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 भारत सरकार Govt. of India	रक्षा लेखा प्रधान नियंत्रक प.क. चंडीगढ़ PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (WC) SECTOR-9A, Chandigarh-160009 Tel : 0172-2741611-614,2741990,2740445,Ext-207, 244 FAX-0172-2742552 E-mail: cda-chd@nic.in Website: pcdawc.gov.in	 रक्षा मंत्रालय Ministry of Defence
No. O&M/147/Gen.Tgt.		Date-10.05.2018

To

The Officer Incharge,

1. All Sections of Main Office.
2. All AAO (Pays) [Under PCDA (WC) Chandigarh]
3. All AO GEs [Under PCDA (WC) Chandigarh]
4. All LAOs [Under PCDA (WC) Chandigarh]

Sub:- General Targets of Sub Offices/Sections of Main Office of the PCDA (WC) Chandigarh for the Year 2018-19.

The targets as enumerated in the enclosed Annexure 'A' and 'B' have been fixed by the Competent Authority for the year 2018-19. The areas of work relating to the targets be monitored closely and report on achievement/progress/completion made be furnished to O&M Cell by last date of the month of each quarter i.e. **30th June, 30th September, 31st December and 31st March**. Please ensure that the report is invariably submitted as per the given time schedule.

Note: - 1. All AO GEs are required to submit their report to E Section of Main Office.

2. All LAOs are required to submit their report to IA Section of Main Office.

This issue with the approval of PCDA.

Copy by post may not be awaited.

(Encl: Annexure 'A' & 'B')

Abhineet

ACDA (O&M)

Copy to:-

PS to Pr. CDA
PA to Addl. CDA
IT & S Section (Local)

: For information please.

: For uploading on official website.


SAO (O&M)

General Target for the Year 2018-19		
S. No.	Item/ Area of Work	Annexure 'A' Targets Proposed
All Sections of Main office & Sub offices		
1	All Internal Correspondence between Main Office & AO GE/LAO/PAOs/AAO(Pay) will be done through NIC E-mail ID.	100%
AN Section		
1	Provisonal Payments for want of LPC (LPC to be received within 6 Months)	100%
2	Acks awaited in r/o LPCs sent to other offices	100%
3	O/S Cases of NPS-Clearanace	100%
4	Uploading of LF Data in respect of individuals in occupation of CPWD Quarters at Delhi	100%
5	O/S Demands TA/DA-Clearanace	100%
6	O/S Demands LTC-Clearance	100%
7	O/S Complaint Cases-Clearance	100%
8	O/S Grievances (Within 90 days)	100%
9	Payment of MACP in respect of staff and officers upto 28.02.2019.	
10	DPC in respect of staff/officers upto 31.03.2019.	
11	Upto date clearance of CPGRAM	100%
12	Transmission of scanned copies of service books to officers/staff concerned on their official e-mail ids	100%
13	Preparation of revised LPC-cum-Data sheet for Pre-2016 of DAD Pensioners & transmission thereof to PCDA (P) Allahabad	
14	Implementation of PMS (Leave)	100%
15	Implemention of ABBAS	100%
16	Unserviceable Stock items to be segregated and to be disposed off.	100%
17	Periodical service in the PCDA Complex.	100%
18	Renovation of Transit facility in Sector 35B Chandigarh.	100%
19	Transit facility at Amritsar-To be completed.	100%
20	AEs for construction of office and residential building at kapurthala.	100%
21	Installation of Solar Panel Projects	100%
22	Adherence to GST Provisions	100%
Store Contract Section		
1	Post Audit of A/Cs (Arrears not to be for more than One month)	100%
2	Timely uploading of Form 24 G & 24 Q with timely rendition of Monthly reports on GST & GeM	100%
3	Settlement of outstanding Objections/LTARs	Up to 2015-16
4	A/C awaited from Units for Post Audit	100%
5	Placement of all DVs & CA in single folder	
6	Settlement of LTARs in respect of which reply already sent to Test audit authorities	
7	Recovery of demands pending against contractors, if any	100%
8	Raising of One (1) MFAI Cases Per AAO Per Quarter (Details at Annexure 'B')	
9	Review of Security Deposits and their lapse to Govt. where required	100%
10	Adherence to GST Provisions	100%
11	Rendition of IGST/CGST/SGST Report regularly	

