

	<p>रक्षा लेखा नियंत्रक, उद्यान विहार, नारंगी, गुवाहाटी-781171 Controller of Defence Accounts, Udyan Vihar, Narangi, Guwahati-781171 Fax: 0361-2640204, Phone: 0361-2640394, 2641142 e-mail: cda-guw@nic.in</p>	
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No. IA/87/Target Qtly/Vol-III

Dated: 04.07.2022

REMINDER-I

To

All LAOs/ALAOs

All AO GEs/AAO GEs & AAO BSOs

All Pre & Post Audit Sections of M.O.

(SC-II, SC-IV & GeM cell, M-I, M-II/III, M-IV, E-I, E-II, E-III)

Subject: Personal targets in respect of all Audit sections of M.O./LAOs/ALAOs, AO GEs, AAO GEs & AAO BSOs


Reference: This office letter of even No. dated. 07.06.2022 & O & M/2265/Activity Report/Vol.-IV dated. 27.05.2022

Please refer to the letters cited under reference vide which it was requested to forward the achievement/quarterly target report by last date of the month of each quarter positively. However the above said report has not been received till date.

It is, therefore, requested to forward the report in proper format via nic mail (cda-guwiacell.dad@gov.in) for consideration of Hon'ble CDA and further submission to HQrs Office.

This may please be accorded 'Top Priority'.


This issues with the approval of Dy. Controller.


 (S. Basumatary)
 Sr. Accounts Officer (IA)

Copy to:

1 The Officer-in-charge
 IT & SW (Local)

: It is requested to upload in CDA Guwahati website please


 (S. Basumatary)
 Sr. Accounts Officer (IA)



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No. O&M/2265/Activity Report/Vol-IV

Dated: 27/05/2022

To,

The Officer-in-Charge

1	AN-1A	2	AN-1B	3	Accounts Section
4	IA Cell	5	AN-II GP-II	6	AN-III
7	AN-IV	8	R-Section	9	Hindi Cell
10	ORs Cell	11	Area Accounts Office, Shillong	12	GeM Cell
13	Misc Sections	14	E-Sections	15	SC Sections
16	SPARSH Cell	17	IT & SW	18	O & M Cell

Subject- **QUARTERLY PROGRESS ACHIEVEMENT REPORT ON PERSONAL TARGET FOR THE YEAR 2022-23.**

The Personal Target for FY-2022-23 assigned to CDA Guwahati has been received from HQrs Office, New Delhi.

2. In this regard target assigned is enclosed as **Annexure-A** for the sections concerned for the year 2022-23 and Quarterly Progress in this regard for QE-06/2022, 09/2022, 12/2022 and 03/2023 may please be furnished to **O & M Cell** latest by **3rd Working Day of the corresponding month of the Quarter i.e. July, October, January and April**, positively to enable this section to submit a consolidated report to HQrs Office, New Delhi within the stipulated time.

3. It has been noticed from previous experience that progress reports are not submitted by the sections concerned within the stipulated time /date which results in late submission of the consolidated reports to HQrs Office. This invites adverse remarks as well as reminders from HQrs Office, New Delhi. Therefore, all Officers-in-Charge of Sections concerned are requested to **submit the report on or before 3rd Working Day of the corresponding month of the Quarter i.e. July, October, January and April, positively.**

4. All the officers-in-charge are requested to forward the report and adhere to the time frame without delay. Please accord **TOP PRIORITY**.

Enclosures:

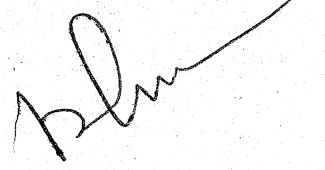
1. Approved Target for 2022-23 (Annexure "A")
2. Format for Furnishing Report (Annexure "B")

(Abhijit Chakraborty)
Sr. Accounts Officer (O&M)

Approved Targets for Financial Year 2022-23		Sections /Office
CDA Guwahati		
1.	To formulate a year-long plan for implementation of Raj Bhasha Policy of the GOI and Rajbhasha Inspection of the sub-offices and sections of Main Office.	Hindi Cell
2.	Implementation of SWATCH BHARAT ABHIYAN, weeding out of Old Records, cleanliness of offices and surroundings.	AN-IV/ R Sec
3.	Observance of 'Azadi ka Amrit Mahotsav' from July 2021 to August 2022	AN-IV
4.	Liaison meeting with Senior functionaries, at least once in a quarter and also quarterly meeting by CDA with Heads of sub-offices. ✓	IA Cell/ AN-IA ✓
5.	100% implementation of E-Office.	O&M
6.	To ensure holistic manpower development through:- Appropriate in-house training of in the core competence area.	O&M
7.	i) GeM bills to be cleared within 10 days of receipt. ii) Clearance of bills in r/o MSMEs and CPSEs within 45 days.	GeM Cell
8.	Procurement through GeM	IT&SW, AN-IV
9.	i) 100% clearance of outstanding adverse/suspense balances for the current period. ii) 25% clearance of Outstanding DID's in each Quarter.	Accounts Section
10.	Expenditure under DAD heads to be kept within the monthly/quarterly ceiling of allocation.	AN-II Gp-II, AN-III, AN-IV, IT &SW, AAO Shg & PAOs
11.	100% clearance of SBI CMP payments under Head 93/020/91 and rejections under Head 93/020/96.	Accounts Section
12.	Monitoring of AAC, ARMES and AROB on Quarterly basis and its quantitative/qualitative improvement be shown- 100% ✓	IA Cell ✓
13.	Implementation of PRABAL Module	O&M
14.	100% adjustment of e-MROs/MROs	Accounts Section
15.	i) Disposal of all complaints/RTI/Legal and grievances within a stipulated time under intimation to complainant. ii) Regular review of robust system of CPGRAM/Pending Grievances/Complaints to ensure prompt replies/responses to all concerned within 45 days.	RTI & AN-1B AN-1B
16.	100% clearance of post audit of online ECHS Medical Bills. Recoveries of all the Overpayment made to Hospitals in r/o ECHS Medical Bills. Settlement/recoveries of all outstanding observations related to Cash Books. Maintenance of data of Overpayment detected during post audit of ECHS vouchers upto past quarter and ensure recovery of the same in subsequent quarter.	M-Section
17.	Inspection of 33% sub-offices by the CDA Office.	O&M
18.	Settlement of observations raised by inspection team of HQrs Office Outstanding as on 31/12/2019-100%.	O&M
19.	Conduct Two Periodic audit conclaves with the executives (in person or through video conferencing) to settle audit objections. ✓	IA Cell ✓

✓	Settlement of 25% MFAI/IAR items/ LTARS/ Local Audit Objections pending on 31/03/2022.	IA Cell ✓
21.	100% clearance of post audit of all Pending Bills/Vouchers of Cash Books.	E-Section & SC Sections
22.	Creation of NIC e-mail for all DAD personnel and sections of M.O and sub-offices for secure and faster exchange of information.	IT & SW
23.	Establishment of WAN connectivity in sub-offices.	IT & SW
24.	Pay Fixation PBORs / Pensioners under 7 th CPC including Pre- 2016 cases.	SPARSH Cell
25.	Successful rollout & implementation of SPARSH(CPP)	SPARSH Cell
✓ 26.	Review and recovery of outstanding rent and allied charges.	E-Section and IA Cell ✓
	For PAOs	ORs CELL
27.	To ensure 100% processing of DOs II in the same month of receipt.	
28.	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.	
29.	To ensure implementation of provisional FSA and Misc. FSA cases (other than regular) within stipulated time frame.	
30.	Final disposal of all post discharge claims, being received [in PAOs (ORs) in not more than three months of receipt].	
31.	Settlement of 100% of MACP revision w.e.f 01/01/2006 in r/o PBORs.	
32.	Completion of 25% cases of closure of pay books (pending cases as on 01/04/2022).	
33.	To maintain the rejection percent within the prescribed limit.	
34.	Liaison meeting with GOC-in-C/COs and other functionaries once in a half year to be organized.	
35.	Ensure issue of provisional Final Settlement of Accounts to PBORs six months in advance from the date of discharge, provided Record office sends them in six months advance.	
36.	Clearing of all pending Master missing cases and SWP cases in r/o PBORs and Officers	
37.	Analysis of heavy debit and credit balances.	

Authority:- As per direction of HQrs letter bearing No. D.O. Coord/00012/Targets/2022-23, Dated 12/04/2022. The Quarterly Report for ensuing Quarters may be submitted in PDF as well as MS-Word Format which should invariably reach HQrs Office by 10th of the following the Quarter, through mail atcoord.cgda@nic.in only


(Abhijit Chakraborty)
Sr. Accounts Officer (O&M)

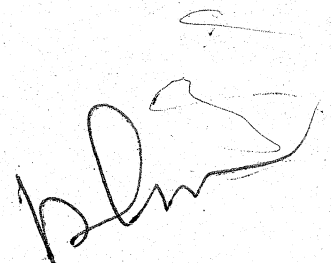
Annexure "B"

Quarterly Achievement Report by Controllers in respect of "Personal Target for the Year 2022-23 for the Quarter Ending

1	2	3	4	5	6
Sl. No.	Name of the Targets	Percentage (%) of Achievement Corresponding to the Quarter	Whether Facts & Figures in Support of Column 3 (*) Attached	Reason for Non-Achievement of Prescribed % age Target (25%/50%/75%/ 100%) (**)	Self Assessment on the Basis of Target Achieved by the Controllers on a scale of 10

(*) Facts & Figures in details, if required, should be described in separate Sheet/ Annexure.

<u>Quarter</u>	<u>Suggested % of Achievement</u>
** 1 st Quarter	25%
2 nd Quarter	50%
3 rd Quarter	75%
4 th Quarter	100%


(Abhijit Chakraborty)
Sr. Accounts Officer (O&M)