

हिन्दी भाषा राष्ट्र निर्माण में सहायक है “



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ
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वन्देय कुटुंबम्

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सं.वेतन-III/3088/ovrsigtmechreport

दिनांक-05.05.2023

सेवा में,

प्रभारी अधिकारी
एनपीएस अनुभाग
समस्त उप कार्यालय
(र.ले.प्र.नि. म.क लखनऊ के अधीन)

विषय :- Forwarding of Key Performance Indicator Report (KPI).

नियंत्रक महोदय के निर्देशानुसार एनपीएस से संबन्धित कार्य कर रहे सभी PAOs से मासिक KPI रिपोर्ट का प्रेषण किया जाना सुनिश्चित किया गया है। जिसमें एनपीएस से संबन्धित विभिन्न कार्यों का निर्धारण समय से कार्य किया जाना सुनिश्चित किया गया है और कार्य को निर्धारित समय सीमा के अंदर करने पर एवं किए गए कार्य की scoring percentage पर अंक निर्धारण भी किया जाएगा। KPI रिपोर्ट का Performa एवं scoring matrix का विवरण इस पत्र के साथ संलग्न है।

अतः सभी PAOs से अनुरोध है कि उक्त रिपोर्ट प्रत्येक माह की 10 तारीख तक इस कार्यालय को प्रेषित करें।

संलग्न : KPI रिपोर्ट Performa तथा स्कोरिंग matrix

Copy to:

To,

The Officer In charge

OA Cell (Local)

व.ले.अधि (NPS)

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व.ले.अधि (NPS)

Government of India

Ministry/Department of Defence Accounts

National Pension System

KEY PERFORMANCE INDICATOR REPORT

1. Status of Registration, PRAN generation (S-1 form)

S No.	Months	No. of employees joined during the month	No. of employees whose PRAN generated within time (20 days)	No. of employees whose PRAN not yet generated	% No. of employees whose PRAN generated	Marks Obtained
1						

2. Details of remittance of monthly contribution.

S No.	Months	Total No. of employees under NPS during the month	No. of employees whose contribution remitted to CRA/Bank at the end of month	No. of employees whose contribution was not remitted on time	% No. of employees whose contribution remitted to CRA/Bank	Marks Obtained
1						

3. Status of Processing of withdrawal request on exit from NPS:

Months	No. of employees retired during the month	No. of employees whose withdrawal process started with in prescribed time	No. of employees whose withdrawal case is pending after retirement	% No. of employees whose withdrawal process started with in prescribed time	Marks Obtained

4. Status of Grievance redressal of employees covered under NPS:


No. of Grievances received during the month	No. of Grievances disposed during this period	No. of Grievances pending for less than 1 month	No. of Grievances pending for 1 to 3 months	No. of Grievances pending of more than 3 months	Marks Obtained

5. Delay availability of Nomination and contact Details in PRAN (S-2 form)


No. of employees whose PRAN has been generated	No. of employees whose nomination available for NPS benefits	No. of employees whose contact details viz mobile no. and email are updated in PRAN	No. of employees whose nomination NOT available for NPS benefits	No. of employees whose contact details viz mobile no. and email are NOT updated in PRAN

6. SCORING MATRIX

(i) PRAN generation Period	<u>Marks</u>
PRAN generated within time (20 days)	5
21 days to 22 days	4
23 days to 25 days	3
26 days to 28 days	2
29 days to 30 days	1
Above 30 days	0
(ii) Details of remittance of monthly contribution	
100% remittance to CRA/Bank after the end of month	5
1 to 3 days	4
4 to 5 days	3
6 to 8 days	2
9 to 10 days	1
Beyond 10 days	0
(iii) Processing of withdrawal request on exit from NPS	
100% Process of withdrawal request of employees retired during the month	5
Process of withdrawal request after 03 days of retirement of employee and from date of receipt of Claim.	4
Process of withdrawal request after 06 days of retirement of employee and from date of receipt of Claim.	3
Process of withdrawal request after 10 days of retirement of employee and from date of receipt of Claim.	2
Process of withdrawal request after 12 days of retirement of employee and from date of receipt of Claim.	1
Process of withdrawal request beyond 12 days of retirement of employee and from date of receipt of Claim.	0


 Sr. Accounts Officer (NPS)

(iv) Status of Grievance redressal of employees covered under NPS		<u>Marks</u>
Grievances redressal of employee and disposal within 7 days		5
8 to 15 days		4
16 to 22 days		3
23 to 30 days		2
1 month above		1
Above two month		0
(v) Delay of Nomination and contact Details (Mobile no. & email) in PRAN (S-2 Form)		
Contract details update in PRAN within 1 to 3 days from the date of receipt of S2 Form		5
4 to 6 days		4
7 to 9 days		3
10 to 12 days		2
13 to 15 days		1
Beyond 15 days		0


Sr. Accounts Officer (NPS)

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

Scoring Matrix

49 92

Audit				Admin Wing						Accounts wing					
11		12		13		14		15		16		17		18	
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 Imprest Account	
(Annexure 'D')	Marks	% Procurement through GEM	Marks	% 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 (98/020/92)	Marks	% Imprest Accounts settled within 45 days after the month closed	Marks
to 0.5	5	95% to 100%	5	95% to 100%	5	0% to 10%	5	4 to 5	5	95% to 100%	5	95% to 100%	5	95% to 100%	5
to 1.0	4	90% to 95%	4	90% to 95%	4	10% to 20%	4	3 to 4	4	90% to 95%	4	90% to 95%	4	90% to 95%	4
to 2	3	85% to 90%	3	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
to 3	2	80% to 85%	2	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
to 4	1	75% to 80%	1	75% to 80%	1	40% to 50%	1	1 to 2	1	75% to 80%	1	75% to 80%	1	75% to 80%	1
to 5	0	0% to 75%	0	0% to 75%	0	50% to 100%	0	0 to 1	0	0% to 75%	0	0% to 75%	0	0% to 75%	0
