

**Office of the PCDA (BR), Seema Sadak Bhawan,
Ring Road, Naraina, Delhi cantt.-110010**

File No. AT/BR/125/Misc/Circular

Dated: 29/07/2013

To,

1. *The CDA (BR) Guwahati*
2. *The Jt. CDA Chandigarh*
3. *The PAO, GREF Pune*

Subject: *Significant measures initiated by PCDA(N) Mumbai worth circulation.*

A copy of HQrs letter No. AT-Coord/13349/QAR dated 16-07-2013 on above mentioned subject is forwarded herewith for information, guidance and necessary action please.

It is further advised that the contents of the circular may please be communicated to all the sub-offices under your jurisdiction for their necessary action please.

Please acknowledge receipt.

Encls: As above.

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SAO (Audit)

Copy to:

- ✓ 1. *Office-In-Charge: For uploading on the website of PCDA(BR)
EDP Section (M.O)*

S. Prasad
SAO (Audit)

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A.O. (AT)

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No. AT-Coord/13349/QAR

Dated 16.07.2013

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A.O. (AT)

To

The PCDA (BR)
Delhi Cantt.

Sub: Significant measures initiated by PCDA(N) Mumbai worth circulation.

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Few significant points worth circulation intimated by PCDA (N) Mumbai through Quarterly Activity Report of 03/2013 is enclosed as Annexure..

The measures have been opined worth emulation by other PCsDA/CsDA by higher ups. The follow up action on the same may be monitored at PCsDA level.

A.O. (AT-Coord)

Important Points in QAR for 03/2013

QAR item	Details
1. Task holder wise performance audit.	<p>To monitor the performance of each staff member OAP system was intensively be used by generating task holder wise performance report on daily basis. The performance was reviewed every Friday and following Monday, in the presence of all the Accounts officers and formal minutes were issued. Those staff members or sections have pendency for more than 10 days were directed to be present in the office on Saturday, Sunday and holidays to clear pendency. The new management technique adopted led to achievement of bringing work in the section to current stage, both for bills and letters.</p>
2. Monitoring of expenditure.	<p>To ensure immaculate control over booking and expenditure in the FY, 2012-13, a 'control room' was set up. Every booking by any of the sub office was made only after receiving confirmation/clearance from control room of MO. Even for the booking to be made by controller office, approval from IHQ and HQrs office was invariably ensured, so that expenditure remains within budgetary limits.</p>
3. E-Payment.	<p>There has been tremendous improvement in transforming the entire payment system to an e-payment mode. Further, memorandum of Understanding (MOU) has also been executed with SBI, CMP as directed by HQrs office. MOU has been suitably framed to address all issued on timely payment of third party bills and other payment to ensure zero tolerance complaints.</p>