



(मेल के माध्यम से/Through mail)

No.IA/1427/MPR/Corr

Dt:30/06/2023

To  
The Officer-in-charge  
All sub offices under PCDA Bangalore  
All section of Main Office (Local)

Sub: **Key Performance Indicators (KPIs) Report**  
Ref: HQrs letter No. Coord/13002/KPIs/2023 dt 20/03/23

During the analysis of Key Performance Indicators (KPIs) Report introduced wef April 23. Many anomalies have been observed, either a wrong or incomplete report was rendered at the belated stage which resulted in delayed submission of the report to the HQrs office. This has been viewed very seriously by the Competent Authority. The following points may be adhered to while preparing the report:

- i) Oldest date should be mentioned with due verification of closing balance & opening balance.
- ii) Amount in r/o GeM Bills should be furnished invariably.
- iii) The said Report should be scanned instead of photo taken by mobile, and emailed to **IA Sec at [pcdablriasn.dad@hub.nic.in](mailto:pcdablriasn.dad@hub.nic.in)**.
- iv) There should be bifurcation given with remarks for pending items according to the stipulated time limit fixed for each category.

2. Instead of submitting KPI Report in two different forms (KPI Report & KPI Additional information Report) as was submitted in very previous month a **single new format of the KPI report (easier to compile)** is attached herewith for better clarity. KPI Report in latest format will only be accepted.

3. Furthermore, it is requested that KPI report from the month of 06/2023, in the new format, duly completed in all respects may invariably be forwarded to this office by the last working day of the month for consolidation and onward submission to HQrs office within stipulated time.

Please accord "Top Priority"  
JCDA(IA) has seen.  
Encl : As above

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Sr. Accounts Officer (IA)

प्रतिलिपि/ Copy to :  
ईडीपी (स्थानीय)/EDP (Local)

: For uploading the circular on PCDA website.

Sr. Accounts Officer (IA)

POSITION OF LETTERS AND BILLS AS ON

Sl No	Office of the PCDA/CDA	Ordinary letters	SPL Letters	Non-DAD Third Party Bills (Suppliers/Cont/Misc./Works Bills)	Non DAD Bills( Personal Claims- TA/DA/LTC, Medical, GP Fund & AFPPF/DSOP)
1	Office ----				

DAD Bills (Personal Claims - TA/DA/LTC, Medical & GP Fund)		Grievance (CPGRAM & NON CPGRAM)		Appeal against Grievance	
OB	R Disp (Pass d-ret) n within month	CB Return clear d (pass +ret) within 15 days	OD Return clear d (pass +ret) within 15 days	OB	R KPI % <15da ys
OB	R Disp (Pass d-ret) n within month	CB Return clear d (pass +ret) within 15 days	OD Return clear d (pass +ret) within 15 days	OB	R KPI % <7 days

GAM Bills		MSME/CPSE Bills		CG Ref letters	
OB	R Disp (Pass d-ret) n within month	CB Return clear d (pass +ret) within 07 days	OD Return clear d (pass +ret) within 07 days	OB	R KPI % <7 days
OB	R Disp (Pass d-ret) n within month	CB Return clear d (pass +ret) within 07 days	OD Return clear d (pass +ret) within 07 days	OB	R KPI % <7 days

%Age		%Age	
Avg No of days taken to prepare Rent Bill	Aud Obj to M/FAL (% conversion in M/FAL 90days)	PACs performance as per annexure "D" proc	GAM Proc (DAD) according to Annex - E
		RBI Recon with RBI Print	SBI CMP Bookamt
			Sns Imp A/c