



"हर काम देश के नाम"

रक्षालेखाप्रधाननियंत्रक (मध्यकमान) करियप्पामार्ग, लखनऊछावनी -226002
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महत्वपूर्ण परिपत्र

संख्या: प्रशा./1अ/1014/एम.पी.आर.

दिनांक : 03/04/2023

सेवा में,

संगठन के अधीन समस्त उप-कार्यालय
समस्त अनुभाग मुख्य कार्यालय

केवल वेब-साइट के माध्यम से

विषय :- Key Performance Indicator (KPIs) रिपोर्ट के संबंध में |

सन्दर्भ :- मुख्यालय कार्यालय का पत्र संख्या Coord/13002/KPIs/2023 दिनांक 20/03/2023 |

मुख्यालय कार्यालय ने संदर्भित पत्र के माध्यम से निम्नलिखित 3 रिपोर्ट को समाप्त कर मुख्यतः 1 रिपोर्ट Key Performance Indicator (KPIs) के नाम से शुरू किया जाना तय किया है |

1. मासिक प्रगति रिपोर्ट (MPR) : जहाँ पत्र एवं विलों को e-MPR module के माध्यम से प्रस्तुत किया जाता है |
2. मासिक ब्रीफिंग रिपोर्ट (MBR) : जहाँ नियंत्रक कार्यालय अर्धशासकीय पत्र के माध्यम से महत्वपूर्ण विषयों से मुख्यालय कार्यालय को अवगत करते हैं |
3. व्यक्तिगत लक्ष्यों से सम्बंधित त्रैमासिक उपलब्धि रिपोर्ट (QAR) : जहाँ व्यक्तिगत लक्ष्यों की उपलब्धि से सम्बंधित रिपोर्ट मुख्यालय कार्यालय प्रेषित की जाती है |

2. अतः उपरोक्त निर्देश के अनुपालन में समस्त प्रभारी अधिकारियों से अनुरोध है कि वे उक्त तीनों रिपोर्ट के स्थान पर Key Performance Indicator (KPIs) रिपोर्ट , जिसका प्रारूप संलग्न किया जा रहा है, प्रत्येक माह की समाप्ति पर अगले माह 3 कार्य दिवस के अन्दर इस कार्यालय को अनिवार्य रूप से प्रेषित करना सुनिश्चित करें | अतः माह अप्रैल की प्रथम KPI रिपोर्ट दिनांक 03 मई 2023 तक प्रेषित करना सुनिश्चित करें |

3. मुख्यालय कार्यालय को प्रेषित की जाने वाली KPI रिपोर्ट का प्रारूप संलग्न है | रिपोर्ट के संकलन हेतु प्रेषित की जाने वाली सूचना के आधार पर रिपोर्ट को निम्नलिखित भागों में बांटा गया है –

i)- Annexure A-1:-Ordinary Letter, Special Letter, CGDA HQrs Reference

- इस प्रारूप की सूचना को समस्त उप-कार्यालयों एवं मुख्य कार्यालय के अनुभागों द्वारा तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

ii)- Annexure A-2:-3rd Party Bills Non-DAD, GeM Bills Non-DAD, MSMEs/CPSEs- (Nodal Section Store Contract Section, Main Office)

- इस प्रारूप की सूचना को भण्डार ठेका अनुभाग मुख्य कार्यालय द्वारा, AAO(CC) कानपुर एवं प्रयागराज से प्राप्त एवं संकलित कर तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

iii)-Annexure A-3:-3rd Party Bills Non-DAD, GeM Bills Non-DAD – (Nodal Section Misc Section, Main Office)

- इस प्रारूप की सूचना को विविध अनुभाग मुख्य कार्यालय द्वारा, AAO(CC) कानपुर एवं प्रयागराज एवं समस्त सम्बंधित उप-कार्यालयों से प्राप्त एवं संकलित कर तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

iv)-Annexure A-4:- 3rd Party Bills Non-DAD, GeM Bills Non-DAD, Non-DAD Personal Claims, Recovery of Rent & Allied charges – (Nodal Section E-Section, Main Office)

