



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
NO.1 STAFF ROAD, SECUNDERABAD-500 009  
TELEPHONE NO.040-27843385, FAX NO.040-27817275



No AN/1/1177/Awards

Date: 17.06.2025

**CIRCULAR**  
**(Through Website)**

1. The CDA(ITSDC), AOC Compound, Secunderabad
2. The Officer i/c, PAO (ORs) EME, Secunderabad
3. The Jt. CDA i/c PAO (ORs) AOC, Secunderabad
4. The ACDA i/c, AAO (Army), Visakhapatnam
5. All Sub-Offices of CDA Sec-bad located in Sec-bad/ Hyd/Suryalanka/Vizag/Tirupathi/Bapatla
6. All GOs/SAOs of Main Office
7. The Sr. Dy. IFA i/c, IFA 43/44 ED, AF Stn Hakimpet
8. The SAO/AAO i/c, Sparsh Service Centre Hyderabad/Secunderabad/Visakhapatnam

**Sub: "Defence Accounts Department Awards for Excellence" for the year 2025 – Reg.**

**Ref: HQrs letter No.AT- Coord/13005/RM Award/2025 dated 03.06.2024**

\*\*\*\*\*

HQrs office vide their letter quoted above have notified the Awards Scheme for Defence Accounts Department for the Year 2025. The award Scheme for the Defence Accounts Department has been revised in 2023. Motivation Awards, which were earlier, awarded at PCDA/CDA and equivalent level will now be decided centrally awarded by HQrs office. As per revised Scheme, the Defence Accounts Department Awards for Excellence-2025 are as under:

- a. **Raksha Mantri Awards for Excellence:** Three awards are to be presented by Hon'ble Raksha Mantri on DAD Day.
  - b. **CGDA Awards for excellence:** Ten awards are to be presented by Hon'ble CGDA on DAD day, one award each in following categories.  
(1) Accounts; (2) Audit; (3) IFA; (4) Human Resource (Include Training);  
(5) Information Technology; (6) Pension; (7) Best Office; (8) Best DAD Employee;  
(9) Best Team Efforts; (10) Best Innovation.
2. The awards will be admissible to the Official and/or Team of Officials up to the Sr AO level and including Clerks, Auditor, Sr. Auditors, AAO & SAO. The team should not be consisting more than 10 officials. A committee headed by the Hon'ble CDA will make appropriate recommendations in the prescribed form for nomination to the CGDA HQrs office.
  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 copy and hard copy by **28<sup>th</sup> June, 2025**. All nominations received before due date will be placed before the Committee to be formed for the purpose.
  4. The Officer i/c AAO (Army) vizag is further requested to circulate this letter to all sub-offices located in Visakhapatnam under this organisation and forward the nominations, duly scrutinized keeping in view the parameters/guidelines specified in the Hqrs letter.

Encl: As above

Copy to:

1. The IT Section (Local):

-----For uploading in the website please

DCDA (AN)

Sr. Accounts Officer (AN)



हर काम देश के नाम  
**रक्षा लेखा महानियंत्रक**  
उलान बटार रोड, पालम, दिल्ली छावनी-110010

**CONTROLLER GENERAL OF DEFENCE ACCOUNTS**

Ulan Batar Road, Palam, Delhi Cantt. - 110010

Phone: 011-25665734/32

Fax: 011-25674806

email: [atcoord.cgda@nic.in](mailto:atcoord.cgda@nic.in)



1947 TO 2047

**AT-Coord/13005/RM Award/2025**

**Date: 16<sup>th</sup> June, 2025**

To,

All PCsDA/PIFAs/CsDA/IFAs

**Subject: "Defence Accounts Department Awards for Excellence" for the year 2025.**

Please find enclosed a detailed "Awards Scheme for the Defence Accounts Department" for the year 2025.

