



Government of India
Ministry of Finance
Department of Expenditure
Office of Controller General of Accounts
8th Floor, Lok Nayak Bhawan, New Delhi-110003

No. A-25018/MF.CGA/ADMN/ICAD/2016/1722

Dated: 02 Nov 2015

To

All Pr.CCAs/CCAs/CAs

Sub : Organising of Civil Accounts Day 2016.

Sir/Madam,

It has been decided to organise an event to celebrate Civil Accounts Day-2016 on 01.03.2016. Continuing the practice of giving away awards to best performing Pr.AOs /PAOs, Following awards are being planned to be presented this time:

1. Best Performing Principal Accounts Office (3 awards)
2. Best performing PAO Unit (8 awards – 2 each for 4 regions)
3. Best Internal Audit Unit (3 awards) and
4. Award for Outstanding Initiatives (3 awards)

Parameters which are tangible, verifiable and objective for assessing the performance have been fixed in consultation with Internal Audit Division (IAD), O/o CGA, and will be assessed on the basis of performance for the activities of Pr.AO/PAOs during the period from November, 2015 to January, 2016.

Copies of the parameters fixed are enclosed for all the four categories for ready reference.

Encl : As above.

(Alok Ranjan)

Jt. Controller General of Accounts (Admn)

Category I- PERFORMANCE RATING CRITERIA FOR PRINCIPAL ACCOUNTS OFFICES

Sl. No.	Criterion	Index	Weightage	Handicap Factor	Final Score
1.	Average Index of all PAOs under the Pr.AO	A	15	Not Applicable as handicap factor of PAO already applied.	A x 15
2.	Submission of DDG on PFMS reconciled with DG	B { Before 1 st April = 1 April – June = 0.5 July – Sep = 0.3 After Sep = 0	10	Not Applicable	B x 10
3.	Monthly Accounts Submission	C { Before 8 th of Next Month = 1 8 th – 15 th of Next Month = 0.5 After 15 th of Next Month = 0	20	H	C x H x 20
4.	Appropriation Accounts Submission (Input to be collected from Appropriation Accounts Section)	D	20	H	D x H x 20
5.	SCT Submission (input to be collected from Finance Accounts Section)	E	20	H	E x H x 20
6.	No. of JEs submitted as a proportion of total JEs	F = [1-(%)]	10	H	F x H x 10
7.	Explanatory Notes Submission	G (Due date criteria to be ascertained from Monitoring Cell)	5	Not Applicable	G x 5
TOTAL			100		

* Sl. No. 1,2 and 3 to be generated from e-Lekha. Sl.No. 4 & 5 from respective Sections

Category- IV AWARD FOR OUTSTANDING INITIATIVES

Nominations for this category will be requested from all Pr.CCAs/CCAs/CAs for the extraordinary/outstanding initiatives taken by PAOs which have the following salient features. A Committee will scrutinize and evaluate the nominations on following criteria and the respective weightages before deciding the awards:

Sl. No.	Criteria	Weightage
1.	Citizen-Centric / Client-centric	20%
2.	Replicability	20%
3.	Sustainability	20%
4.	Record keeping & cleanliness	20%
5.	Digitization of records	10%
6.	Biometric Attendance	10%

Category III- PERFORMANCE RATING CRITERIA FOR BEST INTERNAL AUDIT UNIT

Sl. No.	Criteria	Weightage
1.	Units covered during the year (%)	25%
2.	Submission of Annual Internal Audit Report on due date	25%
3.	Compliance to Audit paras ensured (%)	25%
4.	Cost-Effectiveness	25%

Category II- Best Performing PAO unit (Regional Basis)

Sl. No.	Criterion	Index	Weightage	Handicap Factor	Final Score
1	e-Payment submission on GePG (Average Time taken in days)	A = $\begin{cases} \text{Less than 1 day} = 1 \\ \text{1-2 days} = 0.5 \\ \text{Greater than 2 days} = 0 \end{cases}$	2	NA	A x 2
2	All payments in excess of Rs. 25,000/- (other than salary) made through e-payments [% of e-payments]	B = $\begin{cases} \text{Greater than 90\%} = 1 \\ \text{Between (80-90)\%} = 0.8 \\ \text{Between (50-80)\%} = 0.5 \\ \text{Less than 50\%} = 0 \end{cases}$	5	H	B x 5 x H
3	Payments below Rs. 25,000/- and salary made through e-payment	C = $\begin{cases} \text{Greater than 90\%} = 1 \\ \text{Between (80-90)\%} = 0.8 \\ \text{Between (50-80)\%} = 0.5 \\ \text{Less than 50\%} = 0 \end{cases}$	3	H	C x 3 x H
4	Failed e-Payment Transactions as a factor of Total e-payments (Z)	D = (1 - Z)	5	H	D x 5 x H
5	Average time take to reissue failed e-payments (Y)	E = $\begin{cases} \text{Less than 5 days} = 1 \\ \text{5-10 days} = 0.7 \\ \text{10-15 days} = 0.5 \\ \text{More than 15 days} = 0 \end{cases}$	2	NA	E x 5
6	Average Time taken to pass Bill / Authorise Payment / Return the Bill	F = $\begin{cases} \text{Less than 3 days} = 1 \\ \text{3-7 days} = 0.7 \\ \text{7-12 days} = 0.5 \\ \text{More than 12 days} = 0 \end{cases}$	5	H	F x 5 x H
7	Monthly Accounts Submission to PrAO	G = $\begin{cases} \text{Before 6th of Next Month} = 1 \\ \text{6th - 10th of Next Month} = 0.5 \\ \text{After 10th of Next Month} = 0 \end{cases}$	10	H	G x 10 x H
8	Average Time of PPO and authorities of Pension issued.	I = $\begin{cases} \text{One month before DoR} = 1 \\ \text{Upto 15 days before DoR} = 0.5 \\ \text{< than 15 days before DoR} = 0 \end{cases}$	2	H	I x 2 x H
9	Percentage of Pensioners paid pensionary benefits on the day following DoR	J = $\begin{cases} \text{Greater than 90\%} = 1 \\ \text{Between (70-90)\%} = 0.8 \\ \text{Between (40-70)\%} = 0.5 \\ \text{Less than 40\%} = 0 \end{cases}$	3	H	J x 3 x H
10	Percentage of 10% Gratuity withheld for in terms of O M No. 20/16/1998-P&PW (F) dt.11.07.2013	M = $\begin{cases} \text{Less than 10\%} = 1 \\ \text{Between (10-20)\%} = 0.5 \\ \text{Greater than 20\%} = 0 \end{cases}$	5	H	M x 5 x H
11	Percentage of GPF final payment is made within one month from the date of retirement	N = $\begin{cases} \text{Greater than 90\%} = 1 \\ \text{Between (70-90)\%} = 0.8 \\ \text{Between (40-70)\%} = 0.5 \\ \text{Less than 40\%} = 0 \end{cases}$	3	H	N x 3 x H

