



"हर काम देश के नाम"  
रक्षा लेखा प्रधान नियंत्रक (मध्यकमान) करियप्पा मार्ग, लखनऊ छावनी - 226002  
Principal Controller of Defence Accounts (Central Command) Cariappa  
Road, Lucknow Cantt. - 226002  
कार्यालय फोन सं.-0522-2451084/कार्यालय फैक्स सं-0522-2453038  
Office Phone No.-0522-2451084/Office Fax No.-0522-2453038  
Email ID - pcdaccan1a.dad@gov.in



महत्वपूर्ण परिपत्र

संख्या: प्रशा./1अ/1014/के.पी.आई.

दिनांक : 16/08/2023

सेवा में,

प्रभारी अधिकारी  
नोडल अनुभाग (Store Contract, Misc, E-Sec.,  
Pay-Tech, AN-IV, NPS Cell)  
मुख्य कार्यालय के शेष अनुभाग  
संगठन के अधीन समस्त उप-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 08/08/2023 |

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मुख्यालय कार्यालय ने संदर्भित पत्र के माध्यम से KPI रिपोर्ट में कुछ नए संशोधन किए हैं, साथ ही साथ नए फ़ील्ड भी जोड़े गए हैं |

2. इस संबंध में नोडल अनुभाग के प्रभारी अधिकारियों से अनुरोध है कि वे उक्त Key Performance Indicator (KPIs) रिपोर्ट, जिसका नया प्रारूप संलग्न किया जा रहा है, प्रत्येक माह की समाप्ति पर अगले माह के 02 कार्य दिवसों के अन्दर इस कार्यालय/अनुभाग को अनिवार्य रूप से प्रेषित करना सुनिश्चित करें | नए प्रारूप की प्रथम KPI रिपोर्ट दिनांक 04 सितम्बर 2023 तक इस अनुभाग को प्रेषित करना सुनिश्चित करें|

3. साथ ही नए जोड़े गए Column No. 09 (NPS) के लिए सक्षम अधिकारी द्वारा NPS Cell को नोडल अनुभाग चिन्हित किया गया है |

4. मुख्यालय कार्यालय को प्रेषित की जाने वाली KPI रिपोर्ट का प्रारूप संलग्न है | कृपया यह सुनिश्चित करें कि उक्त KPI रिपोर्ट प्रेषित करने में मुख्यालय कार्यालय द्वारा जारी निर्देशों का अनुपालन किया जाए |

- i)- Annexure A-1:- 3<sup>rd</sup> Party Bills Non-DAD, GeM Bills Non-DAD - (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 द्वितीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।
- iii)- Annexure A-2:- 3<sup>rd</sup> 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 द्वितीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।
- iv)- Annexure A-3:- 3<sup>rd</sup> Party Bills Non-DAD, GeM Bills Non-DAD, Non-DAD Personal Claims - (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 द्वितीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।
- v)- Annexure A-4:- Personal Claims Non DAD - (Nodal Section Pay-Tech Section), Main Office
- इस प्रारूप की सूचना को वेतन तकनीकी अनुभाग मुख्य कार्यालय द्वारा, वेतन अनुभागों, परिवहन अनुभाग, वेतन चिकित्सा अनुभाग एवं 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।
- vi)- Annexure A-5:- Personal Claims 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 द्वितीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।
- vii)- Annexure A-6:- NPS (DAD & Non-DAD) - (Nodal Section NPS Cell), Main Office
- इस प्रारूप की सूचना को NPS Cell द्वारा समस्त संगठन एवं प्रशा. IV अनुभाग से प्राप्त एवं संकलित कर मुख्यालय कार्यालय के Annexure 'F' के प्रारूप में द्वितीय कार्य दिवस तक प्रशा. '1-अ' अनुभाग को प्रेषित किया जाना है।

5. उपरोक्त के अलावा अन्य प्रेषित की जाने वाली सूचना का प्रारूप पूर्ववत् ही रहेगा। साथ ही 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 F)

2. (Annexure A-1 to A-6)

  
सहायक नियंत्रक (प्रशा.)

