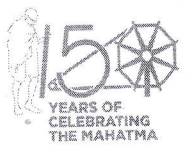
	<p style="text-align: center;"><b>रक्षा लेखा नियंत्रक (सेना)</b>  <b>CONTROLLER OF DEFENCE ACCOUNTS (ARMY)</b>  <b>बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी 250001 -</b>          Belvedere Complex, Ayudh Path, Meerut Cantt-250 001          0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 2646216          ई-मेल आई.डी./e-mail id: <a href="mailto:oandmcdaarmy.dad@hub.nic.in">oandmcdaarmy.dad@hub.nic.in</a></p>	
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### अनुस्मारक-1

संख्या संग. एवं प./158/व्यक्तिगत लक्ष्य/2022-23

दिनांक: 28/06/2022

सेवा में,

प्रभारी अधिकारी

मुख्य कार्यालय के समस्त वरि लेखाधिकारी/लेखाधिकारी.

मुख्य कार्यालय के समस्त अनुभाग (स्थानीय)

समस्त उप-कार्यालय

**विषय:** व्यक्तिगत लक्ष्यों की 06/2022 की तिमाही प्रगति रिपोर्ट को समय से प्रेषित करने के संबंध में।  
**संदर्भ :** इस कार्यालय का पत्रांक संख्या सं एवं प./158 वैयक्तिक लक्ष्य/2022-23 दिनांक 27.04.2022.

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उपरोक्त विषयक सूचित किया जाता है कि संदर्भित पत्र द्वारा व्यक्तिगत लक्ष्य की तिमाही माह 06/2022 रिपोर्ट 25.06.2022 तक इस अनुभाग को ई-मेल द्वारा प्रेषित करने का अनुरोध किया गया था परंतु अभी तक यह रिपोर्ट प्राप्त नहीं हुई है। अतः आपसे पुनः अनुरोध है कि संबन्धित रिपोर्ट को इस अनुभाग की email id [oandmcdaarmy.dad@hub.nic.in](mailto:oandmcdaarmy.dad@hub.nic.in) पर जल्द से जल्द प्रेषित करने का कष्ट करें ताकि निर्धारित समय पर सम्बन्धित रिपोर्ट सक्षम प्राधिकारी की स्वीकृति लेकर मुख्यालय कार्यालय को प्रेषित की जा सके।


यह भी अवगत कराया जाता है, कि सक्षम अधिकारी के निर्णय के अनुसार सभी AAOBSO/AAGE/AOGE कार्यालय, PAOs एवं RAO/ALAO/LAO कार्यालय मुख्य कार्यालय के क्रमशः अभियांत्रिकी अनुभाग, लेखा परीक्षा (अन्य श्रेणी) अनुभाग एवं आंतरिक लेखा अनुभाग को संबन्धित रिपोर्ट प्रेषित करेंगे एवं मुख्य कार्यालय के संबन्धित अनुभाग प्राप्त रिपोर्ट को consolidate करके सॉफ्ट एवं हार्ड कॉपी में इस अनुभाग को प्रेषित करेंगे।

अन्य सभी अनुभाग एवं उप-कार्यालय रिपोर्ट सीधे ही इस अनुभाग को प्रेषित करेंगे।

अतः प्राथमिकता देते हुए, व्यक्तिगत लक्ष्यों से संबन्धित कुल 37 बिन्दुओं में से अपने अनुभाग एवं उप-कार्यालय से संबन्धित बिन्दुओं का चयन करके रिपोर्ट जल्द से जल्द इस अनुभाग को प्रेषित करें।


संलग्न: (i) व्यक्तिगत लक्ष्य ( कुल 37 बिन्दु) (ईमेल एवं वैबसाइट द्वारा)

(ii) रिपोर्ट का फ़ारमैट

  
वरिष्ठ लेखा अधिकारी  
(संग. एवं प. अनुभाग )

प्रतिलिपि:-

1. प्रभारी अधिकारी :- वैबसाइट पर uploading हेतु  
✓ ओ ए कक्षा(स्थानीय)

  
वरिष्ठ लेखा अधिकारी  
(संग. एवं प. अनुभाग )



मौशुमी रुद्र, मा.र.ले.से.  
Maushumi Rudra, IDAS  
रक्षा लेखा वरिष्ठ संयुक्त महानियंत्रक  
Senior Jt. CGDA

रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts  
उलान बटार रोड, पालम  
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दिल्ली छावनी-110010  
Delhi Cantt-110010  
दूरभाष / Tel . : 011-20893011  
ईमेल / Email : maushumirudra.cgda@gov.in

D.O. Coord/00012/Targets/ 2022-23

Dated : 12<sup>th</sup> April 2022

Dear Mini,

I am writing this in connection with the Annual Targets for the Financial Year 2022-23.

2. The Targets have been approved by the Competent Authority. The same is enclosed as Annexure 'A'.

3. It is requested that the progress achieved in respect of the targets assigned may be intimated through Quarterly Achievement Report. The report may please be rendered in the prescribed format (Annexure-B) and addressed to Addl.CGDA. The report should invariably reach HQrs Office by 10<sup>th</sup> of the month following the Quarter through mail [atcoord.cgda@nic.in](mailto:atcoord.cgda@nic.in) only.