- इस प्रारूप की सूचना को अभियांत्रिकी अनुभाग मुख्य कार्यालय द्वारा समस्त AO GE एवं AAO GE से प्राप्त एवं संकलित कर तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

v)-Annexure A-5:-Personal Claims Non DAD – (Nodal Section Pay-Tech Section, Main Office)

- इस प्रारूप की सूचना को वेतन अनुभाग मुख्य कार्यालय द्वारा, वेतन अनुभाग AAO(CC) कानपुर एवं प्रयागराज से प्राप्त एवं संकलित कर तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

vi)-Annexure A-6:- Personal Claims Non DAD - (Nodal Section AN-IV Section, Main Office)

- इस प्रारूप की सूचना को प्रशा. IV अनुभाग द्वारा अन्य सम्बंधित अनुभाग जैसे की प्रशा. II, प्रशा. V अनुभाग से प्राप्त एवं संकलित कर तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

vii)-Annexure A-7:-Progress of Audit Objection– (Nodal Section IA Cell, Main Office)

- इस प्रारूप की सूचना को समस्त सम्बंधित उप-कार्यालयों से प्राप्त एवं संकलित कर आंतरिक लेखा परीक्षा अनुभाग द्वारा तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

viii)-Annexure A-8:- Performance of PAO- (Nodal Section ORs Cell, Main Office)

- इस प्रारूप की सूचना को समस्त सम्बंधित उप-कार्यालयों से प्राप्त एवं संकलित करअन्य श्रेणी (ORs) अनुभाग द्वारा तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।

ix)-Annexure A-9:- Progress of DAD Projects- (Nodal Section AN-II Section, Main Office)

- इस प्रारूप की सूचना समस्त सम्बंधित उप-कार्यालयों से प्राप्त एवं संकलित करको प्रशा.-II अनुभाग द्वारा तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।

x)-Annexure A-10:- Grievances CPGRAM & Non-CPGRAM, Appeal against Grievance - - (Nodal Section O&M Cell, Main Office)

- इस प्रारूप की सूचना को समस्त सम्बंधित उप-कार्यालयों एवं अनुभागों से प्राप्त एवं संकलित करसंगठन एवं पद्धति (O&M) अनुभाग द्वारा तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।

xi)-Annexure A-11:-RBI reconciliation with SBI payment, SBI CMP Booking Amount, Clearance of S&S Imprest - - (Nodal Section Accounts Section, Main Office)

- इस प्रारूप की सूचना को समस्त सम्बंधित उप-कार्यालयों एवं अनुभागों से प्राप्त एवं संकलित कर लेखा (Accounts) अनुभाग द्वारा तृतीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।

4. - इसके साथ ही सक्षम अधिकारी के निर्देशानुसार यह भी सूचित किया जाता है चूँकि यह Performance Indicator रिपोर्ट है अतः समस्त उप कार्यालयों एवं मुख्य कार्यालय के अनुभागों के कार्य के आकलन में प्रत्यक्ष रूप से इसका प्रभाव रहेगा। अतः समस्त प्रभारी अधिकारियों से अनुरोध है कि उक्त निर्देशों का अनुपालन अवश्य रूप से सुनिश्चित करें एवं तय समयावधि के अंदर सम्बंधित रिपोर्ट इस कार्यालय को प्रेषित करें।

संलग्नक :- 1. मुख्यालय कार्यालय का परिपत्र (Annexure A to E)

2. (Annexure A-1 to A-11)


उप- नियंत्रक (प्रशा.)