ANNEXURE- A-1

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

3rd Party Bills (NON DAD)

		Total bills received in a month + previous month carry forward	Total Bills Passed in a month	Total Bills Passed within 07 working days	Total Bills returned in a month	Total Bills returned within 07 working days	Closing Balance
Opening Balance	Bills Received in a month						

GeM Bills (NON DAD)

		Total bills received in a month + previous month carry forward	Total Bills Passed in a month	Total Bills Passed within 07 working days	Total Bills returned in a month	Total Bills returned within 07 working days	Closing Balance
Opening Balance	Bills Received in a month						

Cut-off date is 25th of the month

ANNEXURE- A-2

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 AND STORE CONTRACT SECTION OF AAO(CC) KANPUR

3rd Party Bills (NON DAD)

GeM Bills (NON DAD)

Opening Balance	Bills Received in a month	Total bills received in a month + previous month carry forward	Total Bills Passed in a month	Total Bills Passed within 07 working days	Total Bills returned in a month	Total Bills returned within 07 working days	Closing Balance
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Opening Balance	Bills Received in a month	Total bills received in a month + previous month carry forward	Total Bills Passed in a month	Total Bills Passed within 07 working days	Total Bills returned in a month	Total Bills returned within 07 working days	Closing Balance
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Cut-off date is 25th of the month

NODAL SECTION : ENGG. SECTION

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

3rd Party Bills (NON DAD)

Opening Balance	Bills Received in a month	Total bills received in a month + previous month carry forward	Total Bills Passed in a month	Total Bills Passed within 07 working days	Total Bills returned in a month	Total Bills returned within 07 working days	Closing Balance
-----------------	---------------------------	--	-------------------------------	---	---------------------------------	---	-----------------

GeM Bills (NON DAD)

Opening Balance	Bills Received in a month	Total bills received in a month + previous month carry forward	Total Bills Passed in a month	Total Bills Passed within 07 working days	Total Bills returned in a month	Total Bills returned within 07 working days	Closing Balance
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Personal Claims (NON DAD)

Opening Balance	Bills Received in a month	Total bills received in a month + previous month carry forward	Total Bills Passed in a month	Total Bills Passed within 14 working days	Total Bills returned in a month	Total Bills returned within 14 working days	Closing Balance
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RECOVERY OF RENT AND ALLIED CHARGES

Sl No	Name of BSD OFFICE	No. of Days taken to prepare the bill

Cut-off date is 25th of the month



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)**

		Total bills received in a month + previous month carry forward	Total Bills Passed in a month	Total Bills Passed within 14 working days	Total Bills returned in a month	Total Bills returned within 14 working days	
Opening Balance	Bills Received in a month						Closing Balance

**Cut-off date is 25th of the month**



ANNEXURE - A-6

NODAL SECTION : NPS CELL

FOLLOWING REPORTS WILL BE CONSOLIDATED BY NPS CELL IN RESPECT OF WHOLE ORGANIZATION

Separate Annexure attached

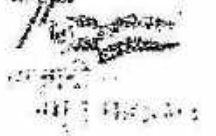
# रक्षा लेखा महानियंत्रक

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:atcoord.cgda@nic.in



No. Coord/13002/KPIs/2023

Date: 08.08.2023

To

PCDAs/PCoA(Fys)/CDAs

**Subject : Key Performance Indicators(KPIs) Report**

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Please refer to this office circular No. Coord/13002/KPIs/2023 dated 20.03.2023 addressed to all PCDAs/PCoA(Fys)/CDAs and subsequent clarification issued vide this office letter of even No. dated 31.05.2023.

2. After analysis of the KPIs data being received from Pr. Controllers/ Controllers for the month of April/May, 2023 it was observed a lot of variation between data generated by IT Division of this office from online GeM Portal/NCS and that submitted by the PCDAs/CDAs.

3. In view of the above, it has been decided that HQrs Office will generate a pre-filled format for the relevant KPIs and rank of the PCDAs/CDAs based on it. This data will be shared with the PCDAs/CDAs to offer clarifications/corrections if required.


4. It is also intimated that the calculation sheet has been modified by deleting some existing fields/by adding new fields. Accordingly, a revised calculation sheet along with its Annexures is enclosed herewith for your information and necessary action please.

5. The revised KPIs report shall be rendered for the month of August, 2023<sup>4</sup> onwards.

6. It may also be noted that HQrs will analyse the data pertaining to PCDAs/CDAs (Main Office) while the sub-offices under PCDAs/CDAs shall be monitored by the respective the PCDAs/CDAs at their end.

