कार्यालय, रक्षा लेखा नियंत्रक
उदयान विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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AN/V/ Misc Corp/529/Vol-II Date: 18/04/2023

CIRCULAR: 43

To

The Officer-in-Charge
(All Section/Sub offices of CDA Guwahati)

Subject: Key Performance Indicators(KPIs) Report

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As directed by the Hqrs.CGDA, New Delhi the following reports will be dispensed with and a new report i.e Key Performance Indicators (KPIs) Report is introduced.

(i) Monthly Progress Report (MPR) : wherein details of bills and letters were submitted through e-MPR module.

(ii) Monthly Briefing Report(MBR) : wherein PCDAs/CDAs intimate important issues through Demi-officially to CGDA.

(iii) Quarterly Achievement Report on Personal Target : wherein status of achievement reported on the Personal target assigned to PCDAs /CDAs.

2. The format of KPIs Report, Scoring Matrix and calculation sheets against each items is enclosed herewith for information and necessary action please.

3. KPIs Report will be made available on the existing eMPR Module (empr.dad). KPIs Report for the month is to be submitted latest by 5th working day of following month. Due date of KPI Report for the month of April, 2023 (1st Report) is 8th May, 2023 (5th,6th and 7th May, 2023 being closed holidays).

It is enjoined upon all concerned to adhere strictly the time frame for rendition the KPI report by 1st of every month following the month of the report relates to enable us for consolidation & onward submission to Hqrs. Office.

Please accord 'Top priority'.

GO (AN) has seen.

sd
Amit Mitra
Sr. Accounts Officer (AN/V)

Copy to : 1. IT & SW } For uploading on the CDA Guwahati website.

Amit Mitra
Sr. Accounts Officer (AN/V)

Enclosure : 5 pages.

Format of KPIs Report

Sheet to be reported by PCDAs/CDAs

Sl. No.	Name of PCDAs/CDAs	Audit												Admin Wing			Accounts wing		
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		3rd Party Bills (Non DAD)	Personal Claims (Non DAD)	Personal Claims (DAD)	GeM Bills (Non DAD)	MSMEs/ CPSEs Bills	Ordinary letters	Special letters	CGDA HQrs Reference	Recovery of Rent and allied charges	Progress of Audit Objections	Performance of PAOs	GeM Procurement (DAD)	Grievance (CPGRAM & Non-CPGRAM)	Appeal against Grievance	DAD Projects	RBI Reconciliation with SBI Payment	SBI CMP Booking Amount	Clearance of S&S Imprest Account
		% Clearance within 7 days	% Clearance within 15 days	% Clearance within 15 days	% Clearance within 7 days	% Cleared within 7 days	% Cleared within 30 days	% Cleared within 15 days	% Cleared within 30 days	Average number of days taken to prepare bills	% conversation in MFAI 90 days	Average Score on Report as Annexure 'D'	% Procurement through GEM	% clearance within 30 days	% of Appeal raised against the reply of grievance	Average Score on Report (Annexure 'E')	% Reconciliation	% Compilation of booking Amount (93/020/91)	% Imprest Accounts settled within 45 days after the month closed

Annexure 'B'

Calculation Sheet

Sl. No.	Area	Calculation formula
1.	3rd Party Bills (Non DAD)	%clearance within 7 days = $\frac{\text{Total bills cleared within 7 days in a month}}{\text{Total bills cleared in that month}} \times 100$
2.	Personal Claims (Non DAD)	%clearance within 15 days = $\frac{\text{Total claims cleared within 15 days in a month}}{\text{Total Claims cleared in that month}} \times 100$
3.	Personal Claims (DAD)	%clearance within 15 days = $\frac{\text{Total claims cleared within 15 days in a month}}{\text{Total claims cleared in that month}} \times 100$
4.	GeM Bills (Non DAD)	%clearance within 7 days = $\frac{\text{Total bills cleared within 7 days in a month}}{\text{Total bills cleared in that month}} \times 100$
5.	MSMEs/CPSEs Bills	%clearance within 7 days = $\frac{\text{Total bills cleared within 7 days in a month}}{\text{Total bills cleared in that month}} \times 100$
6.	Ordinary letters	%clearance within 30 days = $\frac{\text{Letters cleared within 30 days}}{\text{Total letters cleared in that month}} \times 100$
7.	Special letters	%clearance within 15 days = $\frac{\text{Letters cleared within 15 days in a month}}{\text{Total letters cleared in that month}} \times 100$

Calculation Sheet

Sl. No.	Area	Calculation formula
8.	CGDA HQrs Reference	%clearance within 30 days = $\frac{\text{Letters cleared within 30 days}}{\text{Total reference cleared in that month}} \times 100$
9.	Rent & Allied Charges	Average number of days taken to prepare bills = $\frac{\text{Addition of total No. of days taken by all BSO office under Jurisdiction of PCDAs/CDAs}}{\text{Total No. of BSO office under Jurisdiction of PCDAs/CDAs}}$
10.	Progress of Audit Objections	% conversation in MFAI 90 days = $\frac{\text{Audit objections converted in MFAI}}{\text{Total objection raised in 90 days}} \times 100$
11.	Performance of PAOs	Average Score on Report as Annexure 'D'
12.	GeM Procurement (DAD)	%Procurement through GEM = $\frac{\text{Total Procurement through GeM in month}}{\text{Total procurement in a month}} \times 100$
13.	Grievance (CPGRAM & Non-CPGRAM)	%clearance within 30 days = $\frac{\text{Grievance cleared within 30 days}}{\text{Total receipt in a month}} \times 100$

Calculation Sheet

Sl. No.	Area	Calculation formula
8.	CGDA HQrs Reference	%clearance within 30 days = $\frac{\text{Letters cleared within 30 days}}{\text{Total reference cleared in that month}}$ X 100
9.	Rent & Allied Charges	Average number of days taken to prepare bills = $\frac{\text{Addition of total No. of days taken by all BSO office under Jurisdiction of PCDAs/CDAs}}{\text{Total No. of BSO office under Jurisdiction of PCDAs/CDAs}}$
10.	Progress of Audit Objections	% conversation in MFAI 90 days = $\frac{\text{Audit objections converted in MFAI}}{\text{Total objection raised in 90 days}}$ X 100
11.	Performance of PAOs	Average Score on Report as Annexure 'D'
12.	GeM Procurement (DAD)	%Procurement through GEM = $\frac{\text{Total Procurement through GeM in month}}{\text{Total procurement in a month}}$ X 100
13.	Grievance (CPGRAM & Non-CPGRAM)	%clearance within 30 days = $\frac{\text{Grievance cleared within 30 days}}{\text{Total receipt in a month}}$ X 100

Calculation Sheet

Sl. No.	Area	Calculation formula
14.	Appeal against Grievance	% of Appeal raised against the reply of grievance = $\frac{\text{Total No. of appeal raised in a month}}{\text{Total No. of Grievance received in that month}} \times 100$
15.	DAD Projects	Average Score on Report as Annexure 'E'
16.	RBI Reconciliation with SBI Payment	% Reconciliation = $\frac{\text{Total monthly figure reported by RBI}}{\text{Total compilation under code code head 2100}} \times 100$
17.	SBI CMP Booking Amount	% Compilation of booking Amount (93/020/91) = $\frac{\text{Total figure reflected in Compilation}}{\text{Monthly figure reported in DMS by SBI}} \times 100$
18.	Clearance of S&S Imprest Account	% Imprest Accounts settled = $\frac{\text{No. of cash account received \& accounted for within 45 days of the month closed}}{\text{Total No. of Imprest Account released in that month}} \times 100$

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