Store Audit Section		
1	Clearance of CP Vrs. Acks awaited from Sub Offices	50%
2	Clearance of O/S PBD Vouchers for want of Allotment	40%
3	Raising of One MFAI Cases Per AAO Per 6 Months	
4	Payment of Custom Duty bills within 24 hours	
5	Adjustment of Sale Account with in one week	100%
6	Clearance or writing off 41 Foreign Invoices outstanding in our books	100%
7	Final Audit of MF Accounts	100%
8	Adherence to GST Provisions	100%
M- Section		
1	Post Audit of A/Cs (Arrears not to be for more than One month)	
2	Post Audit objections	70%
3	Clearance of O/S Acks awaited from PAOs	100%
4	Raising of One (1) MFAI Cases Per AAO Per Quarter (Details at Annexure 'B')	
5	Uploading of 24G/26Q promptly	100%
6	Adherence to GST Provisions	100%
Pay Section		
1	Clearance of outstanding demands of TA/DA & LTC upto 31.12.2018.	100%
2	Clearance of outstanding LPCs (in/out)	100%
3	Acknowledgements of LPCs upto 31.12.2018.	100%
4	Clearance of other demands	100%
5	Clearance of Provisional payments for want of LPC (Within 6 Months)	100%
6	O/S cases of NPS to be liquidated	100%
7	Punching and uploading of NPS/GPF and Income tax before 10 th of each month.	100%
8	Clearance of Pay Fixation cases within 15 days of receipt	100%
9	Uploading Form 24G before 10th of each month	
ECHS Cell		
1	Post Audit of ECHS Bills : On line	Received up to 31.12.2018
2	Recovery of over-payments of Rs.37,39,84,514/- as on date.	25%
3	Adjustment of accounts	100%
TA Section		
1	Clearance of Demands against TA/DA.	Up to 31.12.2018
2	Clearance of Demands against LTC.	Up to 31.12.2018
IA Sec		
1	Performance Audit of at least one unit/formation in each quarter.	
2	At least two items to be proposed for inclusion in IAR half-yearly.	
3	Raising of 6 MFAI in each quarter	
4	Organise minimum one audit conclave in 6 Months.	
5	Liaison meeting with audit sections every quarter.	
6	Clearance of Test Audit objections	50%

D- Section		
1	Implementation of CMP system.	100%
2	Readiness to issue cheques under revised CTS-2010	100%
3	E payment	100%
4	Clearance of Internal Audit objections	
Accounts Section		
1	Clearance of pending work of linking of Schedule -III & Cheque linking	100%
2	Clearance of outstanding adjustment of MROs on the basis of DMROs.	100%
3	Clearance of DID Schedules	50%
4	Review of Sectional Compilation regularly (Each Section)	
5	Clearance of PAO Suspense	50%
6	Minimizing erroneous or fictitious booking	100%
7	Review of rectification of Adverse Balances	50%
O&M Cell		
1	Completion of Inspections as per Inspection Programme 2018-19	100%
2	Completion of Trainings as per Training Programme 2018-19	100%
EDP Cell		
1	Disposal of condemned Hardware with procurement year up to 2008.	100%
2	Installation of Biometric Attendance device in sub offices.	
3	Implementation of Project Tulip in E section (Main Office) CHD.	100%
4	Timely Procurement of Computer Hardware under AITPP 2018-19	100%
5	Creation of PAO (ORs) Website	100%
6	Updating of WAN	
7	Adherence to GST Provisions	100%
E- Section		
1	Adjustment of remaining CP vrs. referred in HQrs Office Inspection Report	100%
2	Special drive for clearance of Outstanding Rent & Allied charges up to date revision of LF in accordance with Govt. orders in respect of Govt. property in possession of pvt. parties	100%
3	Initiation of legal action by executives for recovery of outstanding demands which are not disputed and are pending against contractors.	100%
4	Settlement of LTARs in respect of which reply already sent to Test audit authorities	100%
5	Linking of demands with Security Deposits of contractors against whom demand is pending for recovery	100%
6	Records of SSDs on the charge of E Section to be made in Excel.	100%
7	Implementation of newly introduced procedure regarding direct scheduling of CP Vrs. to AOs GE	100%
8	Punching of data on Vishwak by all AOs GE	100%
9	To pursue issue of faulty meters (Water & Electricity) in Chandigarh	100%
10	O/S Demands against contractors	30%
11	Demand against other Deptt./SED	50%
12	Post Audit of A/Cs (Arrears not to be for more than One month)	
13	Charge Expenditure/Sanctions awaited	50%
14	Raising of One (1) MFAI Cases Per AAO Per Quarter (Details at Aneexure 'B')	
15	Adherence to GST Provisions	100%

