

**Important Circular**

No. O&M/1237/Targets/2016-17  
Office of the PCDA (CC)  
1, Cariappa Raod, Cantt.  
Lucknow – 226002  
Dated: 22/06/2016

To,

1. The Officer in-charge  
All Sub-Offices under PCDA (CC)
2. All Group Officers, Main Office
3. All Sr. A. Os/A.Os, Main Office
4. All Sections of Main Office

**Sub: Personal Targets approved by HQrs Office for the year 2016-17**

HQrs office vide their D.O. letter No. AT-Coord/00012/Targets/2016-17 dated 03.06.2016 has fixed the targets for this organization for the year 2016-17. Accordingly, it has been decided by the competent authority that the targets thus assigned should be monitored by Officer in-charge/Group officers & SAOs/AOs concerned for the targets falling under their area of duties. SAOs/AOs in turn may communicate the targets to AAOs & staff serving under them.

2. The Targets assigned are enclosed as Annexure 'A' to this letter. It is requested that the progress achieved during each quarter may be submitted through **Quarterly Achieving Report (QAR) of every quarter so as to reach this section by 1<sup>st</sup> day of the month following each quarter (i.e. for 1<sup>st</sup> Qtr (Apr to June) by 1<sup>st</sup> July, 2<sup>nd</sup> Qtr (July to Sept) by 1<sup>st</sup> Oct, 3<sup>rd</sup> Qtr (Oct to Dec) by 1<sup>st</sup> January and 4<sup>th</sup> Qtr (Jan '17 to March '17) by 1<sup>st</sup> April 2017).**

3. The QAR report for the year 2016-17 for the QE 06/2016 & 09/2015 may be clubbed and submitted so as to reach this section by 01.10.2016 positively and subsequent reports for the QE 12/2016 and QE 03/2017 by 01.01.2017 & 01.04.2017 respectively through e-mail: [debasish.sarkar.dad@gov.in](mailto:debasish.sarkar.dad@gov.in) and by post also.

Encls.: As above

- Sd -

**Group Officer (O&M)**


Copy to:

1. PS to PCDA (CC): For kind information of PCDA (CC).
2. PA to Addl. CDA: For kind information of Addl. CDA (CC).
- ✓ 3. Officer I/c, OA Cell: For uploading on PCDA (CC) website.

  
**Accounts Officer (O&M)**

## Approved Personal Targets for PCDA (CC) for the year 2016-17

Sl. No.	Personal Targets communicated vide HQrs Office D.O. no, AT-Coord/00012/Targets/2016-17 dated 03.06.2016	Action to be taken by the sub-office/section
1.	Overall assessment of the organization to state that to what extent objectives of the auditee organization have been achieved. Are there deficiencies in achievement?	All sub-offices & all audit sections of M.O.
2.	Performance Audit to be carried out on the following areas under your jurisdiction:-	Internal Audit section
i.	01 DEO	
ii.	01 Chief Engineer	
iii.	01 COD/OD	
iv.	01 RO/PAO	
v.	Post Audit of ECHS	
3.	Proposing at least two IAR items every quarter	
4.	Implementation of at least two innovative ideas by the PCDA/CDA during the year that will result in efficiency or savings in manpower/funds or both, Suggestions for improvement/changes in BPR may also be kept in view.	All sub-offices & all sections of M.O.
5.	Implementation of Project TULIP for office automation.	OA Cell
6.	Drive to weed out the old records/condemnation of dead stock articles on a continual basis in all the offices under your administrative jurisdiction and draw up a perspective plan to make it current at the earliest possible.	Old Record
7.	Streamlining of Grievance Redressal Mechanism through ICT.	O & M Cell
8.	100% readiness to issue cheques under revised CTS-2010.	D-Section
9.	Clearance of DID schedules.	Accounts Section
10.	Raising of 5 MFAl in each quarter.	Internal Audit section
11.	Reduction of DOsII rejection percentage to 5 % or less in all PAOs.	ORs Cell and all PAOs
12.	Adjustment of CP Vrs within same financial year.	Internal Audit section
13.	Strengthening of IT hardware in the sub-offices.	EDP section
14.	Clearance of suspense head 020/80.	Accounts Section
15.	To host the website of PAO (ORs) AMC on internet (NIC platform) with in built provision AFPP Fund withdrawal.	OA Cell, ORs Cell & PAO (OR) AMC
16.	To stabilize the implementation of HRMS 2 to resolve the problem of low receipt of DOsII, in close co-operation with record offices.	ORs Cell and all PAOs
17.	Online audit of issue vouchers of AFMSD, Lucknow.	Internal Audit section

  
AO (O&M)