



कार्यालय रक्षा लेखा प्रधान नियंत्रक
सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बेंगलूर- 560 007
Office of the Principal Controller of Defence Accounts
No. 107, Lower Agram Road, Agram Post, Bangalore – 560 007
फोननं./Phone No. - 29710474/75 फैक्सनं. /Fax No. - 29710132/33



(मेल के माध्यम से/Through mail)

No.IA/1427/MPR/Corr

Dt: 10/04/2023

To

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

Sub: Key Performance Indicators (KPIs) Report.

Please find enclosed copy of HQrs letter No. Coord/13002/KPIs/2023 dt 20/03/2023 wherein HQrs office has introduced a new report i.e. Key Performance Indicators (KPIs) Report. The format of KPIs report, scoring Matrix, calculation sheet against each item are enclosed with the letter.

2. In view of the above, it is requested to forward the KPIs report from the month of Apr 23 in the prescribed format providing all requisite informations along with MPR latest by the last working day of the month for compilation and onward transmission to HQrs office.

Jt. CDA (IA) has seen.

Sr. Accounts Officer (IA)

प्रतिलिपि/ Copy to :

ईडीपी (स्थानीय) /EDP (Local)

: For uploading the circular on PCDA website.

Sr. Accounts Officer (IA)



कार्यालय, रक्षा लेखा महानियंत्रक

इन्दान बटार रोड, पालम, दिल्ली छावनी-110010

Controller General of Defence Accounts

Ulan Batar Road, Palam, Delhi Cantt. 110010

Phone: 011-25663732 Fax: 011-25674806 email:atcoord.cgda@nic.in



No. Coord/13002/KPIs/2023

Dated : 20.03.2023

To

PCDAs/PCoA(Fys)/CDAs

Subject : Key Performance Indicators(KPIs) Report

With approval of Competent Authority the following three reports will be dispensed with and a New Report i.e. Key Performance Indicators (KPIs) Report is introduced:

- (i) Monthly Progress Report (MPR) : wherein details of bills and letters were submitted through e-MPR module.
 - (ii) Monthly Briefing Report (MBR) : wherein PCDAs/CDAs intimate important issues through Demi-officially to CGDA.
 - (iii) Quarterly Achievement Report on Personal Target : wherein status of achievement reported on the Personal target assigned to PCDAs/CDAs.
2. The format of KPIs Report, Scoring Matrix and calculation sheets against each item are enclosed herewith for information and necessary action please.
 3. List of PCDAs/CDAs who will submit the KPI report is also enclosed.
 4. KPIs Report will be made available on the existing eMPR Module (empr.dad). KPIs Report for the month is to be submitted latest by 5th working day of following month. Due date of KPI Report for the month of April, 2023 (1st Report) is 8th May, 2023 (5th, 6th and 7th May, 2023 being a closed holiday).

This issues with approval of CGDA.

Sr. Dy. CGDA (Audit)

Copy to:-

IT&S Wing

For uploading the circular on CGDA HQrs website.

Sd/-xx.
Sr. Dy. CGDA (Audit)

Format of KPIs Report

Sheet to be reported by PCDA/CDAs

Sl. No.	Name of PCDA/CDAs	Audit											Admin Wing		Accounts wing				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
		3 rd Party Bills (Non DAD)	Personal Claims (Non DAD)	Personal Claims (DAD)	GeM Bills (Non DAD)	MSMEs/ CPSEs Bills	Ordinary letters	Special letters	CGDA HQrs Reference	Recovery of Rent and allied charges	Progress of Audit Objections	Performance of PAOs	GeM Procurement (DAD)	Grievance (CPGRAM & Non-CPGRAM)	Appeal against Grievance	DAD Projects	RBI Reconciliation with SBI Payment	SBI CMP Booking Amount	Clearance of S&S Imprest Account
		% Clearance within 7 days	% Clearance within 15 days	% Clearance within 15 days	% Clearance within 7 days	% Cleared within 7 days	% Cleared within 30 days	% Cleared within 15 days	% Cleared within 30 days	Average number of days taken to prepare bills	% conversation in MFAL 90 days	Average Score on Report as Annexure 'D'	% Procurement through GEM	% clearance within 30 days	% of Appeal raised against the reply of grievance	Average Score on Report (Annexure 'E')	% Reconciliation	% Completion of booking Amount (93/020/91)	% Imprest Accounts settled within 45 days after the month closed