कार्यालय, रक्षा लेखा महानियंत्रक

उलान बटार रोड, पालम, दिल्ली छावनी-110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt- 110010

Phone: 011-25665732 Fax 011-25674806 email at coord.cgda@nic.in

No. Coord/13002/KPIs/2023

Dated : 20.03.2023

To

PCDAs/PCoA(Fys)/CDAs

Subject : Key Performance Indicators(KPIs) Report

With approval of Competent Authority the following three 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 item are enclosed herewith for information and necessary action please.
 3. List of PCDAs/CDAs who will submit the KPI report is also enclosed.
 4. 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 a closed holiday).

This issues with approval of CGDA.

Sr. Dy. CGDA (Audit)

Copy to:-

IT&S Wing

- For uploading the circular on CGDA HQrs website.

Sd/-xx.
Sr. Dy. CGDA (Audit)

Format of KPIs Report

Sheet to be reported by PCDA's/CDAs

| Sl. No. | Name of PCDA's/CDAs | Audit | | | | | | | | | | Accounts wing | | | | | | | |
|---------|---------------------|---------------------------------------|----------------------------|----------------------------|---------------------------|-------------------------|--------------------------|--------------------------|--------------------------|---|--------------------------------|---|---------------------------|---------------------------------|---|--|-------------------------------------|--|--|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | 3 rd Party Bills (Non DAD) | Personal Claims (Non DAD) | Personal Claims (DAD) | GeM Bills (Non DAD) | MSPMs/ CPSES Bills | Ordinary letters | Special letters | CGDA HQs 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 of 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 | % Completion of booking Amount (93/020/91) | % Imprest Accounts settled within 45 days after the month closed |

Scoring Matrix

| Audit | | | | | | | | | | | | | | | | | | |
|---------------------------------------|---------------------------|-----------------------|---------------------------|-------------|---------------------------|-------------|--------------------------|-------------|--------------------------|-------------|--------------------------|-------------|-------------------------------------|-------------------|---|-------------|------------|--------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | |
| 3 rd 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 | |
| | | | % Clearance within 7 days | Marks | % Clearance within 7 days | Marks | % Cleared within 30 days | Marks | % Cleared within 15 days | Marks | % Cleared within 30 days | Marks | % Cleared within 7 days | Marks | Average number of days taken to prepare bills | Marks | | % conversation in MFAI 90 days |
| 80% to 100% | 80% to 100% | 80% to 100% | 90% to 100% | 90% to 100% | 90% to 100% | 90% to 100% | 75% to 100% | 75% to 100% | 75% to 100% | 75% to 100% | 75% to 100% | 75% to 100% | 75% to 100% | Less than 7 days | 75% to 100% | 75% to 100% | 5 | 5 |
| 75% to 80% | 75% to 80% | 75% to 80% | 85% to 90% | 85% to 90% | 85% to 90% | 85% to 90% | 70% to 75% | 70% to 75% | 70% to 75% | 70% to 75% | 70% to 75% | 70% to 75% | 70% to 75% | 07 to 10 days | 75% to 100% | 75% to 100% | 4 | 4 |
| 70% to 75% | 70% to 75% | 70% to 75% | 80% to 85% | 80% to 85% | 80% to 85% | 80% to 85% | 60% to 70% | 60% to 70% | 60% to 70% | 60% to 70% | 60% to 70% | 60% to 70% | 60% to 70% | 10 to 15 Days | 40% to 50% | 40% to 50% | 3 | 3 |
| 60% to 70% | 60% to 70% | 60% to 70% | 75% to 80% | 75% to 80% | 75% to 80% | 75% to 80% | 60% to 60% | 60% to 60% | 60% to 60% | 60% to 60% | 60% to 60% | 60% to 60% | 60% to 60% | 15 to 20 days | 25% to 40% | 25% to 40% | 2 | 2 |
| 50% to 60% | 50% to 60% | 50% to 60% | 50% to 75% | 50% to 75% | 50% to 75% | 50% to 75% | 40% to 50% | 40% to 50% | 40% to 50% | 40% to 50% | 40% to 50% | 40% to 50% | 40% to 50% | 20 to 30 days | 10% to 25% | 10% to 25% | 1 | 1 |
| 0% to 50% | 0% to 50% | 0% to 50% | 0% to 50% | 0% to 50% | 0% to 50% | 0% to 50% | 0% to 40% | 0% to 40% | 0% to 40% | 0% to 40% | 0% to 40% | 0% to 40% | 0% to 40% | More than 30 days | 0% to 10% | 0% to 10% | 0 | 0 |

