
	<p>कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद.09 - OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS NO.1, STAFF ROAD, SECUNDERABAD - 500 009 (ई-मेल/email: secd-iasn-cda@nic.in) दूरभाष/PHONE: 040-27843385 फेक्स/FAX:040-27817275</p>	
-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

MOST IMPORTANT CIRCULAR

सं/NO. IA/I/1204/MPR/2023-2024/NEW

दिनांक/ Date: 24 .04.2023

To

1. The Officer (I/C), PAO(ORs) EME, Secunderabad
2. The Officer (I/C), PAO(ORs) AOC, Secunderabad
3. The Officer (I/C) AAO (Army) Visakhapatnam
4. RAO(MES) Visakhapatnam 5. All AOs GE in Visakhapatnam
6. LAO (A) Secunderabad 7. LAO (B) Secunderabad
8. LAO (C) Hyderabad 9. RAO (MES) Secunderabad
10. All AOs GE in Hyderabad and Secunderabad
11. All Sections in Main Office.

Sub: Timely submission of Key Performance Indicators (KPIs) Report – Reg
 Ref: This office letter no. IA/I/1251/Gen.Corr/Vol V dt. 21.03.2023

Please refer to this section's letter cited above, wherein the introduction of new report i.e, Key Performance Indicators (KPIs) by HQrs. Office and the due date for submission of the report was circulated/intimated.

In this connection, a format has been devised for furnishing the details relevant for KPI by the sections of the main office and sub-offices which will be forwarded by mail separately. Accordingly the particulars may be filled in the respective columns and the report completed in all respects duly seen by the Incharge/Group officer of the concerned section/office, may be forwarded to IA cell through e-mail at secd-iasn-cda@nic.in, latest by the 1st working day of the following month positively.



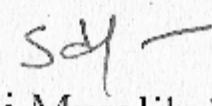
(M Subhash Kumar)

Asst. Controller (IA)

Copy to :

The AO (EDP) : for information and upload to the website.

Local



(B Lakshmi Muralikrishna)

Sr. Accounts Officer (IA)



कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद - 009
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
No.1, STAFF ROAD, SECUNDERABAD-500009
(ई-मेल/Email:secd-iasn-cda@nic.in)
दूरभाष/TELE: 040-27843385 फैक्स/FAX:040-



अति महत्वपूर्ण परिपत्र

सं. IA/I/204/MPR/2023-2024/NEW

दिनांक: 24.04.2023

सेवा में,

1. प्रभारी अधिकारी, वे.ले.का. (अ.श्रे) ई.एम.ई., सिकंदराबाद ।
2. प्रभारी अधिकारी, वे.ले.का. (अ.श्रे) सेना आयुध कोर, सिकंदराबाद ।
3. प्रभारी अधिकारी, क्षे.ले.का. (थलसेना), विशाखापट्टणम् ।
4. आं.ले.प.का. (एम.ई.एस.) विशाखापट्टणम्
5. विशाखापट्टणम् स्थित सभी ले.अ., जी.ई.,
6. स्था.ले.प.का. (ए) सिकंदराबाद
7. स्था.ले.प.का. (बी) सिकंदराबाद
8. स्था.ले.प.का. (सी) सिकंदराबाद
9. आं.ले.प.का. (एम.ई.एस.), सिकंदराबाद
10. हैदराबाद/सिकंदराबाद स्थित सभी ले.अ., जी.ई.
11. मुख्य कार्यालय के सभी अनुभाग

विषय: मुख्य निष्पादन संकेतक (KPIs) रिपोर्ट समय पर भेजने के संबंध में ।

संदर्भ: इस कार्यालय का दिनांक 21.03.2023 का पत्रांक IA/I/1251/Gen.Corr/Vol.V.