This issues with the approval of FA(DS)/CGDA.

Encl: As above.

  
Sr. Dy. CGDA (Audit)



## Scoring Matrix

Audit Wing																									
(1)						(2)						(3)						(4)							
3 <sup>rd</sup> Party Bills (Non-DAD)						Personal Claims (Non DAD)						Personal Claims (DAD)						GeM Bills (Non DAD)							
% Passed within 7 working days	Marks	% Return within 7 working days	Marks	% Carry forward	Marks	% Passed within 14 days	Marks	% Return within 14 days	Marks	% Carry forward	Marks	% Passed within 14 days	Marks	% Return within 14 days	Marks	% Carry forward	Marks	% Passed within 7 working days	Marks	% Return within 7 working days	Marks	% Carry forward	Marks		
80% to 100%	5	0% to 10%	3	0% to 2%	2	80% to 100%	5	0% to 10%	3	0% to 2%	2	80% to 100%	5	0% to 10%	3	0% to 2%	2	90% to 100%	5	0% to 10%	3	0% to 2%	2		
75% to 80%	4					75% to 80%	4					75% to 80%	4					85% to 90%	4						
70% to 75%	3	10% to 20%	2	2% to 5%	1	70% to 75%	3	10% to 20%	2	2% to 5%	1	70% to 75%	3	10% to 20%	2	2% to 5%	1	80% to 85%	3	10% to 20%	2	2% to 5%	1		
60% to 70%	2					60% to 70%	2					60% to 70%	2					75% to 80%	2						
50% to 60%	1					50% to 60%	1					50% to 60%	1					50% to 60%	1					50% to 60%	1
0% to 50%	0	Above 25%	0	above 5%	0	0% to 50%	0	Above 25%	0	above 5%	0	0% to 50%	0	Above 25%	0	above 5%	0	0% to 50%	0	Above 25%	0	above 5%	0	0% to 50%	0

## Scoring Matrix

Audit Wing											
(5)		(6)		(7)		(8)		(9)		(10)	
CGDA HQ's Reference		Recovery of Rent and allied charges		Progress of Audit Objections		Performance of PAOs		NPS		GeM Procurement (DAD)	
% Cleared within 30 days	Marks	Average number of days taken to prepare bills	Marks	% conversation in MFAI 90 days	Marks	Average Score on Report as Annexure 'D'	Marks	Average Score on Report as Annexure 'F'	Marks	% Procurement through GeM	Marks
75% to 100%	5	Less than 7 days	5	75% to 100%	5	0.0 to 0.5	5	4 to 5	5	95% to 100%	5
70% to 75%	4	07 to 10 days	4	75% to 50%	4	0.5 to 1.0	4	3 to 4	4	90% to 95%	4
60% to 70%	3	10 to 15 Days	3	40% to 50%	3	1 to 2	3	2.5 to 3	3	85% to 90%	3
60% to 50%	2	15 to 20 days	2	25% to 40%	2	2 to 3	2	2 to 2.5	2	80% to 85%	2
40% to 50%	1	20 to 30 days	1	10% to 25%	1	3 to 4	1	1 to 2	1	75% to 80%	1
0% to 40%	0	More than 30 days	0	0% to 10%	0	4 to 5	0	0 to 1	0	0% to 75%	0

## Scoring Matrix

Admin Wing						Accounts wing					
(11)		(12)		(13)		(14)		(15)		(16)	
Grievance (CPGRAM & Non-CPGRAM)		Appeal against Grievance		DAD Projects		RBI Reconciliation with SBI Payment		SBI CMP Booking Amount		Clearance of S&S Imprest Account	
% clearance within 30 days	Marks	% of Appeal raised against the reply of grievance	Marks	Average Score on Report (Annexure 'E')	Marks	% Reconciliation	Marks	% Completion of booking Amount (93/020/91)	Marks	% Imprest Accounts settled within 45 days after the month closed	Marks
95% to 100%	5	0% to 10%	5	4 to 5	5	95% to 100%	5	95% to 100%	5	95% to 100%	5
90% to 95%	4	10% to 20%	4	3 to 4	4	90% to 95%	4	90% to 95%	4	90% to 95%	4
85% to 90%	3	20% to 30%	3	2.5 to 3	3	85% to 90%	3	85% to 90%	3	85% to 90%	3
80% to 85%	2	30% to 40%	2	2 to 2.5	2	80% to 85%	2	80% to 85%	2	80% to 85%	2
75% to 80%	1	40% to 50%	1	1 to 2	1	75% to 80%	1	75% to 80%	1	75% to 80%	1
0% to 75%	0	50% to 100%	0	0 to 1	0	0% to 75%	0	0% to 75%	0	0% to 75%	0

