

Fax/Speed Post  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, GUWAHATI  
UDAYAN VIHAR, NARANGI, GUWAHATI – 781 171  
FAX – 0361-2640810/2640204

NO.E/I/Performance Report/2013-14

Dated: 12<sup>th</sup> June 2014

To

The All AO GEs/ AGes/ AGE(I)
The All AO GEs(AF)/ AGes(AF)/ AGes(I)(AF)
(By Name)

Subject: Submission of **Special Performance Report** in respect of your office.

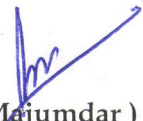
As directed by the **Competent Authority, Special Performance Report** upto 30/06/2014 in the prescribed format is being called for from you. The Performa formulated will reflect the actual performance, status and quality of works of your office.

Hence, report may be submitted by name to the undersigned by 3rd day of the following month through fastest means of service viz fax/e-mail/by hand.

On receipt of your report, it will be reviewed at this end by an expert review team and accordingly categorized and performance be reflected in your APAR 2014-15.

The e-mail id of CDA Guwahati is cda-guw@nic.in

Enclos: as above

  
( A N Majumdar )  
Sr Accounts Officer(E-I)

**SPECIAL PERFORMANCE REPORT UP TO 30/06/2014 RESPECTING AO GE/AGE/AGE (I)**

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SL NO	BRIEF DESCRIPTION OF ITEM	
1	Name of GE/ AGE/ AGE (I)	
2	Name of AO/Sr.AO	
3	Cell Number	
4	Landline Number	
5	Office e-mail id	
6	Personal e-mail id	
7	Date of posting in the present office	
8	Total number of staff held as on 30/06/2014	
9	Total number of CA concluded by GE/ AGE/ AGE (I) as on 30/06/2014	
10	Total number of CA received by you as on 30/06/2014	
11	Total number of CA scrutinized/ dispatched to MO Guwahati as on 30/06/2014	
12	Total number of CA remains with you un-scrutinized as on 30/06/2014	

13	Total number of CA wanting from GE/AGE/AGE (I) as on 30/06/2014	
	Mention total numbers of contracts received from GE/AGE/AGE (I) was scrutinized within the stipulated time as laid down in Para 3.20.1 of MES contract Manuals.	
14	Scrutinized within stipulated time:	
	Scrutinized beyond the period of stipulated time:	
15	Number of case where acceptance letter were received but contract documents were not received within the stipulated period as laid down in para 3.20.1 of MES contract manual.	
16	Mention total number of cases where completion report of works received by you, but final bill not yet submitted by GE/AGE/AGE (I) within the stipulated time as laid down in para 20.1.20 (V) of MES contract Manual.	
17	Total number of cases where reminder issued to GE/AGE/AGE (I) against item sl no 12 above.	
18	Confirm copy of news paper cutting wherein NIT was published against the works were forwarded to MO Guwahati along with the scrutinized copy of CA.	
19	Confirm copy of Admin Approval and Technical Sanction was enclosed with the scrutinized copy of CA while forwarding the CA to MO Guwahati.	
20	Confirm all the contracts concluded by the GE/AGE/AGE (I) against any work were already included in the Annual Maintenance Programme (AMP) of the station in terms of OMC's letter no B32844/Q3W (Policy) dt 01/11/1986	
21	Mention numbers of work contracts concluded by GE/AGE/AGE (I) were not included in AMP of the station.	
22	Confirm all the Administrative Approval accorded by the CFA based on which contracts were concluded by GE/AGE/AGE (I) in terms of Table A of MESR was in order	
23	Confirm no Administrative Approval was accorded by the lower CFA ignoring the Special item of work incorporated in AE part II and TS	
24	Confirm while carrying out scrutiny of Administrative Approval whether the CFA taken care the special item of work in determining the CFA as stipulated in table 'A' of MESR	



