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	<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>	
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सं./No. O&M/I/6862/QAR/2020-2021

दिनांक/dt. 28-09-2020.

सेवा में, / To

प्रभारी अधिकारी, वे.(श्रे.अ).का.ले. / The Officers-in-charge PAOs

प्रभारी अधिकारी, क्षेत्रीय लेखा कार्यालय (थलसेना)/ Officer in Charge, AAO (Army), Vizag

ले.का., डी.जी.पी एन., वैजाग / AO DGNP, Vizag

सभी स्था.का.प.ले.आं/का.प.ले., ले.अ., जी.ई., स.अ.ले., बी.एस.ओ., यू.ले., र.का.सं.,

All LAOs / RAO (MES), AOs (GE), AAOs (BSO)/UAs DEO,

मुख्य कार्यालय के सभी व.ले.अ., / All SAOs in MO

मुख्य कार्यालय के सभी अनुभाग / All Sections in MO

विषय /Sub : Personal Targets in respect of Regional Controllers-Distribution there of

To the Heads of Sub-Offices headed by IDAS Officers and GOs of Main Office.

(Quarterly Achievemnet Report for Q.E. 09/2020) – Regarding.

संदर्भ / Ref : MO letter No. O&M/I/6862/QAR/Vol-I/2020-2021, dated 18-06-2020

Please refer the letter mentioned above, wherein it was requested to intimate the progress achieved in respect of Personal Targets assigned by the competent authority for **Q.E. 09/2020 by 05-10-2020 positively** to this office to enable this section to render consolidated report to HQrs. Office.


The factual figures in respect of Personal targets of the relevant sections/offices may please be furnished in the proforma enclosed, along with the details of progress achieved in respect of each Personal Target and the percentage of achievement must be clearly ~~clearly~~ mentioned in the Report. Besides, if the desired progress is not achieved, reasons for the same may also please be mentioned. In this connection please refer Main Office Most important Circular enclosed to this letter.

AOGE and AAO BSO offices should forward their reports to Engg section in Main office for consolidation.

Kindly accord priority.

Encl: 1. Mo Most Imp.Circular No.O&M/I/6862/QAR/Vol-I/2020-2021
Dated 18-06-2020.


2. Proformas



(बी.लक्ष्मी मुरलीकृष्णा/B Lakshmi Muralikrishna)

वरिष्ठ लेखा अधिकारी (सं एवं प.) /Sr. Accounts Officer(O&M)



	<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>	
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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) | 4. The Officer-in-charge,
PAO (ORs) EME, Sec'bad |
| 2. Smt.S.Vatsala,IDAS,
ACDA (Main Office) | 5. The Officer-in-charge,
PAO(ORs) AOC, Sec'bad |
| 3. Shri K.V.Muralidhar,IDAS,
ACDA (Main office) | 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.

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 भार.र.ले.से.)
(K.V.MURALIDHAR.IDAS.)
सहायक नियंत्रक/Asst.Controller

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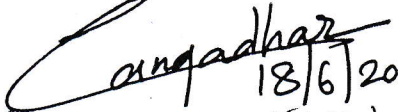
1	All SAOs/AOs of Main Office and Sub-Offices Local and Visakhapatnam	The progress on the respective targets may be forwarded to O&M Cell with the approval of G.O by 3 rd of every month without fail.. The status will be discussed in the Monthly Conferences.
2	The SAO I/C E – Section Accounts Section, IA Section.	The relevant data may be obtained from all the AOsGE/AAOB SO under the jurisdiction of CDA, Sec'bad and a consolidated report may be forwarded with the approval of G.O concerned.
3	All AOsGE/AAOB SO 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

S.NO.	Target for F.Y.2020-2021 in respect of CDA Secuderabad	Annexure - A 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/AOsGE AAOBSO
		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)
		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)


 18/6/20
 ACCOUNTS OFFICER(O&M)

TARGET NO.2 (O&M)

S.NO	Total No. of sub-offices	No. of 25% Sub-Offices	No. of Offices planned for inspection during Q.E.	No. of offices inspected during Q.E.	Target achieved During current quarter(%)	Progressive target achieved (%)
1	2	3	4	5	6	

Sr.Accounts Officer(O&M)

TARGET No.7

(100% clearance of missing nominations in respect of GPF)

Sections AN-II, Civ.Pay, Fund Cell of Main office and AAO (ARMY) Vizag

Total No. GPF Subscribers	No. of subscribers for whom nominations received 100%	No. of subscribers for whom nominations are missing.	Target Achieved during current quarter(%)	Progressive target achieved (%)

Sr.Accounts Officer

TARGET No.8(v)

Sections **Engg., and Store(Main office)**

(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)

No. of Cash Assignments/Imprest A/Cs released during the Quarter ending 09/2020	No. of Cash Assignments/Imprest Accounts for which Accounts have been received during the quarter	Total amount under suspense (accounts not received)	Target achieved During current quarter(%)	Progressive target achieved (%)

Reasons for not receiving the Accounts during the quarter should be mentioned.