12	Percentage of Debit Schedule posting of subscribers pending for > 1 month	R =	<ul style="list-style-type: none"> Less than 10% = 1 Between (10-20)% = 0.5 Greater than 20% = 0 	2	H	R x 2 x H
13	% of Bills passed with No Budget or excess of the allocated budget	A =	<ul style="list-style-type: none"> Less than 10% = 1 Between (10-20)% = 0.5 Greater than 20% = 0 	3	NA	A x 3
14	% of bills - CDDOs making payment of bills other than Pay & allowances including wages and medical claims.	B =	<ul style="list-style-type: none"> Less than 1% = 1 Between (1 - 5)% = 0.8 More than 5% = 0 	5	NA	B x 5
15	% of TE prepared for pre-check vouchers (budgetary heads of accounts)	C =	<ul style="list-style-type: none"> Less than 1% = 1 Between (1 - 5)% = 0.8 More than 5% = 0 	5	NA	C x 5
16	% of pension cases passed through pre-check and not through the Pension Module	D =	<ul style="list-style-type: none"> Less than 1% = 1 Between (1 - 5)% = 0.8 More than 5% = 0 	3	NA	D x 3
17	Register of PSB Suspense/ RB Deposits and Gross amount derived from monthly statements of disbursements and receipts received from the banks tallies	E =	<ul style="list-style-type: none"> Deviation - Less than 1% = 1 Between (1 - 5)% = 0.8 More than 5% = 0 	5	H	E x H x 5
18	% of GPF cases passed through pre-check and NOT processed through GPF Module (except merged DDOs erstwhile Group D)	F =	<ul style="list-style-type: none"> Less than 1% = 1 Between (1 - 5)% = 0.8 More than 5% = 0 	2	NA	F x 2
19	% of exception GPF subscribers without opening balance	G =	<ul style="list-style-type: none"> Less than 1% = 1 Between (1 - 5)% = 0.8 More than 5% = 0 	3	NA	G x 3
20	% of electronic Incorporation of CDDO LOPs	I =	<ul style="list-style-type: none"> Greater than 80% = 1 Between (50 - 80)% = 0.8 Between (20-50)% = 0.5 Less than 20% = 0 	3	H	I x 3 x H
21	% of electronic Incorporation of Challans of CDDOs	J =	<ul style="list-style-type: none"> Greater than 80% = 1 Between (50 - 80)% = 0.8 Between (20-50)% = 0.5 Less than 20% = 0 	2	H	J x 2 x H

22	% of exceptions of Function Head, Object Head & Category in Matrix as per detailed demands for grants.	K =	<ul style="list-style-type: none"> None = 1 Less than 2% = 0.5 Between (2-5)% = 0.3 Greater than 5% = 0 	3	NA	K x 3
23	% of GPF Account of subscriber has been closed after obtaining consent	N =	<ul style="list-style-type: none"> Greater than 90% = 1 Between (70 - 90)% = 0.8 Between (40-70)% = 0.5 Less than 40% = 0 	2	H	N x 2 x H
24	% of inactive live users in system	M =	<ul style="list-style-type: none"> Less than 10% = 1 Between (10-20)% = 0.5 Greater than 20% = 0 	2	H	M x 2 x H
25	Average No. of Days after which Admin password is changed	N =	<ul style="list-style-type: none"> Less than 15 days = 1 (15 - 30) days = 0.8 (30-45) days = 0.5 More than 40 days = 0 	5	NA	N x 5
26	Average backups taken of COMPACT database daily.	O =	<ul style="list-style-type: none"> Less than 2 days = 1 (2 - 5) days = 0.7 (5 - 10) days = 0.5 More than 10 days = 0 	5	NA	O x 5
27	% of PAO Suspense clearance	N =	<ul style="list-style-type: none"> Greater than 80% = 1 Between (60 - 80)% = 0.8 Between (40-60)% = 0.5 Less than 40% = 0 	5	H	N x 5 x H
TOTAL				100		