## Calculation Sheet

Sl. No.	Area	Calculation formula
1.	3 <sup>rd</sup> Party Bills (Non DAD)	$\% \text{ Passed within 7 working days} = \frac{\text{Total bills passed within 7 working days in a month}}{\text{Total bills passed in that month}} \times 100$
		$\% \text{ Return within 7 working days} = \frac{\text{Total bills return in the month within 7 working days}}{\text{Total bills returned in the month}} \times 100$
		$\% \text{ Carry Forward (CF)} = \frac{\text{Closing balance at the end of month}}{\text{Total bills received in the month} + \text{Previous month CF}} \times 100$
		Cut-off date is 25 <sup>th</sup> of the month
2.	Personal Claims (Non DAD)	$\% \text{ Passed within 14 days} = \frac{\text{Total claims passed within 14 days in a month}}{\text{Total Claims passed in that month}} \times 100$
		$\% \text{ Return within 14 days} = \frac{\text{Total claims return in the month within 14 days}}{\text{Total bills returned in the month}} \times 100$
		$\% \text{ Carry Forward (CF)} = \frac{\text{Closing balance at the end of month}}{\text{Total bills received in the month} + \text{Previous month CF}} \times 100$
		Cut-off date is 25 <sup>th</sup> of the month

## Calculation Sheet

Sl. No.	Area	Calculation formula
3.	Personal Claims (DAD)	$\% \text{ Passed within 14 days} = \frac{\text{Total claims passed within 14 days in a month}}{\text{Total claims passed in that month}} \times 100$
		$\% \text{ Return within 14 days} = \frac{\text{Total claims return in the month within 14 days}}{\text{Total bills returned in the month}} \times 100$
		$\% \text{ Carry Forward (CF)} = \frac{\text{Closing balance at the end of month}}{\text{Total bills received in the month} + \text{Previous month CF}} \times 100$
		Cut-off date is 25 <sup>th</sup> of the month
4.	GeM Bills (Non DAD)	$\% \text{ Passed within 7 working days} = \frac{\text{Total bills passed within 7 working days in a month}}{\text{Total bills passed in that month}} \times 100$
		$\% \text{ Return within 7 working days} = \frac{\text{Total bills return in the month within 7 working days}}{\text{Total bills returned in the month}} \times 100$
		$\% \text{ Carry Forward (CF)} = \frac{\text{Closing balance at the end of month}}{\text{Total bills received in the month} + \text{Previous month CF}} \times 100$
		Cut-off date is 25 <sup>th</sup> of the month



## Calculation Sheet

Sl. No.	Area	Calculation formula
5.	CGDA HQrs Reference	$\% \text{ clearance within 30 days} = \frac{\text{Letters cleared within 30 days}}{\text{Total reference cleared in that month}} \times 100$
6.	Rent & Allied Charges	$\text{Average number of days taken to prepare bills} = \frac{\text{Addition of total No. of days taken by all BSO office under Jurisdiction of PCDA's/CDAs}}{\text{Total No. of BSO office under Jurisdiction of PCDA's/CDAs}}$
7.	Progress of Audit Objections	$\% \text{ conversion in MFAI 90 days} = \frac{\text{Audit objections converted in MFAI}}{\text{Total objection raised in 90 days}} \times 100$
8.	Performance of PAOs	Average Score on Report as Annexure 'D'
9.	National Pension System (NPS)	Average Score on Report as Annexure 'F'
10.	GeM Procurement (DAD)	$\% \text{ Procurement through GEM} = \frac{\text{Total Procurement through GeM in month}}{\text{Total procurement in a month}} \times 100$
11.	Grievance (CPGRAM & Non-CPGRAM)	$\% \text{ clearance within 30 days} = \frac{\text{Grievance cleared within 30 days}}{\text{Total receipt in a month}} \times 100$

