

**MOST URGENT**



**OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
No.1, STAFF ROAD, SECUNDERABAD-500009**

**TELE: 040-27843385**

**FAX:040-27817275**

No.AN/1/1177/RM Awards/2016

Date: 30-06-2016

**CIRCULAR**

To

01. The CDA, IT&SDC, Secunderabad
02. The Addl.CDA I/C, PAO (ORS) EME, Secunderabad
03. The Officer 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/S'Lanka/E' mailaram

Sub: **"Raksha Mantri Awards for Excellence" for the year 2016.**

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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.

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2. The awards will be in the form of cash Awards to be presented by the CGDA / PCDA / CDA on DAD day i.e., 1<sup>st</sup> October, 2016. 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:

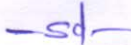
- (a) For Awards at PCDA/CDA level - Rs. 7500/-each
- (b) Raksha Mantri Awards for Excellence - Rs.15000/-each  
(at the CGDA level)

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 **14-07-2016** 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 Officer I/C, AAO (Army) is further requested to circulate this letter to all the sub-offices located in Vizag under this organization and forward the nominations, if any duly scrutinized keeping in view the parameters / guidelines enclosed along with this Circular.

A 'NIL' report may also be sent.

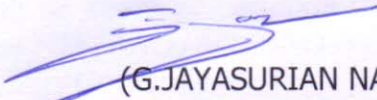
**CDA has seen.**

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

Encl: As above

Copy to:  
The EDP Centre  
(Local)

for uploading in the website please.

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