25	Mention number of objections raised against the point mentioned at sl no. 20 to 24 above.	
26	Confirm works valued more than Rs. 20 Lakh published in the DAVP website in terms of para 417 of MESR	
27	Confirm all the AE's based on which CFA accorded the sanction to works are checked by the next higher Engineering Authority in terms of para 334 of MESR and E-in-C's instruction order no. 6-2008	
28	Confirm no contracts was concluded by the lower Engineering Authority utilizing the power of next higher Authority without proper delegation of power in terms of Table B of MESR	
29	Confirm no original works was included in the maintenance contract to avoid obtaining of Administrative Approval from the respective CFA's. (para 226 and 260 of MESR)	
30	Confirm repair cost of all buildings are being noted in the concern RTMB Register.	
31	Mention number of cases where final cost exceeded more than 10% against the amount of Administrative Approval. (Para 193 MESR)	
32	Confirm before scrutinizing work orders pertaining to Term Contract existence of building verified from the RTMB Register.	
33	Confirm Term Contract work orders are not being split up against the same building.	
34	Mention total number of Term Contract where estimated cost of the CA has exceeded more than 10%. (Para 193 MESR)	
35	Confirm no contracts includes any 'FREAK RATES' i.e. abnormally high or low in comparison to estimated cost.	
36	Total number of item of FREAK RATES negotiated by the Accepting Authority with the L <sub>1</sub> Firm.	
37	Mention total number of objection raised by your office against FREAK RATES accepted by the Engineering Authority.	

38	Confirm no items of work included in the contract which are neither available in AE Part II nor in TS.	
39	Mention total number of objections raised on above account (Serial no 35).	
40	Confirm percentage of MV, TA, RA etc mentioned in AE Part II and TS verified during scrutiny of contract with reference to E-in-C's notification.	
41	Confirm percentage of amount taken above the SSR rate while preparing AE Part II and TS crosschecked/verified with reference to E-in-C's notification.	
42	Mention total number of final bill was lying pending in your office as on 30/06/2014. Oldest date of receipt of the bill is also required.	
43	Mention total number of final bills forwarded to this office after 30 days from the date of receipt. (Para 20.1.2 MES Contract manual).	
44	Mention number of job/works where financial account closed but Completion Report are not initiated by GE/AGE/AGE (I).	
45	Action taken by your office against item serial number 41 above.	
46	Confirm Schedule 'B' statement and Cage III i.e. store utilized in works are being dully reconciled before sending the final bill to MO Guwahati.	
47	Confirm contract documents are being scrutinized dully consulting the rule positions as laid down in MESR, DWP, MES Contract manual, SSR, MES Précis, Scales of Accommodation, E-in-C's instructions, IAFZ 2249 and other standing orders on the subject.	
48	Confirm while releasing payment against term contract work orders bills whether it is supported with 'USERS CERTIFICATE' or not (QMG's letter no B/32844/Q3W (Policy) dated 01/01/1986).	
49	Confirm no contracts concluded by the Engineering Authority against any Administrative Approval which was issued a year back. (Para 2 (C) of DWP)	

# OTHER AREAS

Total number and amount of CP vouchers are lying pending with :		
50	AO GE/ AGE/ AGE (I) Oldest date	
	GE/ AGE/ AGE (I) Oldest date	
Total number of DID Schedule are lying pending with :		
51	AO GE/ AGE/ AGE (I) Oldest date	
	GE/ AGE/ AGE (I) Oldest date	
Total number and amount of PBD vouchers are lying pending with :		
52	AO GE/ AGE/ AGE (I) Oldest date	
	GE/ AGE/ AGE (I) Oldest date	
Total number of following cases are lying pending with you as on 30/06/2014:		
53	Pension Cases Oldest date	
	GPF Final settlement cases Oldest date	
	CGEGIS cases Oldest date	
	Leave Encashment cases Oldest date	
	Pay Fixation Cases Oldest date	
54	Mention period up to which internal audit completed in respect of all the Sub-divisions including revenue portion.	
55	Mention total numbers of Internal Audit Objection was outstanding as on 30/06/2014. Oldest date is also required.	
56	Mention total numbers of LTAR was outstanding as on 30/06/2014. Oldest date is also required.	
57	Mention total numbers of LTAN was outstanding as on 30/06/2014. Oldest date is also required.	
58	Mention total numbers of Draft Para was outstanding as on 30/06/2014. Oldest date is also required.	
59	Mention total numbers of Loss Statement was outstanding as on 30/06/2014. Oldest date is also required.	
60	Mention Internal audit upto which HYE is completed.	
61	Numbers of objections raised against that HYE.	