2. It is intimated that the Awards Scheme for the Defence Accounts Department was revised in 2023. Motivation Awards, which were earlier awarded at PCsDA/CsDA and equivalent level, will now be decided centrally by HQrs office. As per the revised scheme, the Defence Accounts Department Awards for Excellence-2025 are as under:

Sl. No.	Type of Awards	Total Number	Amount (Rs.)
1.	Raksha Mantri Awards for Excellence	03	40,000 each
2.	CGDA Awards for Excellence	10*	20,000 each
* 1 Award each in following categories :			
i) Accounts		vi) Pension	
ii) Audit		vii) Best Office	
iii) IFA		viii) Best DAD Employee	
iv) Human Resource (Include Training)		ix) Best Team efforts	
v) Information Technology		x) Best innovation	

3. The process of selecting nomination(s) for the year 2025 at the level of Principal Controllers/Controllers and equivalent may be completed and the following may please be forwarded both in hard copy and soft copy through email at [atcoord.cgda@gov.in](mailto:atcoord.cgda@gov.in) :

- Nomination Form in the prescribed format as per Appendix 'A' of the scheme.
- Recommendation of Committee as per Appendix 'B' of the scheme .
- Write up on the Project/Initiative (in not more than 500 words).
- Citation/write up of project/work done (in not more than 100 words for brochure).
- Bio data and two passport size photographs of the nominee(s).

4. All Principal Controllers/Controllers and equivalent are advised to emphasize that the selection criterion for award may be “thrust on innovative ideas and out of box action and not routine efficiencies”. One nomination from each PCDA/CDA/equivalent offices may be provided duly indicating the category as mentioned in para 2 on pre-page. The last date for receipt of nominations in CGDA HQrs, duly completed in all respects, is **11<sup>th</sup> July, 2025**. It is further requested that last date may be strictly adhered to. The nominations received after the closing date will not be considered.

5. The expenditure on the scheme would be booked in the DAD-Pay and Allowances head.

This issues with approval of CGDA.

Encl: As above.

  
(Richa Misra)  
Jt.CGDA (AT-Coord)

**Copy to:**

- |                          |   |  |
|--------------------------|---|--|
| 1. SPS to CGDA           | - | For kind information of CGDA.              |
| 2. SPS to Spl. CGDA      | } | For kind information.                      |
| 3. PS to All Addl. CGsDA |   |  |
| 4. Sr. Jt.CGDA(AN)       | - | For information and similar action please. |
| 5. IT & S Wing (local)   | - | For placing the circular on the CGDA WAN.  |



## Awards Scheme for the Defence Accounts Department

Controller General of Defence Accounts  
Delhi Cantt: 110010

## **1. 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 PCDA's/CDAs & equivalent to shortlist the nomination at their level. Based on the selected nominations received from PCDA's/CDAs & equivalent HQrs office will decide the Awards at All India Level.

## **2. LEVELS AND SCALE OF AWARDS**

### **2.1 Raksha Mantri Awards for Excellence - 03 Nos. - Rs. 40,000 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.

### **2.2 CGDA Awards for Excellence - 10 Nos. - Rs. 20,000 each**

#### **2.2.1 The 10 Awards will be awarded in the following categories (1 award each)**

- i. Accounts
- ii. Audit
- iii. IFA
- iv. Human Resource (Include Training)
- v. Information Technology
- vi. Pension
- vii. Best Office
- viii. Best DAD Employee
- ix. Best Team Efforts
- x. Best Innovation

2.2.2 The Awards will be in the form of cash Awards to be presented by the CGDA 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.

2.3 Admissible to the Official and/or Team\* of Officials upto the Sr.AO level and including Clerk/Auditor/Sr. Auditor/AAO/AO/SAO. \* The team should not be consisting more than 10 officials.

### 3. NOMINATION AND SELECTION PROCEDURE

3.1 For the 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.

3.2 For the team of officials, nomination will be made by the concerned Group Officer/ JCDA/ Addl. CDA in the Main Office or Officer-in-Charge in the sub office directly overseeing the functional area concerned.

3.3 Parameters for appraising outstanding work have been drawn up in Section-4 of this scheme 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 is 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.