Calculation Sheet

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

Calculation Sheet

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

Calculation Sheet

| Sl. No. | Area | Calculation formula |
|---------|-------------------------------------|---|
| 14. | Appeal against 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 | $\frac{\text{Total monthly figure reported by RBI}}{\text{Total compilation under code code head 2100}} \times 100$ |
| 17. | SBI CMP Booking Amount | $\frac{\text{Total figure reflected in Compilation}}{\text{Monthly figure reported in DMS by SBI}} \times 100$ |
| 18. | Clearance of S&S Imprest Account | $\frac{\text{No. of cash account received \& accounted for within 45 days of the month closed}}{\text{Total No. of Imprest Account released in that month}} \times 100$ |

List of PCDAs/PCA(Fys)/CDAs

1. CDA (FUNDS) Meerut
2. CDA CHENNAI
3. CDA GUWAHATI
4. CDA JABALPUR
5. CDA PATNA
6. CDA SECUNDERABAD
7. CDA(ARMY) MEERUT
8. CDA(CSD) MUMBAI
9. CDA(IDS) DELHI
10. CDA(NAVY/CG) NEW DELHI
11. CDA(PD) MEERUT
12. CDA(R&D) BENGALURU
13. PCA (FYS)
14. PCDA BENGALURU
15. PCDA NEW DELHI
16. PCDA(AF) DEHRADUN
17. PCDA(AF) NEW DELHI
18. PCDA(BR) DELHI
19. PCDA(NAVY) MUMBAI
20. PCDA(NC) JAMMU
21. PCDA(O) PUNE
22. PCDA(P) PRAYAGRAJ
23. PCDA(R&D) HYDERABAD
24. PCDA(R&D) NEW DELHI
25. PCDA(SC) PUNE
26. PCDA(SWC) JAIPUR
27. PCDA(WC) CHANDIGARH
28. PCDA(CC) LUCKNOW

Scoring - Matrix

| DOs HMR % | TA/DA | | Tender memo | | Complaints | | FSA | | Concurrent Review | |
|-----------|-------|---------|-------------|-----------|------------|-------|-------------|-----------|-------------------|-------|
| | marks | % | marks | % | % | marks | % | marks | % | marks |
| > 1.0 | 5 | > 2.0 | 5 | > 8.0 | > 60 | 5 | > 30 | > 4.0 | 1 | |
| 0.75-1.0 | 4 | 1.5-2.0 | 4 | 6 ≤ % < 8 | 45-60 | 4 | 15 ≤ % < 30 | 3 ≤ % < 4 | 2 | |
| 0.5-0.75 | 3 | 1.0-1.5 | 3 | 4 ≤ % < 6 | 31-45 | 3 | 10 ≤ % < 15 | 2 ≤ % < 3 | 3 | |
| 0.25-0.5 | 2 | 0.5-1.0 | 2 | 2 ≤ % < 4 | 16-30 | 2 | 5 ≤ % < 10 | 1 ≤ % < 2 | 4 | |
| < 0.25 | 1 | < 0.5 | 1 | < 2.0 | < 15 | 1 | < 5 | < 1.0 | 5 | |

Manual Rejection % =

TA/DA % =

Tender Memo % =

Total Manual Rejections
Total Processed/Accepted DOs II

Pending TA/DA
Total No. of IRLAs

Outstanding Tender memos
Total No. of IRLAs

Complaints
/Grievance % =

FSA =

Concurrent Review % =

Outstanding complaints
Total Complaints (OB+ Receipts)