**BUDGETORY CONTROL/ MONITORING OF EXCESS EXPENDITURE (ARMY FORMATION)**

Sl No	Description	Code Head	Allotment (in Lac)	Expenditure as on 30/06/2014 (in Lac)	Savings (+) (in Lac)	Excess (-) (in Lac)
1	2	3	4	5	6	7
01	CCPA/CCPS Project C/O	01/902/31				
02	Capital works C/O Md Accn	01/902/32				
03	Capital works C/O OTM Accn	01/902/33				
04	Capital works Spl Md Accn	01/902/31				
05	Capital works NEW Md Accn	01/902/35				
06	Capital works NEW OTM Accn	01/902/36				
07	Capital works NEW Para 12	01/902/35				
08	Minor Works	01/452/00				
09	Revenue Works C/O	01/451/02				
10	Revenue Works NEW	01/451/02				
11	Building Mnce	01/460/01 & 01/460/02				
12	Road Maintanance	01/461/01 & 01/461/02				
13	Furniture Mnce	01/462/00				
14	Spl Repair Bldg C/O	01/463/01				
15	Spl Repair Bldg NEW	01/463/01				
16	Spl Repair Furniture C/O	01/463/03				
17	Spl Repair Furniture NEW	01/463/03				
18	Spl Repair Road C/O	01/463/02				
19	Spl Repair Road NEW	01/463/02				
20	Miscellaneous	01/464/00				
21	Water Supply Store	01/474/03				
22	Electric supply store	01/475/03				
23	Ref & AC	01/479/00				
24	Spl Repair E/M installation C/O	01/481/01				
25	Spl Repair E/M installation NEW	01/481/01				
26	Miscellaneous	01/481/00				
27	Rly siding	01/488/00				
28	Miscellaneous	01/490/00				
29	New Supply OTV	01/495/01				
30	New Supply Vehicle	01/495/02				
31	Repair and Renewal T&P	01/495/03				
32	Repair to Vehicle	01/495/04				
33	M&O	01/500/03				
34	Stock Pile	01/904/33				
35	Medical	01/230/06				
36	Ty TA/DA	01/250/02				
37	Pt TA/DA	01/250/05				
38	Miscellaneous	01/565/19				
39	Telephone	01/565/21				
40	Deposit Work (All type)	00/017/05				
	Total					

**BUDGETORY CONTROL/ MONITORING OF EXCESS EXPENDITURE (AIR FORCE FORMATION)**

Sl No	Description	Code Head	Allotment (in Lac)	Expenditure as on 30/06/2014 (in Lac)	Savings (+) (in Lac)	Excess (in Lac)
1	2	3	4	5	6	7
01	OTM accomodation C/O 15 Lac and above	52/917/32				
02	OTM accomodation C/O 2-15 Lac	52/917/32				
03	OTM accomodation NEW 15 Lac and above	52/917/34				
04	OTM accomodation NEW 2-15 Lac	52/917/34				
05	Revenue Works C/O	52/756/02				
06	Revenue Works NEW	52/756/02				
07	Special Repair C/O (B/R)	52/760/07				
08	Special Repair NEW (B/R)	52/760/07				
09	Special Repair C/O (E/M)	52/761/07				
10	Special Repair NEW (E/M)	52/761/07				
11	Army Works (ECHS-Policlinic)	01/907/39				
12	Minor Work	52/757/00				
13	Pt/Ty Buildings	52/760/01 & 52/760/02				
14	Runway	52/760/04				
15	Roads	52/760/05				
16	Furniture	52/760/06				
17	Miscellaneous	52/760/30				
18	Cam Painting	52/760/07				
19	Water Supply Stores	52/761/09				
20	Electric supply stores	52/761/05				
21	Ref and AC	52/761/06				
22	Miscellaneous	52/761/08				
23	New Supply T&P (OTV)	52/765/01				
24	New Supply vehicle	52/765/02				
25	Repair/ Renewal of T&P	52/765/03				
26	Repair to Vehicle	52/765/04				
27	Medical treatment	52/728/06				
28	passage and Conveyance	52/737/01				
29	Miscellaneous	52/799/01				
30	Printing and Stationery	52/799/02				
31	Telephone	52/799/03				
	Total					

"Certified that the particulars furnished by me in the above columns are true to the best of my knowledge and any deviations from the facts detected in future will only be held responsible by me."

Date:  
Place:

Name:  
Grade:  
Name of Office: