

By Mail/Help line only

Most Important Circular

 <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: aomsec.dad@hub.nic.in दूरभाष/PHONE: 040-27843385 फैक्स/FAX:040-27817275</p>	 <p>15 YEARS OF CELEBRATING THE MAHATMA</p>
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No.O&M/I/6862/QAR/Vol-I/2021-2022

Dated /04/2021

4-5-2021

TO

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|---|---|
| 1. Smt.K.Sangeeta,IDAS,
DCDA (Main Office) | 1. Shri Premsagar Meena,IDAS,
DCDA , PAO (ORs) EME, Sec'bad |
| 2. Smt.S.Vatsala,IDAS,
ACDA (Main Office) | 2. Shri A.Venkata Ramana,IDAS,
ACDA , Area Accounts Office,Vizag |
| | 3. Smt. G.Dhanalaxmi,IDAS,
ACDA, PAO (ORs) AOC, Secunderabad |

Subject: Personal Targets in respect of Regional Controllers – Distribution thereof to
The Heads of Sub-offices headed by IDAS officers and GOs in Main office.

The undersigned has been directed to inform that the targets as mentioned in **Annexure-A** have been assigned by HQrs office to the CDA for the Financial Year 2021-2022.

2. In order to achieve the desired progress on these targets in respect of organization as a whole, the same have been assigned by the CDA to the Heads of PAOs, ACDA I/c, AAO(Army), Vizag and to the Group Officers in Main Office.
3. As per HQrs. directions, the suggested percentage of achievement for 1st quarter is 25%, 2nd quarter is 50%, 3rd quarter is 75% and for 4th quarter – 100%. The Controller has to render a Quarterly Achievement Report on these targets in prescribed format duly self assessed addressed to Addl.CGDA and should reach the HQrs. Office by **10th of the month following the quarter.**
4. In view of the above, all the GOs in Main office and Heads of PAOs, ACDA I/c, AAO(Army) Visakhapatnam are requested to bestow their personal attention on these Targets and achieve the desired results as directed by HQrs. Office. This communication may be handed over to their successors in case of change of charge on account of transfer, promotion or retirement etc. In case of re-distribution of groups allotted to them, the relevant portion of the targets may be re-assigned to the new incumbent.

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5. Therefore it is requested to intimate the progress achieved in your respective areas of work for Q.E.06/2021, 09/2021, 12/2021 and 03/2022 so as to reach this office on 01-07-2021, 01-10-2021, 01-01-2022 and 01-04-2022 positively for timely rendering of the consolidated report to HQrs. Office.

This issues with the approval of CDA

The receipt of this letter may please be acknowledged.

Encl: as above.

(एस वत्सला, भा.र.ले.से.)

(S. VATSALA ,IDAS.)

सहायक नियंत्रक/Asst.Controller

Copy to

1	All SAOs/AOs of Main Office and Sub-Offices Local and Visakhapatnam	The progress on the respective targets may be forwarded to O&M Cell with the approval of G.O by 1 st of the month following the quarter without fail.. The status will be discussed in the Monthly Conferences.
2	The SAO I/C E – Section Accounts Section, IA Section.	The relevant data may be obtained from all the AOsGE/AAOBSO under the jurisdiction of CDA, Sec'bad and a consolidated report may be forwarded with the approval of G.O concerned.
3	All AOsGE/AAOBSO Secunderabad/Hyderabad Visakhapatnam	The requisite data on the targets may be forwarded to relevant Section in Main office before prescribed dates to enable them to prepare a consolidated report.
4	The Officer i/c, AAO (Army) Visakhapatnam	The progress on the targets mentioned in Annexures may be forwarded to O&M Cell as per para 5 above.
5	The Officer I/c LAO(A) LAO(B) LAO(DAD) Secunderabad/Hyderabad RAO(MES) Secuderabad/Vizag	In addition to the above targets, please refer this office circular NO.IA/Gen/Corr/2017, dated 22/05/2017 regarding status of Audit of service books in respect of defence civilians would now form part of the QAR to PCsDA/CsDA. Please forward necessary report for inclusion in the ensuing QARs.

(बी (लक्ष्मी मुरलीकृष्ण(.

(B.Lakshmi Muralikrishna)

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Senior Accounts Officer (O & M)

Annexure-A
Approved Targets for the year 2021-2022
CDA, Secunderabad

S. N.	Target for F.Y.2021-2022 in respect of CDA Secuderabad	Re-distributed to
1	(a) To formulate a year long plan for implementation of Raj Bhasha Policy of the GOI. (b) Raj Bhasha inspection of the sub-offices and sections of Main Offices	GO(AN) Hindi Cell
2	Implementation of SWATCHH BHARAT ABHIYAN, weeding out of old Records, Cleanliness of Offices and Surroundings	GO(AN)
3	Disposal of all the Complaints and Grievances within a stipulated time of 60 days under intimation to the complainant. (In terms of Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Deptt of Administrative Reforms and Public Grievances letter No. K-11019/12/2013-PG, dated 10 th December 2014	GO (AN) GO(E) Heads of all PAOs ACDA I/c, AAO Army Vizag
4	GeM Bills to be cleared within 10 days of Receipt. (In terms of Govt. of India, Ministry of Finance, Deptt of Expenditure (PP Division) letter No. F.6/18/2019-PPD, dated 3 rd July 2020	GO GeM Cell GO(IT) GO(AN) Heads of all PAOs ACDA I/c, AAO Army Vizag
5	Clearance of Bills in respect of MSMEs and CPSEs within 45 days. (As per Cabinet Secy. D.O. Letter No. 601/1/2/2020-CA.V, dated 26 th May 2020 circulated under this HQrs. Office Important Circular No. Coord/13002/Misc. dated 18-06-2020.	GO AN, GO Stores/M/E & IT sections. Heads of all PAOs, ACDA I/c., AAO Army Vizag
6	(a) Close monitor of Defence Expenditure vis-à-vis Budgetary Allocations/Cash Assignment to avoid excess expenditures (b) Expenditure under DAD heads to be kept within the Monthly/Quarterly ceiling and allocations	GO Accounts
7	100% clearance of SBI CMP payments/Rejections under Head 93/020/91.	GO (AN) GO Accounts.
8	100% Clearance of outstanding adverse/suspense balances for the current period.	GO Accounts
9	25% clearance of outstanding DIDs in each quarter.	GO Accounts
10	Digitalization of all Contract Agreements in Main Offices of PCDA/CDA concluded by various CEs/CWEs/GES.	GO 'E' Section
11	Updation of Personal Information System (PIS) including Family details of DAD Employees along with nomination in 'TULIP' to the extent of 100%.	GO(AN) GO(IT)
12	For PAOs	Heads all of PAOs GO(ORs Cell)
(a)	To ensure 100% processing of Dos II in the same month of receipt.	
(b)	TA/DA/LTC Advance Adjustment/Luggage Claims/Fund Withdrawals are to be processed within 15 days of receipt and there should not be any such claim pending for more than a week at the time of monthly closing of accounts	
©	To ensure implementation of Provisonal FSA and Misc. FSA cases (other than regular) within stipulated time frame	

[Signature]
SAO(O&M)