recommendations to the Addl.CGDA (IFA), PCA(Fys) and CIA (Fys).

- 3.5 For the awards for Sections in HQrs. Office, following arrangement shall be made:

	AT & A/cs	IT	AN	IFA	HRD
Assessment to be made and nominations to be issued by	Committee consisting of five officers (at least three IDAS officers) to be decided by Addl. CGDA (AT-Coord)			Committee consisting of three officers (at least two IDAS officers) to be decided by Addl. CGDA (IFA)	Committee consisting of three officers (at least two IDAS officers) to be decided by Addl. CGDA (HRD)
Decision to be taken by	Addl. CGDA (AT-Coord)			Addl. CGDA (IFA)	Addl. CGDA (HRD)

- 3.6 For the Awards to be decided on an all India basis, nomination will be sent by the PCsDA/ PCA (Fys)/ CIA (Fys)/ CsDA/ CFAs/ HQrs. Office etc. to the Jt.CGDA (AN) in the prescribed self contained proforma as per Appendix enclosed by the 30th July 2015.
- 3.7 Since the Awards are to be necessarily given away on 1st October, i.e. on DAD Day each year, each PCDA/ PCA(Fys)/CDA/CFA(Fys)/ CIA (Fys)/ HQrs. Office etc. will draw up their time schedule in such a manner that the Awards for each of the categories is finalised by 15th July 2015 positively.

IV. PARAMETERS PROPOSED FOR APPRAISING MERITORIOUS WORK

- 4.1 Parameters for nominating / deciding the Awards as suggested below are illustrative and not exhaustive. The HQrs Office suggests a list of such parameters based on which the Controllers may be free to re-orient the guidelines to suit their organisations. However, the performance parameters would need to be quantifiable so that decisions are by and large objective. Some suggested parameters are as follows:

- Substantial audit objections and/ or useful financial advice leading to necessary reflection in crucial Audit Reports such as the MFAI/ IAR. If the same have led to overall system improvement, necessary note should be taken.
- Special drive leading to clearance of old outstanding demands and advances.
- Special initiatives leading to special focus on generally neglected areas of work such as record management - exceptional maintenance of files and documents viz. proper indexing, pagination, binding and stacking of records, retention of only current records, following of stipulated time schedules for retention of records etc.
- Extensive use and dissemination of information through electronic tools such as PC and WAN. Promoting greater use of such tools should be taken due note of.
- Introduction of novel interactive methods including development of appropriate software for settlement of grievances.
- Outstanding efforts in the implementation of automated systems in the Department. Notable contribution by programmers in the EDP side, especially in generating workable software.
- Special efforts undertaken in training and O&M matters such as developing innovative training modules, audio visual and distance learning packages, compilation of rules, regulations and executive instructions etc.
- Remarkably original innovations/ ideas for improvement in functions.
- Best course designs/ course materials.
- Extraordinary work done in the sphere of clearance of suspense accounts, settlement of DID schedules etc.
- Successful implementation of EDP packages on the Factories accounts side leading to more accurate estimates being worked out in respect of factory accounts and superior audit practices being adopted.
- Outstanding performance studies leading to substantial issues being raised.
- Some parameters for IFA offices are proposed as under:
 - Expenditure clearance of proposals for procurement.
 - Critical examination of the expenditure proposals.

- Application of Rules, Regulations and procedures while examining the expenditure proposals.
- Transparency in the working.
- Responsiveness to the needs of the clients.
- Savings achieved as a result of Financial Advice during examination of proposals.

4.2 Due recognition needs to be given to outstanding performance in any of the above areas, particularly in hard stations. Officers and staff involved in detecting and preventing frauds and/ or achieving substantial savings would also be given due recognition. The high achiever(s)/ awardee(s) may be given appropriate attention by their profile being reflected in departmental publications, websites etc. While making recommendations to the Pr Controller/ Controller/ Principal IFA, the Committee will ensure that the individual(s) recommended are clear from the vigilance angle, maintain satisfactory public conduct and have a clean image. The ACRs of the individuals should be above general benchmarks and they must be regular as well as punctual in attendance.

DAD AwardsNomination Form

For the year _____

1. Area under which the nomination is being made (Please tick ✓)

- Implementation of Innovative Scheme/Projects.
- Bringing perceptible systemic changes and building up institutions.
- Making public delivery systems efficient and corruption free.
- Showing innovation and adaptation to meet stakeholders' requirements.
- Setting high standards of services and continued improvement, showing high leadership qualities and improving employee motivation etc.

2. Details of the Nominee (s):

(a) Name of the individual (s) responsible (Dr./Mr./Ms.)

(b) Name of the office:

(c) Complete Postal Address (with pin code):

(d) Contact details:

Phone No.

Fax No.

e-mail ID

Mobile Phone No.

3. Title of the specific initiative/project for which this nomination is being made:

4. To which of the following positive outcomes has the Project/Initiative contributed significantly? (Please tick)

- Transparency
- Accountability
- Responsiveness
- Consistency, Equity and/or equality of opportunity
- Uniformity and standardization
- Operational convenience and ease
- Transformation of administration
- Simplification of procedures and processes
- Showcasing of best practices

- ❑ Promotion of team work
- ❑ Better quality of service
- ❑ Target-surpassing in terms of quality and quantum of results and timeliness
- ❑ Introduction of a unique idea or a distinctively new approach
- ❑ Good governance
- ❑ Facilitating ICT –enabling/E-Governance
- ❑ Creating productive assets of lasting nature
- ❑ Increased efficiency (Reduced time and/or cost of service delivery and/or improved quality and quantum of output)
- ❑ Reduced corruption
- ❑ Government Process Re-engineering/Re-vitalization.

Important

Attach a narrative of the Project/Initiative (NOT MORE THAN 500 WORDS), clearly bringing out the following:

- Background
- Priorities and purposes
- Strategies adopted
- Innovative methods used
- Period/duration of the Project Initiation/Implementation
- Outcomes/Changes resulting from the Project/Initiative
- Exceptional achievements (In substantiation of each of the chosen/ticked outcomes listed above, provide a descriptive note of not more than 50 words)
- Role/nature of involvement of the nominee in the Initiative/Project
- Sustainability.

In addition to the above narrative, a **self contained note** in bulleted form (**for brochure**) in not more than 100 words may also be attached.

Important Notes on the Award Scheme:

- (a) This Award is open to DAD officials up to the level of Sr. AO and includes AOs/AAOs/Senior Auditors/Auditors/Clerks etc., serving in the DAD.

- (b) The Initiative/Project should be in successful implementation for at least one (01) year as on date of nomination.
- (c) For Awards to be decided by the CGDA, nominations may be made in the format prescribed above, in soft and hard copy form (3 copies) and mailed directly to the following address:

Joint CGDA (Admin)

Phone : 011-25674810

Fax : 011-25674806, 25674821

- (d) Nominations should reach on or before 30th July 2015.
- (e) Nominations with incomplete data or sketchy details and not supported by authenticated documentation as specified herein, are liable to be rejected.
- (f) In all matters of this Award Scheme, the decision of the Controller General of Defence Accounts/ Additional Controller General of Defence Accounts/Principal Controller/ Controller/ Chief Internal Auditor (Fys), as the case may be, would be final and binding.
- (g) Canvassing in any form will be a distinct disadvantage.