इस अनुभाग के उपरोक्त पत्र का अवलोकन करें जिसमें मुख्यालय कार्यालय द्वारा एक नई रिपोर्ट यथा मुख्य निष्पादन संकेतक (KPIs) रिपोर्ट को प्रवेशित करने और रिपोर्ट को भेजने की अंतिम तारीख के संबंध में सूचित/परिचालित किया गया था ।

इस संबंध में, मुख्य कार्यालय के सभी अनुभागों तथा अधीनस्थ कार्यालयों द्वारा KPI रिपोर्ट में आवश्यक विवरण भरने हेतु एक प्रपत्र को तैयार किया गया है जिसे ई-मेल द्वारा अलग से भेजा जाएगा। तदनुसार, संबंधित कॉलमों में आवश्यक सूचना भरकर और संबंधित अनुभाग/कार्यालय के ग्रूप अधिकारी/प्रभारी अधिकारी द्वारा अनुमोदन के उपरांत आं.ले.प. अनुभाग को अगले महीने के पहले कार्य-दिवस पर यह रिपोर्ट ई-मेल (secd-iasn-cda@nic.in) द्वारा भेज दी जाए ।

(एम. सुभाष कुमार)

रक्षा लेखा सहायक नियंत्रक (प्रशा)

प्रतिलिपि:

लेखा अधिकारी,

आई.टी. अनुभाग (स्थानीय) : वेबसाइट में अपलोड करने हेतु

(बी. लक्ष्मी मुरलीकृष्णा)

वरिष्ठ लेखा अधिकारी (प्रशा)

Sections : Engg /Stores/GeM/Misc

Sl.No.	Area	O B	RECEIVED	TOTAL CLEARED IN THAT	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
1	3rd Party Bills (Non-DAD)							NA	NA		
2	Personal claims (Non-DAD)						NA		NA		
3	GeM Bills (Non-DAD)							NA	NA		
4	MSMEs/CPSEs bills							NA	NA		
5	Ordinary letters						NA	NA			
6	Special letters						NA		NA		
7	CGDA Hqrs reference						NA	NA			

8	Clearance of S&S imprest :										
a.	No. of cash account received & accounted for within 45 days of the month closed				:						
b.	Total no. of imprest account released in that month ---										

**NA : Not applicable

Sections : Admin I /Admin II/Admin III

SL. NO.	Area	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
Part I											
1	3rd Party Bills (Non-DAD)							NA	NA		
2	Personal claims (DAD)						NA		NA		
3	Ordinary letters						NA	NA			
4	Special letters						NA		NA		
5	CGDA Hqrs reference						NA	NA			
Part II											
6	GeM procurement (DAD) :										
a	total procurement through GeM in the mont -										
b	total procurement in a month -										
c	percentage of procurement through GeM -										
Part III											
7	DAD Projects (AN-III) Details to be furnished as per Annexure E										

**NA : NOT APPLICABLE

Section : Admin Pay

SL. NO.	AREA	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable
1	Personal claims (DAD)						NA		NA	
2	Ordinary letters						NA	NA		
3	Special letters						NA		NA	
4	CGDA Hqrs reference						NA	NA		

**NA : NOT APPLICABLE

Remarks

--

--

--

--

--

Sections : Pay/ Transport/Medical/Single Window

SL. NO.	AREA	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
1	Personal claims (Non-DAD)						NA		NA		
2	GeM Bills (Non-DAD)							NA	NA		
3	MSMEs/CPSEs bills							NA	NA		
4	Ordinary letters						NA	NA			
5	Special letters						NA		NA		
6	CGDA Hqrs reference						NA	NA			

**NA : NOT APPLICABLE

Sections : Accounts

SL. NO.	AREA	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
PART I											
1	Ordinary letters						NA	NA			
2	Special letters						NA		NA		
3	CGDA Hqrs reference						NA	NA			

PART II											
4	RBI reconciliation with SBI payment :										
a	Total monthly figure reported by RBI ---										
b	total compilation under code head 2100 ---										

5	SBI CMP booking amount :										
a.	total figure reflected in compilation ---										
b.	Monthly figure reported in DMS by SBI ---										