Pending FSA Cases
Total No. of IRLAs

IRLAS reviewed in the month
Total No. of IRLAs

DAD Capital Projects & Capital Budget related monitoring

| Sl. | Nature of Monitoring Work | Timeline | Marks | Remarks / Justification |
|-----|---|---------------------------------------|-------|--|
| 1 | Monitoring of Sanctioned Capital Projects | | | PDC is prescribed in Admin Approval based on cost of the project. The finalization of contract takes longer period due to delay in site clearance/ soil testing/ tree cutting etc. leading to time overruns. Monitoring at local level by PCDA/CDA shall minimize such time overruns. |
| | If project is executed and completed | As per PDC | 5 | |
| | If PDC is exceeded by | 3 months | 4 | |
| | | Between 3-6 months | 3 | |
| | | Between 6-9 months | 2 | |
| | | Between 9-12 months | 1 | |
| | Beyond 12 months | 0 | | |
| 2 | Monitoring of Capital Projects at AON/Recee Board stage | | | The submission of Board Proceedings and Approximate Estimate by the user on time (03 months) will avoid time and cost overruns associated with the project. Sometimes, users take more than a year to submit BPs & AE. Even observations /deficiencies in BP/AE are not addressed in time bound manner because of involvement of other agencies viz MES etc. |
| | If Board Proceedings (BP) & Approximate Estimates (AE) is submitted to HQrs office for sanction of CFA. | Within 3 months of AON/Recee Board | 5 | |
| | | Between 3-6 months of AON | 4 | |
| | | Between 6-9 months of AON | 3 | |
| | | Between 9-12 months of AON | 2 | |
| | | Between 12-15 months of AON | 1 | |
| | Beyond 15 months of AON | 0 | | |
| 3 | Monitoring of Capital Projects where Land is available | | | There are cases where case for AON/Recee Board is not forthcoming from user PCDA /CDA after land transfer even after a gap of 02-05 years mainly due to proper handing taking over issue demarcation and non construction of boundry wall on the transferred land. Further, getting Rough Cost Estimates from MES is a major issued faced by user PCDA/CDA. |
| | If case for AON and constitution of Recce Board along with Rough Cost Estimates is submitted to HQrs office | Within 3 months of Land sanction | 5 | |
| | | Between 3-6 months of Land sanction | 4 | |
| | | Between 6-9 months of Land sanction | 3 | |
| | | Between 9-12 months of Land sanction | 2 | |
| | | Between 12-15 months of Land sanction | 1 | |
| | Beyond 15 months of Land sanction | 0 | | |
| 4 | Monitoring of DAD Capital Expenditure (Capex) | | | Capex is being monitored by Ministry of Defence , Ministry of Finance and Cabinet Secretariat/PMO on regular basis due to thrust of the Govt on such expenditure. This has been reiterated and Capex has been proposed to be increased in Budget 2023-24. Therefore regular monitoring of Capex is required. |
| | 80-100 % expenditure after release of Budget | Within 02 month of release by HQ | 5 | |
| | 60-79 % expenditure after release of Budget | Within 02 month of release by HQ | 4 | |
| | 40-59 % expenditure after release of Budget | Within 02 month of release by HQ | 3 | |
| | 20-39 % expenditure after release of Budget | Within 02 month of release by HQ | 2 | |
| | 10-20 % expenditure after release of Budget | Within 02 month of release by HQ | 1 | |
| | Less than 10 % expenditure after release of Budget | Within 02 month of release by HQ | 0 | |

ANNEXURE-A-2

NODAL SECTION : STORE CONTRACT SECTION

FOLLOWING REPORTS WILL BE CONSOLIDATED FOR STORE CONTRACT SECTION & STORE AUDIT SECTION OF MAIN OFFICE, STORE CONTRACT SECTION OF AAO(CC) PRAYAGRAJ AND STORE CONTRACT SECTION OF AAO(CC) KANPUR