With best wishes,

Encl- As above.

Yours sincerely,

Maushumi Rudra

Smt. Mini Sri Bisht, IDAS  
Controller of Defence Accounts (Army)  
Belvedere Complex  
Ayudh Path  
Meerut - 250001



**Annexure 'A'**

**Approved Targets for Financial Year 2022-23.**

**CDA (Army) Meerut**

1.	To formulate a year-long plan for implementation of Raj Bhasha Policy of the Government of India and Rajbhasha inspection of the sub-offices and sections of Main Office.
2.	Implementation of SWATCH BHARAT ABHIYAN, weeding out of old records, cleanliness of offices and surroundings.
3.	Observance of 'Azadi ka Amrit Mahotsav' from July 2021 to August 2022.
4.	Liaison meeting with Senior functionaries, at least once in a quarter and also quarterly meeting by CDA with Heads of sub-offices.
5.	100% implementation of E-Office.
6.	To ensure holistic manpower development through:-Appropriate in-house training of in the core competence area.
7.	i) GeM bills to be cleared within 10 days of receipt. ii) Clearance of bills in r/o MSMEs and CPSEs within 45 days.
8.	Procurement through GeM
9.	i) 100% clearance of outstanding adverse/suspense balances for the current period ii) 25% clearance of Outstanding DIDs in each Quarter.
10.	Expenditure under DAD heads to be kept within the monthly/quarterly ceiling of allocation.
11.	100% clearance of SBI CMP payments under Head 93/020/91 and rejections under head 93/020/96
12.	Monitoring of AAC, ARMES and AROB on Quarterly basis and its quantitative/qualitative improvement be shown-100%
13.	Implementation of PRABAL Module
14.	100% adjustment of e-MROs/MROs
15.	i) Disposal of all complaints/RTI / Legal and grievances within a stipulated time under intimation to complainant. ii) Regular review of robust system of CPGRAM/Pending Grievance/Complaints to ensure prompt replies/responses to all concerned within 45 days.
16.	100% clearance of post audit of online ECHS Medical Bills. Recoveries of all the Overpayment made to Hospitals in r/o ECHS Medical Bills. Settlement/recoveries of all outstanding observations related to Cash Books. Maintenance of data of Overpayment detected during post audit of ECHS vouchers upto past quarter and ensure recovery of the same in subsequent quarter.
17.	Inspection of 33% sub-offices by the CDA Office.
18.	Settlement of observations raised by inspection team of HQrs office outstanding as on 31.12.2019-100%
19.	Conduct Two Periodic audit conclaves with the executives (in person or through video conferencing) to settle audit objections.
20.	Settlement of 25% MFAI/IAR items / LTARS/ Local Audit Objections pending on 31.03.2022.
21.	100% clearance of post audit of all Pending Bills/Vouchers of Cash Books
22.	Creation of NIC e-mail for all DAD personnel and sections of M.O and sub-offices for secure and faster exchange of information.



23.	Establishment of WAN connectivity in sub offices
24.	Pay Fixation PBORs / Pensioners under 7th CPC including Pre- 2016 cases
25.	Successful rollout & implementation of SPARSH(CPP).
26.	Review and recovery of outstanding rent and allied charges.
	<b>For PAOs</b>
27.	To ensure 100% processing of Dos II in the same month of receipt.
28.	TA/DA/LTC Advance Adjustment/Luggage Claims/Fund Withdrawals are to be processed within 15 days of receipt and there should not be any such claim pending for more than a week at the time of monthly closing of accounts.
29.	To ensure implementation of provisional FSA and Misc. FSA cases (other than regular) within stipulated time frame.
30.	Final disposal of all post discharge claims, being received [in PAOs (ORs) in not more than three months of receipt].
31.	Settlement of 100% of MACP revision wef. 01.01.2006 in r/o PBORs.
32.	Completion of 25% cases of closure of pay books (pending cases as on 01.04.2022).
33.	To maintain the rejection percent within the prescribed limit.
34.	Liaison meeting with GOC-in-C/COs and other functionaries once in a half year to be organised.
35.	Ensure issue of provisional Final Settlement of Accounts to PBORs six months in advance from the date of discharge, provided Record office sends them in six months advance.
36.	Clearing of all pending Master missing cases and SWP cases in r/o PBORs and Officers
37.	Analysis of heavy debit and credit balances



## Annexure 'B'

Reason for non-achievement of prescribed % age of target (25%/50%/75%/100%) (**)	Self Assessment on the basis of the target achieved by the Controllers on a scale of 10

(\*) Facts & Figures in details, if required, should be described in separate Sheet/Annexure.

Quarter

**Suggested % of achievement**

1<sup>st</sup> Quarter

25%

2<sup>nd</sup> Quarter

50%

3rd Quarter

75%

4<sup>th</sup> Quarter

100%