Sections : Hindi cell/Legal/ECHS/O&M/Fund/IA/D/NPS

SL. NO.	AREA	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
1	Ordinary letters						NA	NA			
2	Special letters						NA		NA		
3	CGDA Hqrs reference						NA	NA			

*NA : NOT APPLICABLE

Section : PBOR Sn/RTI/Complaints/CPGRAMS/CPO

SL. NO.	AREA	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
Part I											
1	Ordinary letters						NA	NA			
2	Special letters						NA		NA		
3	CGDA Hqrs reference						NA	NA			
4	Grievance :										
a	CPGRAMS						NA	NA			
b	Non-CPGRAMS						NA	NA			
5	RTI										
6	CPO										

Part II

7	Appeal against Grievance	
a.	Total no. of appeal raised in the month =	
b.	Total no. of Grievance received in that month=	
c.	percentage of Grievance settled in the month =	

*NA : NOT APPLICABLE

Office : AO GEs

SL. NO.	Area	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	remarks
1	3rd Party Bills (Non-DAD)							NA	NA		
2	Personal claims (Non-DAD)						NA		NA		
4	GeM Bills (Non-DAD)							NA	NA		
5	MSMEs/CPSEs bills							NA	NA		
6	Ordinary letters						NA	NA			
7	Special letters						NA		NA		

*NA : NOT APPLICABLE

Office : RAOs & LAOs

SL. NO.	AREA	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
Part I											
1	3rd Party Bills (Non-DAD)							NA	NA		
2	Personal claims (Non-DAD)						NA		NA		
4	GeM Bills (Non-DAD)							NA	NA		
5	MSMEs/CPSEs bills							NA	NA		
6	Ordinary letters						NA	NA			
7	Special letters						NA		NA		

Part II											
10 Progress of Audit objections :											
a. Total audit objections raised in 90 days=											
b. Audit objections converted in MFAI=											

*NA : NOT APPLICABLE

Office : PAOs

SL. NO.	Area	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
Part I											
1	Personal claims (Non-DAD)						NA		NA		
2	Personal claims (DAD)						NA		NA		
3	Ordinary letters						NA	NA			
4	Special letters						NA		NA		
5	CGDA Hqrs reference						NA	NA			

Part II											
6	GeM procurement (DAD) :										
a	total procurement through GeM in the month										-
b	total procurement in a month										-
c	Percentage of procurement through GeM										-

Part III											
7 Performance of PAOs : details as per annexure D											

*NA : NOT APPLICABLE

Office : BSOs

SL. NO.	Area	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
Part I											
1	Ordinary letters						NA	NA			
2	Special letters						NA		NA		
3	CGDA Hqrs reference						NA	NA			
Part II											
4	Recovery of Rent & allied charges										

*NA : NOT APPLICABLE

Office : AAO (Army) Visakhapatnam

SL. NO.	AREA	O B	RECEIVED	TOTAL CLEARED IN THAT MONTH	C B	OD	CLEARED IN 7 DAYS	CLEARED IN 15 DAYS	CLEARED IN 30 DAYS	Rank as per scoring matrix as applicable	Remarks
1	3rd Party Bills (Non-DAD)							NA	NA		
2	Personal claims (Non-DAD)						NA		NA		
3	Personal claims (DAD)						NA		NA		
4	GeM Bills (Non-DAD)							NA	NA		
5	MSMEs/CPSEs bills							NA	NA		
6	Ordinary letters						NA	NA			
7	Special letters						NA		NA		
8	CGDA Hqrs reference						NA	NA			

Part II	
9	GeM procurement (DAD) :
a	total procurement through GeM in the month =
b	total procurement in a month =
c	Percentage of procurement through GeM =
10	Clearance of S&S imprest :
a.	No. of cash account received & accounted for within 45 days of the month closed :
b.	Total no. of imprest account released in that month ---

*NA : NOT APPLICABLE