Scoring Matrix

Audit																			
1		2		3		4		5		6		7		8		9		10	
3 rd Party Bills (Non DAD)		Personal Claims (Non DAD)		Personal Claims (DAD)		GeM Bills (Non DAD)		MSMEs/CPSEs Bills		Ordinary letters		Special letters		CGDA HQrs Reference		Recovery of Rent and allied charges		Progress of Audit Objections	
% Clearance within 7 days	Marks	% Clearance within 15 days	Marks	% Clearance within 15 days	Marks	% Clearance within 7 days	Marks	% Cleared within 7 days	Marks	% Cleared within 30 days	Marks	% Cleared within 15 days	Marks	% Cleared within 30 days	Marks	Average number of days taken to prepare bills	Marks	% conversation in MFAI 90 days	Marks
80% to 100%	5	80% to 100%	5	80% to 100%	5	90% to 100%	5	90% to 100%	5	75% to 100%	5	75% to 100%	5	75% to 100%	5	Less than 7 days	5	75% to 100%	5
75% to 80%	4	75% to 80%	4	75% to 80%	4	85% to 90%	4	85% to 90%	4	70% to 75%	4	70% to 75%	4	70% to 75%	4	07 to 10 days	4	75% to 50%	4
70% to 75%	3	70% to 75%	3	70% to 75%	3	80% to 85%	3	80% to 85%	3	60% to 70%	3	60% to 70%	3	60% to 70%	3	10 to 15 Days	3	40% to 50%	3
60% to 70%	2	60% to 70%	2	60% to 70%	2	75% to 80%	2	75% to 80%	2	60% to 50%	2	60% to 50%	2	60% to 50%	2	15 to 20 days	2	25% to 40%	2
50% to 60%	1	50% to 60%	1	50% to 60%	1	50% to 75%	1	50% to 75%	1	40% to 50%	1	40% to 50%	1	40% to 50%	1	20 to 30 days	1	10% to 25%	1
0% to 50%	0	0% to 50%	0	0% to 50%	0	0% to 50%	0	0% to 50%	0	0% to 40%	0	0% to 40%	0	0% to 40%	0	More than 30 days	0	0% to 10%	0

Scoring Matrix

Audit		Admin Wing						Accounts wing							
11		12		13		14		15		16		17		18	
Performance of PAOs		GeM Procurement (DAD)		Grievance (CPGRAM & Non-CPGRAM)		Appeal against Grievance		DAD Projects		RBI Reconciliation with SBI Payment		SBI CMP Booking Amount		Clearance of S&S Imprest Account	
Average Score on Report (Annexure 'D')	Marks	% Procurement through GeM	Marks	% clearance within 30 days	Marks	% of Appeal raised against the reply of grievance	Marks	Average Score on Report (Annexure 'E')	Marks	% Reconciliation	Marks	% Completion of booking Amount (93/020/91)	Marks	% Imprest Accounts settled within 45 days after the month closed	Marks
0.0 to 0.5	5	95% to 100%	5	95% to 100%	5	0% to 10%	5	4 to 5	5	95% to 100%	5	95% to 100%	5	95% to 100%	5
0.5 to 1.0	4	90% to 95%	4	90% to 95%	4	10% to 20%	4	3 to 4	4	90% to 95%	4	90% to 95%	4	90% to 95%	4
1 to 2	3	85% to 90%	3	85% to 90%	3	20% to 30%	3	2.5 to 3	3	85% to 90%	3	85% to 90%	3	85% to 90%	3
2 to 3	2	80% to 85%	2	80% to 85%	2	30% to 40%	2	2 to 2.5	2	80% to 85%	2	80% to 85%	2	80% to 85%	2
3 to 4	1	75% to 80%	1	75% to 80%	1	40% to 50%	1	1 to 2	1	75% to 80%	1	75% to 80%	1	75% to 80%	1
4 to 5	0	0% to 75%	0	0% to 75%	0	50% to 100%	0	0 to 1	0	0% to 75%	0	0% to 75%	0	0% to 75%	0