Record Section		
1	Weeding out of old record.	100%
2	1 day difference in dissemination to sections.	100%
3	Timely procurement of stationery and maintenance of 1 month requirement in addition.	100%
AT (ORs)		
1	Clearance of old NIL PAN cases	100%
2	Advance Review of IRLAs in respect of PBORs 6 months prior to their proceeding on retirement.	100%
3	Creation of PAO (ORs) site	100%
4	Timely uploading of Form 24 G & 24 Q	100%
5	Reduction of Dos II Rejection percentage to 0%.	80%
6	Capturing of PAN details.	100%
7	Reduction of belated publication of Dos II by the Units.	70%
8	Reprocessing of old rejected Dos II to be brought to the current status.	100%
9	Processing of Dos II in the month of receipt itself.	100%
10	Maintainance of AFPPF	100%
11	O/S Complaint Cases-Clearance	100%
Fund Cell		
1	Up to date monthly maintenance/reconciliation of M&B Report	100%
2	Clearance of NIL DOB, NIL Nomination, Double Occurrence Cases	100%
3	Clearance of pending S1 forms.	100%
4	Review of Missing Credits in NPS & follow up	100%
5	Monitioring & follow up of Dash board reports of NPS	100%
6	Follow up of Minus Balance cases of GPF	100%


 SAO(O&M)

AAO (P) Delhi, Jalandhar & Pathankot		
1	Post Audit of ECHS Vouchers	100%
2	Post Audit of bills of M- Section	100%
3	Demands of TA/DA & LTC (Not older than 6 Months)	100%
4	Scheduling of CRV (M Section)	100%
5	Weeding out of old records	100%
6	24G/26Q of M-sec/Pay sec/ AN section	AAO (Delhi, Jalandhar)
7	Implementation of CICP Project	
8	Raising of Two (2) MFAI Cases Per Quarter	
9	Verification of Monthly Sectional compilation	
10	Uploading of NPS timely by 10th of following month	
11	Uploading of L/F deducted in CPWD portal (Delhi only)	
LAOs Office Targets		
1	Minimum 02 MFAI points per quarter should be reported to IA section.	
2	One financial advice point in FY should be sent to IA section.	
3	25% cases of outstanding Loss Statements for CFA sanction whose audit report has been given by M.O. and LAO should be got cleared in each quarter ending report.	
4	Arrear of Local Audit-(a) 50% Local Audit arrear should be cleared per quarter in r/o units whose audit is in arrear for more than 2 years.	
5	Every IRCR/LACR should contain at least 2 objections of serious nature and it should be shown separately from other objection list.	
6	Clearance of wanting Acknowledgements 100% of CRV.	
7	A comprehensive performance audit of 01 unit/formation be conducted for the year 2018-19 and an exhaustive report be submitted to M.O thereafter. Performance audit be conducted by a team consisting of concerned LAO and AAO, any additional AAO/AO required audit will be provided by M.O.	
8	25% cases of oldest period PBD Vrs should be cleared per quarter (before 2010).	
9	Local Audit objections pending for more than 10 years should be cleared @ 25% per quarter.	
10	Recent objections (within 10years): all the objections may be reviewed and units impressed upon to submit replies. Where amount of transactions involved is meagre, the units may be asked to get it regularized through their CFA or if less than 1000/- ,the case may be considered for regularization by audit authorities up to level of PCDA. The objections as recent as within 02 years may be discussed personally with COs/OCs unit may be asked to get it deposited through MRO from concerned staff/officer. The aim is to get settled at least 50% of the objections pertaining to the period within 10years.	
11	In addition to above, to ensure that audit objections don't pile up , the LAO should invariably receive all replies from a unit before proceeding on its next audit. Recovery/settlement of all objections, other than serious nature,taken in previous audit , should be ensured.	
12	Status of CICP (Last line) balances	

