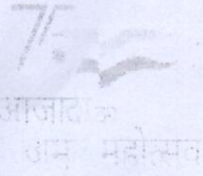


"हर काम देश के नाम"



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महत्वपूर्ण परिपत्र / केवल वेबसाइट के माध्यम से

संख्या: प्रशा./1अ/1014/के.पी.आई.

दिनांक : 31/10/2023

सेवा में,

संगठन के अधीन समस्त उप-कार्यालय
समस्त अनुभाग मुख्य कार्यालय

विषय :- Important Aspects of Functioning की रिपोर्ट के संबंध में |

सन्दर्भ :- मुख्यालय कार्यालय का पत्र संख्या AT-Coord/13167/Vol.II दिनांक 16/10/2023 |

उक्त के संबंध में सूचित किया जाता है कि मुख्यालय कार्यालय के निर्देशानुसार निम्न बिन्दुओं पर मासिक रिपोर्ट इस संगठन द्वारा तृतीय कार्य दिवस तक भेजी जानी है |

- Clearance of all claims (third party and personal claims) within 07 days, using the FIFO method, and minimizing return claims/bills.
- Implementation of randomization of bills in your office and sub offices within your own command.

Note-1:-3rd Party Bills Non-DAD (Nodal Section Store Contract Section, Misc., E-Sec Main Office)

- बिन्दु (a) एवं (b) की सूचना को भण्डार ठेका अनुभाग, विविध अनुभाग एवं अभियांत्रिकी अनुभाग मुख्य कार्यालय द्वारा, AAO(CC) कानपुर एवं प्रयागराज से प्राप्त एवं संकलित कर द्वितीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

Note-2:- Personal Claims DAD - (Nodal Section AN-IV Section, Main Office)

- बिन्दु (a) एवं (b) की सूचना को प्रशा. IV अनुभाग द्वारा अन्य सम्बंधित अनुभाग जैसे की प्रशा. II, प्रशा.V अनुभाग से प्राप्त एवं संकलित कर द्वितीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है |

Note-3:- Personal Claims Non DAD – (Nodal Section Pay-Tech Sectio. , Main Office)

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

वर्गाधिकारी(प्रशा.) द्वारा अवलोकित |

संलग्नक:- उपर्युक्त

त जे.वा.धिकारी (पशा 1-अ)

श्री ग. दासिदर, ग. र. व. व.
G. Dasidar, DAS



श्री ग. दासिदर, ग. र. व. व.
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STC of the following work

AM to complete the work

No. AT Coord/13167/Vol.II

Dt- 16th Oct, 2023

श्री ग. दासिदर,

I take this opportunity of writing to you regarding important aspects of our functioning, which require your personal engagement and commitment.

2. These areas are-

- ✓ (a) Clearance of all claims (third party and personal claims) within 7 days, using the FIFO method, and minimizing return claims/bills.
- ✓ (b) Implementation of randomization of bills in your office and sub offices within your own command.
- (c) Expeditious implementation of e-Raksha^{Arms} and Project BISWAS recently launched by Hon'ble RM on DAD Day.
- (d) Monitoring the PAOs using the performance matrix already in place and based on the decisions taken in PAO workshop held in July 2023.
- (e) Ensuring that all grievances are attended to on priority and resolved (not disposed) in a timely and effective manner.

4. SPARSH is an important Departmental initiative under PCDA (P) purview. However, all PCDA/CDA can assist in its successful implementation and sustenance by providing adequate support to SPARSH service centers and actively grievances that require PAO Pay section/ LAO/AO GE intervention. Innovative SPARSH outreach programmes can also be organized under ^{Yes} jurisdiction.

5. The Department has also created substantial assets in terms of office & residential accommodation and transit facilities/guest houses. Their upkeep and proper maintenance is an important aspect of your administrative responsibility.

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6. Cyber security is a continuing challenge for all Government Departments. Therefore, it is essential that all cyber related guidelines are strictly implemented and any cyber incidents are dealt with on priority.
 7. I would expect a monthly report from you on these key aspects, along with any other important initiative taken by you. These functional parameters must also be communicated to those under your command, particularly IDAS officers, so that their annual appraisal is conducted in a more objective and focused manner.
 8. Department has already taken rapid strides towards the digitization and modernization of Defence Accounts management in line with the Digital Bharat Mission of the Government to improve efficiency and provide effective service delivery. With an eye on the future, we should continue our efforts to innovate and chart a futuristic course of action.

With best wishes.

Yours Sincerely

S. G. Dastidar

(S.G. Dastidar)
CGDA

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