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रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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No. AN/1B/2265/Activity Report/Vol-XI

Dated: 22 /11/2016

To

(1)	The Officer-in-Charge, E-I Section.
(2)	The Officer-in-Charge, A/c Section.
(3)	The Officer-in-Charge, D Section.
(4)	The Officer-in-Charge, O&M Cell.
(5)	The Officer-in-Charge, EDP Section.
(6)	The Officer-in-Charge, ORs Cell.
(7)	The Officer-in-Charge, R Section.
(8)	The Officer-in-Charge, IA Section.
(9)	The Officer-in-Charge, IFA Section.
(10)	The Officer-in-Charge, AN IB Section.

Subject: **QUARTERLY PROGRESS ACHIEVEMENT REPORT ON PERSONAL TARGET FOR QE 12/2016**

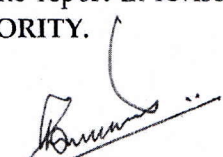
A DO letter along with the revised format on Quarterly Achievement Report for FY 2016-17 assigned to CDA Guwahati Organization has been received in this office from HQrs Office, New Delhi.

In this regard target assigned along with the required format is enclosed as **Annexure-A** for the concerned sections for QE 12/2016 which may please be furnished to this Section latest by **3rd Jan, 2017** positively to enable this section to submit a consolidated report to HQrs Office, New Delhi within stipulated time.

It has been noticed from previous experience that progress reports are not submitted by the concerned sections within the stipulated time/date which results in late submission of the consolidated reports to HQrs Office. This invites adverse remarks as well as reminders from HQrs Office, New Delhi.

It is, as such, enjoined upon to all concerned to forward the report in revised format and adhere to the time frame without delay. Please accord **TOP PRIORITY**.

Enclosure: As stated above.


(H B DUTTA)
Sr. Accounts Officer (AN)

Annexure- A

Formant for Submission Of Qtrly Achievement Report by Regional CDA Guwhati in Respect of "Personnal Target for FY 2016-17" fopr the quarter ending 09/2016

1	2	2A	3			4	5	6
			i.	ii.	iii.			
Sl. No.	Particulars of Target Assigned	Office / Section	Percentage (%) of achievement corresponding to the Quarter QE06/2016	Percentage (%) of achievement corresponding to the Quarter QE09/2016	Percentage (%) of achievement corresponding to the Quarter QE12/2016	Whether Fact & Figures in Support of Colomn (3*)	Reason for non-achievement of prescribed % age of target i.e	Self Assessment on the basis of traget achieved by the Controllers on scale of 10
1	Overall assessment of the organization to state that to what extent objectives of the auditee organization have been achieved. Are there deficiencies in achievement ?	O & M Cell	0%	0%		No		
2	Performance audit on the following areas of this office jurisdiction:- (i) 01 DEO (ii) 01 Chief Engineer (iii) COD/OD (iv) 01 RO/PAO (v) Post Audit of ECHS	IA Section	0%	0%		No		
3	Proposing of at least two IARs items every quarter	IA Section	0%	50%		Yes		
4	Implementation of at least two innovative ideas by CDA during the year that will result in efficiency or savings in manpove/funds or both suggestion for improvement/ changes in BPR may also be kept in view.	IFA Section O&M Section	0%	0%		Yes		
5	Impelementation of Project TULIP for office automation	EDP Section	25%	50%		Yes		

6	Drive to weed out the old records/condemnation of dead stock articles on a continual basis in all the offices under administrative jurisdiction of this office & draw up a respective plan to make it current at the earliest possible	R Section	100%	100%		Yes		
7	Streamlining of grievances Redressal Mechanism through ICT	AN IB Section	100%	100%		Yes		
8	100% readiness to issue cheques under revised CTS-2010	D Section	100%	100%		Yes		
9	Clearance of DID Schedules	Accounts Section	37%	16%		Yes		
10	Raising of 5 MFAl in each quarter.	IA Section	0%	60%		Yes		
11	Reduction of Dos-II rejection percentage to 5% or less in all PAOs	ORs Cell	100%	80%		Yes		
12	Adjustments of CP vouchers within same financial year.	E-I section	100%	47%		Yes		
13	Strengthening of IT hardware in the Sub Offices	EDP Section	100%	100%		Yes		
14	Updating of Debt Head Register (DHR).	Accounts Section	0%	25%		Yes		

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

Qtr. Suggested % of Achievement

1st Quarter -25%

2nd Quarter -50%

3rd Quarter -75%

4th Quarter -100%