AO GE Targets (Areas for Targets)	
1	It has been observed from Contract Agreements concluded between MES and State Govt. Electricity or Water Supply Deptt/Board for supply of electricity or water provide for certain DISCOUNT in case prompt payment of dues of these departments is made within
2	Extensions granted by executives for completion of work beyond prescribed date of completion of work need to be critically examined and analysed by AOsGE to see the genuineness & validity of grounds on which extensions granted. After taking into account these extensions,L-1 needs to be re-determined with resultant loss due to extensions. Cases of arbitrary extension need to be placed under objection through MFAs.
3	Job orders & sanctions for local purchase may be critically examined to see whether expenditure has been split by the CFA with a view to bringing the expenditure within his financial powers.
4	Cases which exhibit defective planning also need to be highlighted.
5	Cases of non-utilisation of allotment/surrender of allotment displaying inefficient budgeting or inability of executives to utilize the allotment.

TARGETS FOR AO GEs

1	To implement Vishwak Project.	100%
2	To implement Project Bhawan.	100%
3	Audit of Sub-Division of GE office.	75%
4	Settlement of objection of previous Inspection.	100%
5	Pay Fixation cover of IE's.	100%
6	Clearance of PBD/POL Vrs.	100%
7	Recovery of Rent & Allied charges from Private Parties.	100%
8	Recovery of non-metered Qtrs on basis of Municipality rates in prevailing area.	
9	Scrutiny of MERs every month and its reconciliation with PM	
10	Peridioc Census of MB	
11	Atleast one MFAI to be proposed in each quarter	
12	100% Revision of Rent & Allied charges as rules.	
13	Creation of updated data base on available metered quarters and non metered quarters under their jurisdiction with report to Main Office for taking up the matter of metering with Command HQrs.	
14	Identification of top ten individuals / firms with highest revenue pending recovery under each GE and a proposal ta raise MFAI against Stn HQrs / Unit for non action of recoveries.	


SAO (O&M)

Targets Areas for MFAI for AAOs of Audit Sections			Annexure 'B'
S. No.	Section	Subject	Remarks
1	Misc.	<p>1.Highlighting cases involving impropriety of procurement & financial indiscipline during post audit accounts of Misc grants.</p> <p>2.Cases of financial irregularities in public procurement in pre-audit.</p> <p>3.Instances of splitting the expenditure with a view to bringing the expenditure withn the financial powers of CFA issuing sanctions.</p> <p>4.Irregular hiring of men and materials by Cantt Boards for providing consevancy services to SHQrs..</p> <p>5.Any other area noticed.</p>	
2	Store contract	<p>1. To check basket rates of vegetable and fruits to see in financial terms the actual drawl against what was actually provided in the Contract Agreement.</p> <p>2.Contracts for supply of Meat to see delay as per in conclusion of contract with resultant financial loss in addition to other financial irregularities as regards variation of rates etc.</p> <p>3. To exercise the following checks in respect of CHT Contracts of HQ,Delhi Area & HQ,WC,Chandimandir & Chandigarh:-</p> <p>i) that copies of RCs of vehicles under CHT are attached</p> <p>ii) Private vehicles are not used as Taxis correctness of vehicles in CHT contracts.</p> <p>iii) Vehicles No. are checked to see that one and the same vehicle does not find place in the list of other contractor.</p> <p>iv) Conclusion of CHT contracts for short spans to be checked from econonmy point of view.</p> <p>v) Highlighting procedural & financial irregularities of serious nature in post-audit of S&S imprest.</p>	
3	E-section	Highlighting financial irregularities detected in post audit.	

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