## Calculation Sheet

Sl. No.	Area	Calculation formula
12.	Appeal against Grievance	$\% \text{ of Appeal raised against the reply of grievance} = \frac{\text{Total No. of appeal raised in a month}}{\text{Total No. of Grievance received in that month}} \times 100$
13.	DAD Projects	Based on the average score on the report in Annexure 'E'
14.	RBI Reconciliation with SBI Payment (For Code Head 021/00)	$\% \text{ Reconciliation} = \frac{\text{Compilation under Code Head 2100}}{\text{Total monthly figure reported by RBI}} \times 100$
15.	SBI CMP Booking Amount (For Code Head 020/91)	$\% \text{ Compilation of booking Amount (020/91)} = \frac{\text{Total figure reflected in NCS Compilation}}{\text{Monthly figure reported in DMS by SBI}} \times 100$
16.	Clearance of S&S Imprest Account	$\% \text{ Imprest Accounts settled} = \frac{\text{No. of cash account received \& accounted for within 45 days of the month closed}}{\text{Total No. of Imprest Account released in that}} \times 100$

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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
29. CDA (Army) Delhi Cantt.

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Scoring Matrix											
DOs/IRMR %		TA/DA		Tender memo		Complaints		FSA		Concurrent Review	
%	marks	%	marks	%	marks	%	marks	%	marks	%	marks
>1.0	5	>2.0	5	>8.0	5	>60	5	>30	5	>4.0	1
0.75-1.0	4	1.5-2.0	4	6<=<8	4	46-60	4	15<=<30	4	3<=<4	2
0.5-0.75	3	1.0-1.5	3	4<=<6	3	31-45	3	10<=<15	3	2<=<3	3
0.25-0.5	2	0.5-1.0	2	2<=<4	2	16-30	2	5<=<10	2	1<=<2	4
<0.25	1	<0.5	1	<2.0	1	<15	1	<5	1	<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 &amp; 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/Rece 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/Rece 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/Rece 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 Recee 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 'F'**

**KPI scoring on National Pension System**

Sl No.	Nature of work	Achievement	Marks	Remarks	
1	Generation of PRAN	PRAN generated within 20 days of joining	90%-100%	5	20 days should be calculated from date of joining to date of generation of PRAN
			80%-90%	4	
			70%-80%	3	
			60%-70%	2	
			50%-60%	1	
			less than 50%	0	
2	Oldest joining date of employee whose PRAN not generated	within 20 days	within 20 days	5	
			21-30 days	4	
			31-45 days	3	
			46-60 days	2	
			60-90 days	1	
			more than 90 days	0	
3	Timely remittance of contribution	Contribution remitted in last working day of the month	98-100%	5	1. Contribution uploaded within first week of the following month may be treated as in time in cases of IEs only. 2. For the month of March, contribution uploaded on first working day of the following month may be treated as in time.
			96-98%	4	
			94-96%	3	
			92-94%	2	
			90-92%	1	
			below 90%	0	
4	Withdrawal Request	Disposal of withdrawal request should be within 15 days from the date of receipt	90%-100%	5	Days should be calculated from date of receipt of withdrawal request and date of final disposal.
			80%-90%	4	
			70%-80%	3	
			60%-70%	2	
			50%-60%	1	
			less than 50%	0	

### Calculation

- 1 Generation of PRAN >  $\frac{\text{Number of employees for whom PRAN generated within 20 days} * 100\%}{\text{Total number of employees joined}}$

\*20 days should be calculated from date of joining to date of generation of PRAN

- 2 Delay in generation of PRAN No. of days between date of joining of employees whose PRAN not generated )

- 3 Timely remittance of >  $\frac{\text{No. of employees whose contribution was remitted at the end of the month} * 100\%}{\text{Total number of employees covered under NPS}}$   
contribution

\* Contribution uploaded within first week of the following month may be treated as in time in cases of IEs on

\*\* For the month of March, contribution uploaded on first working day of the following month may be treated as in time.

- 4 Withdrawal Request >  $\frac{\text{No. of employees whose withdrawal request disposed during the month} * 100\%}{\text{Total number of withdrawal request received}}$

\*Days should be calculated from the date of receipt of withdrawal request and date of final disposal.