

Fair copy

Office Of the Principal Controller of Defence Accounts(BR)

SEEMA SADAK BHAWAN RING ROAD, NARIANA DELHI CANTT.-110010

File No. W.Cell/O/1131/Order File/Vol-III

Dated: 12/12/2013

To,

All AOs(P)/AOs Task Force

(As per standard list)

Subject : Power Point Presentation by Sub offices.

During monthly monitoring meeting, it was observed by PCDA (BR) that state of affairs of sub-offices as observed through various reports and returns is not very encouraging . To ensure proper monitoring Sub-offices' work, it has been decided by the Competent Authority that all AOs Project/Task Force shall prepare a presentation on following points showing present state of affair of their offices :

1. Role and duties of respective sub-office
2. DID schedule position
3. Adjustment of CP vouchers
4. Adjustment of Pay and Allowances
5. Adjustment of Usage rates/Capitation Rates.
6. Land compensation.
7. Details of IRMD and SRMD Jobs for last three years and their AE approval.
8. POL shrinkage.
9. TBOs
10. Mismatch between Physical and Financial Progress
11. MFAI points rendered during last three years
12. Scope and status of Revenue generation
13. Financial advice rendered during last three years and action taken on them by the Executives
14. IT Form 24 G
15. Number of Outstanding Inspection/Super review/Test Audit points with oldest dates and reasons of being outstanding.

16. Cases where expenditure have been incurred without allotment and reasons for it.
17. All cases of minus booking in MER with reasons.
18. Cases where expenditure has exceeded the amount of Adm Approval + 10% with reasons.
19. Expenditure analysis for the year 2012-13 in respect of respective HQrs .
20. Expenditure analysis for the year 2013-14 upto date.
21. Funds /Cash Assignment utilization/surrendered during the year 2012-13.
22. Operating Transfer Entry alongwith all the proposals received from executive authorities during the Financial Year 2013-14 upto date.
23. Details of all RARs payment made till date without verifying extension of time in deviation orders.
24. Progress on the organisational targets to PCDA office for the year 2013-14. (Copy of HQrs office letter No AT-Cord/00012/Targets dated 14/05/2013 enclosed)
25. Any other issue requiring attention of PCDA (BR).


In view of the above it is directed that Officer-in-charge of all Project/Task Force should prepare Power Point Presentation (one soft copy and five sets of hard copy) on the above mentioned points in respect of their office, by 15th of January 2014. The dates for presentation will be informed separately.

This issues with the approval of PCDA (BR).


 (Neelu)
 ACDA (Works Cell)

Copy to :-

1	The CDA (BR) Guwahati Udyan Vihar, Narangi Guwahati-71	For information w.r.t. above please.
2	The JCDA (BR) Sector 48 'C' Chandigarh	


 (Neelu)
 ACDA (Works Cell)

