



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002
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AN/1A/A004/Circular

Dt: 16.03.2016

CIRCULAR

To,

All sections in Main Office
All sub-offices

Sub: Monthly Motivation Scheme

It has been decided by the Competent Authority to recognize the extraordinary/innovative work done by officers/ staff (up to SAO level) every month.

2. To begin with, nominations are being invited for the whole financial year 2015-16. Such nomination should be sent to AN-1A section by 11.04.2016. Thereafter nomination for every month should be submitted till 10th of succeeding month.

3. The areas of work to be considered are illustrated (SOP & format as per Annexure 'A'). However, these areas are illustrative and other innovative areas not covered herein may also be considered while forwarding the names.

4. The nominations must have recommendations of the AAO/AO/SAO i.e., immediate superior of the official/ officer concerned. Concerned GO would thereafter recommend the names to the committee.

5. The selected individuals would be given PCDA's commendation at the end of every month.

Encl: as above

—sd—
(Raj Kumar)
SAO (AN)

Copy to:

✓ (1) The OI/C - for uploading on PCDA (CC) website
OA Cell
[Local]


(Raj Kumar)
SAO (AN)

PCDAs Commendations'

1. The nomination for 'PCDAs monthly commendation' for the meritorious work may be initiated by all Sections of the Main Office and all the sub-offices under the jurisdiction of PCDA (CC) Lucknow.
2. The exemplary work done by the official's upto the level of Sr. AO would be taken into consideration.
3. The performance parameters would be, as far as possible, quantifiable, so that decision is, by and large, objective and may, interalia, include:-
 - 3.1 Substantial audit objections raised and useful financial advice rendered leading to reflection in crucial Audit Reports such as IAR/MFAI.
 - 3.2 Special drive leading to substantial clearance of old outstanding demands and advances reflected in Annual Audit Certificate/Annual Review of Works Expenditure (MER).
 - 3.3 Special initiatives leading to major achievements in generally neglected areas of work, such as record management, maintenance of files/documents, binding and stocking of records etc.
 - 3.4 Special efforts undertaken in training and O&M matters such as developing innovative training programme, modules & learning package/compilation of rules and regulations and/or delivery thereof.
 - 3.5 Successful implementation of Automation Packages.
 - 3.6 Extraordinary work done in the sphere of clearance of suspense accounts, settlement of DID Schedules and old outstanding items as reflected in Annual Review of Balances.
 - 3.7 Detecting and preventing frauds and / or achieving substantial savings.
 - 3.8 Exemplary Work to promote Hindi in the official work.
4. The nominations for a particular month would be submitted in AN-1A Section till 10th of succeeding month in prescribed proforma (Annexure A') on e-mail id cda-luck@nic.in. After compilation and verification of details, these nominations would be submitted to a Committee set up for this purpose. The nominations could be from an individual or a team of officials for each commendation.
 - 4.1 The nomination should be duly recommended by the (i) GO in Main Office in respect of personnel working in Main Office and (ii) In -Charge of the concerned sub - offices, in case of official working in sub-office (wherever applicable).

5. The above nominations would be screened by a Committee headed by the Additional CDA/JCDA and comprising of GO (AN) and one SAO to be nominated by the PCDA.
 6. The Committee would make its recommendations after critical analysis of the exemplary work done and submit it to Principal CDA, latest by third week of each month.
 7. The commendation to be given on the last day of each month.
 8. Maximum six commendation on monthly basis, one each for following offices/sub-offices:-
 - (a) Pay Accounts Offices (ORs)
 - (b) LAOs/ALAOs/RAOs
 - (c) AO GEs/AAO BSOs
 - (d) Area Accounts Offices
 - (e) Main Office
 - (f) Any other innovative/new idea, if any, for promotion of betterment of Defence Accounts Department.
- [Note: Distribution could be flexible subject to maximum monthly commendations, not exceeding six].
9. The nomination may either be submitted by the individual himself/herself, duly giving a detailed account of the work done by him/her during the period under consideration or by the Section/Sub-Office In-Charge.
 10. In the beginning of the above scheme, it has been decided that nominations may be invited for the exemplary work done during the period 01/04/2015 to 31/03/2016. Monthly commendations would be, thereafter, invited from May'2016 onwards for the year 2016-17.


SAO (AN)

Annexure 'A'

Name	
Designation	
Office	
Details of the extra ordinary item of work for which the nomination given	<ol style="list-style-type: none">1. Broad Category2. Details

Recommendation of AO/AO/ O I/c

Recommendation of G.O.