Sr.Accounts Officer

TARGET NO. 11(i) (PAOs), ORs cell

(To ensure implementation of provisional FSA cases with prescribed time line.)

Total No. of Provisional FSA Cases received during the quarter ending	No. of Provisional cases processed during quarter ending.	Target achieved During current quarter(%)	Progressive target achieved (%)

TARGET NO. 11(ii) (PAOs), ORs cell

(Misc. FSA cases (other than regular) should be finalised within time frame as per drill)

Total No. of FSA Cases(other than regular) received during the quarter ending + O.B	NO. Of cases finalised within time frame as per drill	No. of cases cleared beyond time frame as per drill	Target achieved During current quarter(%)	Progressive target achieved (%)

TARGET NO 12 PAOs), ORs cell

Final disposal of all post discharge claims, being received in PAOs(ORs) in not more than three Months of receipt.

NO. of Post discharge claims received during Q.E. + O.B	NO. of Post discharge claims disposed within three months of receipt.	Target achieved During current quarter(%)	Progressive target achieved (%)

Sr.Accounts Officer

**TARGET NO.15 (Clearance of old Local audit objections/Test audit objections/MFAs)
Section = Internal Audit.**

S.N	Type of objection	No. of old objections outstanding O.B. as on 01/04/2020	No. of objections cleared during current quarter ending 09/2020	Target achieved during current quarter (%)	Progressive target achieved (%)
1	2	3	4	5	
1	Local Audit				
2	Test Audit				
3	MFAI				
	TOTAL				

Sr.Accounts Officer

**TARGET NO.17 (All Payments in AOGE Offices to be made through SBI CMP)
Section = ENGG.**

S.N	No. of payments made during Q.E. 06/2020	No. of payments made through SBI CMP	No. of payments made by other means	Reasons for making payments through other than SBI CMP	Target achieved during current quarter (%)	Progressive target achieved (%)
1	2	3	4	5	7	

Sr.Accounts Officer

**TARGET NO.18 (Review of Security Deposits and their lapse to Government)
Sections = Stores & Engg Sections)**

S.N	Total No. of Security Deposits remaining lapsed to Government as on Q.E. 09/2020	Amount	No. of claims and Amount credited to Government during Q.E. 09/2020 due to lapse	No. of claims and Amount not credited to Government despite lapse	Reasons for not crediting to Government	Target achieved during current quarter (%)	Progressive target achieved (%)
1	2	3	4	5	6	7	
Stores							
Engg.							
TOTAL							

Sr.Accounts Officer

TARGET NO.19 (100% Direct Benefit transfer in r/o Personal claims of DAD and NON DAD Personnel)

**Civ.Pay, AN-Pay, Transport, Medical, Single Window Sections, (main office)
AAO(Army) Visakhapatnam**

SECTION	Total No. of claims passed in Q.E.06/2020 <i>09/2020</i>	DAD	NON-DAD	No. of Payments made through direct transfer to individual accounts	No. of Payments made through other mode of payment	Reasons for making other mode of payment	Target achieved during current quarter (%)	Progressive target achieved (%)
1	2	3	4	5	6	7	8	

Sr.Accounts Officer

TARGET NO.20 (Internal Audit, Engg. And Accounts Sections)

Monitoring of all items of AAC, RMES and AROB on quarterly basis)

S.N	Name of the Report	No. of items required to be monitored on quarterly basis	Details of progress made	Target achieved during current quarter (%)	Progressive target achieved (%)
1	2	3	4	5	
1	AAC				
2	ARMES				
3	AROB				

S/e

TARGET NO.22(Admin Section)

(Expenditure under DAD heads to be kept within the Monthly/Quarterly ceilings and allocations. No committed liability at the end of the F.Y.2020-2021 especially for IT, TADA, OE, Professional Services etc.)(Q.E.09/2020)

TOTAL ALLOTMENT UNDER DAD HEADS EXPENDITURE FOR F.Y. 2020-2021= Rs.

S.NO	Name of the code head	ALLOCATION UNDER DAD HEAD FOR F.Y.2020-2021 Rs.	MONTHLY /QUARTERLY CEILING	ACTUAL EXPENDITURE	LIABILITY IF INCURRED	REMARKS (for incurring liability)	Target achieved during current quarter(%)	Progressive target achieved. (%)
1	2	3	4	5	6	7	8	9
1	IT							
2	TADA							
3	OE							
4	Professional services							
	TOTAL							

SAO(O&M)