Third Party Bills (NON DAD)

GEM Bills (Non DAD)

MSMES/CPSES Bills

| OB | REC | DISP | CB | OD | Total Bills cleared within 7 days | OB | REC | DISP | CB | OD | Total Bills cleared within 7 days | OB | REC | DISP | CB | OD | Total Bills cleared within 7 days |
|----|-----|------|----|----|-----------------------------------|----|-----|------|----|----|-----------------------------------|----|-----|------|----|----|-----------------------------------|
| | | | | | 7 | | | | | | 7 | | | | | | 7 |

ANNEXURE-A-3

NODAL SECTION : MISC. SECTION

FOLLOWING REPORTS WILL BE CONSOLIDATED FOR MISC. SECTION OF MAIN OFFICE, MISC. SECTION OF AAO(CC) PRAYAGRAJ AND MISC. SECTION OF AAO(CC) KANPUR

| Third Party Bills (NON DAD) | | | | | Gem Bills (Non DAD) | | | | | | |
|-----------------------------|-----|------|----|----|---------------------------------|----|-----|------|----|----|---------------------------------|
| OB | REC | DISP | CB | OD | Total Bills cleared within days | OB | REC | DISP | CB | OD | Total Bills cleared within days |
| | | | | | 7 | | | | | | 7 |



ANNEXURE - A-4.

NODAL SECTION : ENGG. SECTION

FOLLOWING REPORTS WILL BE CONSOLIDATED FOR ENGG. SECTION OF MAIN OFFICE AND ALL AOS GE/LAOS GE UNDER MAIN OFFICE

| Third Party Bills (NON DAD) | | | | | PERSONAL CLAIMS (NON DAD) | | | | | Gem Bills (Non DAD) | | | | | | | |
|-----------------------------|-----|------|----|----|---------------------------------|----|-----|------|----|---------------------|---------------------------------|----|-----|------|----|----|---------------------------------|
| OB | REC | DISP | CB | OD | Total Bills cleared within days | OB | REC | DISP | CB | OD | Total Bills cleared within days | OB | REC | DISP | CB | OD | Total Bills cleared within days |
| | | | | | 7 | | | | | | 15 | | | | | | 7 |

| RECOVERY OF RENT AND ALLIED CHARGES | |
|-------------------------------------|---------------------------------------|
| Sl No. | No. of Days taken to prepare the Bill |
| Name of BSO OFFICE | |
| | |
| | |
| | |

ANNEXURE-A-5

NODAL SECTION : PAY TECH SECTION

FOLLOWING REPORTS WILL BE CONSOLIDATED FOR PAY SECTION OF MAIN OFFICE , PAY SECTION OF AAO(CC) PRAYAGRAJ AND PAY

| PERSONAL CLAIMS (NON DAD) | | | | | |
|---------------------------|-----|------|----|----|--|
| OB | REC | DISP | CB | OD | Total Bills cleared within 15 days |
| | | | | | |

ANNEXURE-A-6

NODAL SECTION : AN (PAY) SECTION

FOLLOWING REPORTS WILL BE CONSOLIDATED BY AN (IV) SECTION IN r/o AN-II & AN-V
SECTION OF MAIN OFFICE

| PERSONAL CLAIMS (DAD) | | | | | |
|-----------------------|-----|------|----|----|--|
| OB | REC | DISP | CB | OD | Total Bills cleared within 15 days |
| | | | | | |

