

By Mail/Help line only

Most Important Circular

	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	
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No.O&M/I/6862/QAR/Vol-I/2020-2021

Dated 18 /06/2020

TO

1. Shri S.Srinivas,IDAS,
ACDA (Main Office)
2. Smt.S.Vatsala,IDAS,
ACDA (Main Office)
3. Shri K.V.Muralidhar,IDAS,
ACDA (Main office)
4. The Officer-in-charge,
PAO (ORs) EME, Sec'bad
5. The Officer-in-charge,
PAO(ORs) AOC, Sec'bad
6. The Officer-in-charge,
Area Accounts Office,Vizag.

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 year 2020-2021.

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, 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 quarter.**
4. In view of the above, all the GOs in Main office and Heads of PAOs/AAO(Army) Visakhapatnam are requested to bestow their personal attention on these topics and to 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 assigned to the new incumbent.


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Therefore it is requested to intimate the progress achieved in their respective areas of work for Q.E.06/2020, 09/2020, 12/2020 and 03/2021 so as to reach this office on 01-07-2020, 01-10-2020, 01-01-2021 and 01-04-2021 respectively for rendering a consolidated report to HQrs. Office.

This issues with the approval of CDA


The receipt of this letter may please be acknowledged.

Encl: as above.


(के. वी. मुरलिधर भा.र.ले.से.)
(K.V.MURALIDHAR, IDAS.)
सहायक नियंत्रक/Asst. Controller

Copy to

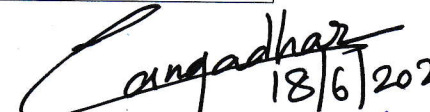
1	All SAOs/AOs of Main Office and Sub-Offices Local and Visakhapatnam	The progress on the respective targets may be forwarded to O&M Cell with the approval of G.O by 3 rd of every month without fail.. The status will be discussed in the Monthly Conferences.
2	The SAO I/C E – Section Accounts Section, 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.


(के. गंगाधर / K Gangadhar)
लेखा अधिकारी (सं एवं प.) / Accounts Officer(O&M)

Annexure-A
Approved Targets for the year 2020-2021
CDA, Secunderabad

		Annexure - A
S.NO.	Target for F.Y.2020-2021 in respect of CDA Secuderabad	Re-distributed to
1	Liaison Meetings with GOC-in-C/ COS and other Senior functionaries, at least once in a Quarter by PCsDA/CsDA with Heads of PAOs and Record Offices & Centres and also to organise one colloquium per month for capacity building amongst Officers/Staff of PCsDA/CsDA's Office.	Heads of PAOs GO(ORs) GO(O&M) GO(IA)
2	Inspection of at least 25% sub-offices	GO(O&M)
3	To formulate a year long plan for implementation of Raj Bhasha Policy of the GOI.	GO(AN) Hindi Cell
4	Inclusion of at least 4 MFAs and 2 IARs in each quarter	GO(IA) RAO/LAO AOsGE GE(E) AAO(Army) Vizag.
5	Settlement of at least 50% Observations raised by Inspection Team of HQrs Office outstanding as on 31.03.2020.	GO(O&M)
6	Conduct of Two periodic audit conclaves with the executives (in person or through video conferencing) to settle audit objections.	GO(IA)
7	100% clearance of Missing nominations in respect of GPF.	GO(AN/Pay) GO(Pay) Fund Cell AAO(Army) Viz.
8	To ensure:-	
	i) 25% clearance of outstanding Suspense Heads and outstanding DIDs in each quarter.	GO (Accounts)
	ii)100% clearance of SBI CMP payments under Head 93/020/91	GO (Accounts)
	iii) 100% clearance of outstanding balances for the current period.	GO (Accounts)
	iv) Close monitor of Defence Expenditure vis-à-vis Budgetary Allocations to avoid excess expenditures.	GO (Accounts)
	v) Close monitoring on clearance/ adjustment of cash Assignment, Imprest Accounts and other accounts to avoid delay in compilation of accounts and clearance of outstanding under Suspense Head specifically in case of S&S Imprest /Imprest Accounts.	GO((E) GO(Misc.) GO(Accounts) GO(Store)
9	(i)Linking of old outstanding MROs and Cheques 25% in each quarter. (ii) Implementation of e-MRO Portal for remittance of Defence Receipts	GO (Accounts)

10	Timely preparation of Rent Bills and monitoring of recoveries in following table:-						GO(E) AOs/AAOsGE AAOBSO										
	<table border="1"> <tr> <th>CB as on</th> <th>New O/S rent bill Amt Received during the Quarter</th> <th>Total</th> <th>Recovery made during the Quarter</th> <th>Balance</th> <th>Oldest Date</th> </tr> </table>	CB as on	New O/S rent bill Amt Received during the Quarter	Total	Recovery made during the Quarter	Balance	Oldest Date										
CB as on	New O/S rent bill Amt Received during the Quarter	Total	Recovery made during the Quarter	Balance	Oldest Date												
11	i) To ensure implementation of provisional FSA cases with prescribed time line; ii) Misc FSA cases (other than Regular) should also be finalised within time frame as per drill						Heads of PAOs GO(ORs)										
12	Final disposal of all post discharge claims, being received in PAOs (ORs) (in not more than three months of receipt)						Heads of PAOs GO(ORs)										
13	Clearance of all pending charged expenditure payment						GO (Accounts)										
14	Maintenance of data of overpayment detected during post audit of ECHS vouchers up to past quarter and ensure recovery of the same in subsequent quarter.						GO(ECHS)										
	<table border="1"> <tr> <th>Overpayment detected up to last quarter</th> <th>Overpayment cleared during the quarter's</th> <th>Balance amount of over-payment</th> <th>OD</th> <th>Remarks</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>	Overpayment detected up to last quarter	Overpayment cleared during the quarter's	Balance amount of over-payment	OD	Remarks	1	2	3	4	5						
Overpayment detected up to last quarter	Overpayment cleared during the quarter's	Balance amount of over-payment	OD	Remarks													
1	2	3	4	5													
15	Clearance of old local audit objections/Test Audit Objections /MFAIs						GO(IA)										
16	100% maintenance of Specimen Signature of Units/Executive authorities and uploading of scanned copy of Specimen Signature in TULIP for 100% checking while making payment to third party/unit						Heads of PAOs AAO(Army) Vizag And GOs of all audit sections										
17	All payments in AO GE offices to be made through SBI CMP						GO(E)										
18	Review of Security Deposits and their lapse to Government						GO(S),GO(E),GO(A/Cs)										
19	100% Direct Benefit transfer in respect of personal claims of DAD and Non-DAD Personnel.						GOs of Civ. Pay AN-Pay Medical, Transport &Single Window sections AAO(Army) Vizag										
20	a) 100% monitoring of all items of AAC, ARMES and AROB on quarterly basis b) All out efforts for clearing of outstanding items indicated in annexures and appendices of Annual Audit Certificate, with special focus on oldest date.						GO(IA) GO(E) GO(Accounts)										
21	Ensuring 100% implementation of e-Suchana.						GO(IA)										
22	Expenditure under DAD heads to be kept within the Monthly/Quarterly ceilings and allocations, No committed liability at the end of the FY 2020-21 especially for IT,TA/DA,OE, Professional Services etc.						GO(AN)										


 18/6/2020
 ACCOUNTS OFFICER(ODM)