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

No. O&M/158/Personal Target/2022-2023/Vol-1

Dated: 27.04.2022

To,

The Offices in-charges
 All Section of M.O
 All Sub-offices

Sub:- Personal Target for FY 2022-23.

Ref: - HQrs office DO Letter No. D.O. Coord/00012/Target/2022-23 dated 12-04-2022 (Copy enclosed.)

Personal target for FY 2022-23, approved by HQrs office has been received through above mention DO letter cited under reference, the same is being forwarded to your office/section. You are, therefore requested to forward **the quarterly Personal target report** timely to enable this section to forward the consolidate report to HQrs office after approval of competent authority in time.

2. Since the personal target report of QE (June, Sep, Dec, Mar) is due to be forwarded to HQrs office by 10th of following month, it is advised to forward the report of each QE by 25.06.22, 25.09.22, 25.12.22, & 25.03.23 respectively.

3. For timely submission of the desired report, it is also decided by competent authority that all AAO BSO/AO GE/ AOGE offices, all PAOs and all RAOs, LAOs, ALAOs will forward their report to E-section, AT/ORs section and IA section of M.O. respectively.

4. Thereafter the respective sections of M.O i.e E-Section, AT/ORs, section & IA section would compile the reports received by them and further, a consolidated report in soft & hard copy, would be forwarded to O&M section M.O so that the report after approval of competent authority can be forwarded by due date positively to the HQrs office.

5. The instructions cited above may be noted for strict compliance.

Note: There are 37 personal Targets approved by HQrs office for FY 2022-23, you are advised to forward the quarterly Personal target report in prescribed format only (as Annexure 'B') for targets pertains to your section/ office only.

Addl.CDA has Seen.

Encl: - As above

✓ Copy to:

IT&S Section (Local): for uploading on website

x — sd x
Sr. Accounts Officer
(O&M Cell)

एस०के० वर्मा
S.K. VERMA
वरिष्ठ लेखा अधिकारी
Sr. Accounts Officer
(O&M Cell)
कार्यालय लेखा निरीक्षण (सैन्य) मेरठ कैंप
O/o the C.D.A. (Army) Meerut Camp



मौशुमी रुद्र, भा.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
Ulan Batar Road, Palam
दिल्ली छावनी-110010
Delhi Cantt-110010
दूरभाष / Tel. : 011-20893011
ईमेल / Email : maushumirudra.cgda@gov.in

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

Dated : 12th 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 10th of the month following the Quarter through mail 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.
	For PAOs
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'

Format for submission of Quarterly Achievement Report by Controllers in respect of "Personal Target for the year 2022-23 for the Quarter ending

1 Sl.No.	2 Name of the Targets	3 Percentage(%) of achievement corresponding to the Quarter	4 Whether Facts & Figures in support of column 3 (*) attached	5 Reason for non-achievement of prescribed % age of target (25%/50%/75%/100%) (**)	6 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.

<u>Quarter</u>	<u>Suggested % of achievement</u>
1 st Quarter	25%
2 nd Quarter	50%
3 rd Quarter	75%
4 th Quarter	100%