ANNEXURE-A-7

NODAL SECTION : IA SECTION

FOLLOWING REPORTS WILL BE CONSOLIDATED FOR ALL RAOs/LAOs/ALAOs UNDER MAIN OFFICE AND ALL SUB SECTIONS IN MAIN

| PROGRESS OF AUDIT OBJECTIONS | | | | | | | |
|------------------------------|-----|------|----|----|------------------------------------|-----------------------------------|-------------------------------|
| OB | RBC | DISP | CB | OD | Audit Objections converted in MFPI | Total objection raised in 90 Days | Percentage (Col.6/Col.7) x100 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |

ANNEXURE - A-8

NODAL SECTION : ORs Cell

FOLLOWING REPORTS WILL BE CONSOLIDATED FOR ALL PAOs UNDER MAIN OFFICE

Separate Annexure attached

NODAL SECTION : AN-II SECTION

FOLLOWING REPORTS WILL BE CONSOLIDATED FOR ALL SUB OFFICES INVOLVED IN GeM PROCUREMENT IF ANY

| Sl. No | Nature of Monitoring Work | Timeline | GeM Bills (Non DAD) | | | | | |
|---|---|----------------------------------|---------------------|-----|------|----|----|-----------------------------------|
| | | | OB | REC | DISP | CB | OD | Total Bills cleared within 7 days |
| MONITORING OF SANCTIONED CAPITAL PROJECTS | | | | | | | | |
| | No. of Project executed and completed | Within PDC | | | | | | |
| | If PDC is exceeded by | 3 Months | | | | | | |
| | | Between 3-6 months | | | | | | |
| | | Between 6-9 months | | | | | | |
| | | Between 9-12 months | | | | | | |
| | | Beyond 12 months | | | | | | |
| MONITORING OF PROJECTS AT AON/BP Stage | | | | | | | | |
| | If Board Proceedings and AEs submitted to HQr Office for sanction of CFA | Within 3 Months of AON/BP | | | | | | |
| | | Between 3-6 months of AON | | | | | | |
| | | Between 6-9 months of AON | | | | | | |
| | | Between 9-12 months of AON | | | | | | |
| | | Between 12-15 months of AON | | | | | | |
| | Beyond 15 months of AON | | | | | | | |
| MONITORING OF PROJECTS where land is available | | | | | | | | |
| | If case for AON and constitution of Recce Board along with Rough cost submitted to HQr Office | Within 3 Months of Land Sanction | | | | | | |
| | | Between 6-9 months of Land | | | | | | |
| | | Between 9-12 months of Land | | | | | | |
| | | Between 12-15 months of Land | | | | | | |
| | | Beyond 15 months of Land | | | | | | |
| MONITORING OF DAD CAPITAL EXPENDITURE | | | | | | | | |
| | 80-100% expenditure after release of Budget | Within 02 month of release by HQ | | | | | | |
| | 60-79% expenditure after release of Budget | Within 02 month of release by HQ | | | | | | |
| | 40-59% expenditure after release of Budget | Within 02 month of release by HQ | | | | | | |
| | 20-39% expenditure after release of Budget | Within 02 month of release by HQ | | | | | | |
| | 10-29% expenditure after release of Budget | Within 02 month of release by HQ | | | | | | |
| | Less than 10% expenditure after release of Budget | Within 02 month of release by HQ | | | | | | |

ANNEXURE-A-11

NODAL SECTION : ACCOUNTS SECTION

FOLLOWING REPORTS WILL BE CONSOLIDATED FOR ALL SECTIONS IN MAIN OFFICE AND ALL SUB OFFICES

| | |
|--------------------------------------|--|
| RBI RECONCILIATION WITH SBI PAYMENT | |
| Total monthly figure reported by RBI | Total compilation under code head 2100 |

| | |
|---------------------------------------|---------------------------------------|
| SBI CMP BOOKING AMOUNT | |
| Total figure reflected in compilation | Monthly figure reported in DMS by SBI |

CLEARANCE OF S&S IMPREST ACCOUNT

| | |
|---|---|
| No. of cash account received & accounted for within 45 days of the month closed | Total no. of Imprest Account released in that month |
|---|---|