3.4 For PCDA/CDA & equivalent offices: A Committee headed by the PCDA/CDA & equivalent and comprising three other officers, one of whom would be IDAS officer, may be nominated by the PCDA/CDA & equivalent. The Committee would make appropriate recommendations in the prescribed form for nomination (placed at Appendix-B) to the Sr. Jt. CGDA/Jt. CGDA (AT-Coord) of CGDA HQrs office. Notwithstanding the stipulation at Para 3.1 & 3.2, it shall be open for the Committee headed by the PCDA/CDA & equivalent 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 Sr. Jt. CGDA/Jt. CGDA (AT-Coord) of CGDA HQrs office.

3.5 **For CGDA HQrs office:** Admin IV section of CGDA HQrs will act as Nodal office for Awards. A Committee headed by the Sr. Jt. CGDA/Jt. CGDA and comprising three other officers, two of whom would be IDAS officers, may be nominated by the Addl. CGDA/Sr. Jt. CGDA/Jt. CGDA (AN). The Committee would make appropriate recommendations in the prescribed form for nomination (placed at Appendix-B) to the Sr. Jt. CGDA/Jt. CGDA (AT-Coord) of CGDA HQrs office. Notwithstanding the stipulation at Para 3.1 & 3.2, it shall be open for the Committee headed by the Sr. Jt. CGDA/Jt. CGDA to take cognisance of any outstanding item(s) of work done by individual(s) or teams make suo-motu recommendations to the Sr. Jt. CGDA/Jt. CGDA (AT-Coord) of CGDA HQrs office.

3.6 The committee as mentioned in para 3.4 & 3.5 above should duly mark the category as mentioned below, while recommending nominations for the Official and/or Team of Officials for awards:

- i. Accounts
- ii. Audit
- iii. IFA
- iv. Human Resource (Include Training)
- v. Information Technology
- vi. Pension
- vii. Best Office
- viii. Best DAD Employee
- ix. Best Team Efforts
- x. Best Innovation

3.7 After the recommended nominations received from PCsDA/CsDA & equivalent offices and Admin IV section of HQrs office, an Apex Committee will be constituted for selection of 03 best nominations for **Raksha Mantri Awards for Excellence** and 10 nominations for **CGDA Awards for Excellence**.

3.8 **The formation of Apex Committee will be as under**

Chairperson - Addl. CGDA & equivalent

Member - Sr. Jt. CGDA/PCDA/PIFA & equivalent

Member - Jt. CGDA/CDA/IFA & equivalent

Member Secretary - Sr.Dy.CGDA/Dy.CGDA/Sr.ACGDA/ACGDA of AT-Coord Section

#### 4. **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.
- 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 APARs of the individuals should be above general benchmarks and they must be regular as well as punctual in attendance.

\*\*\*\*\*

## **DAD Awards for Excellence**

### **Nomination Form**

### **For the year -2025**

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

- ☐ Accounts
- ☐ Audit
- ☐ IFA
- ☐ Human Resource (Include Training)
- ☐ Information Technology
- ☐ Pension
- ☐ Best Office
- ☐ Best DAD Employee
- ☐ Best Team Efforts
- ☐ Best Innovation

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 6 months 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 copy (CD) and hard copy form (3 copies) and mailed directly to the following address:

**Sr. Joint CGDA/Jt. CGDA (AT-Coord)**

**Phone : 011-25665732**

**Email-ID- atcoord.cgda@gov.in**

- (d) Nominations should reach on or before **11<sup>th</sup> July, 2025.**
- (e) Nominations with incomplete data or sketchy details and not supported by authenticated documentation as specified herein, are liable to be rejected.

- (f) Nomination received without recommendation of Board of officer as mentioned in para 3.4 & 3.5 in DAD awards scheme, are liable to be rejected.
- (g) 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, as the case may be, would be final and binding.
- (h) Canvassing in any form will be a distinct disadvantage.
- (i) **The team should not be consisting more than 10 officials.**

\*\*\*\*\*

Recommendation of CommitteePresent

1. ....Chairperson
2. ....Member
3. ....Member
4. ....Member Secretary

**Subject:** To scrutinize the nominations received for DAD Awards for Excellence, 20....  
under the Motivation Scheme for the Defence Accounts Department.

1. Background and details of nominations received

2. Findings

3. Recommendation

**Place :**

**Date :**

(Name)  
Member Secretary

(Name)  
Member

(Name)  
Member

(Name)  
Chairperson