

[For personal attention of Controllers]

Important Circular

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To,

All PCsDA/CsDA/PCoA/CsFA.

Sub - Analysis of MPR.

An analysis of MPR received for the last three months through recently introduced e-mpr module reveals encouraging results. There has been a remarkable improvement in outstanding position of bills and letters. Addl. CGDA (IA&S) has commented on the same as:-

- (i) The remarkable improvement is visible.
- (ii) The command and control has become more effective by initiating the electronic infrastructure available.
- (iii) The possibility of enhancing the manpower resources are inelastic. Without increasing the manpower, the higher output achieved reflect the enhanced productivity.

2. CGDA has also opined that manpower is not going to increase immediately due to the recruitment process constraints. We need to increase our efficiency and effectively by optimum leveraging of the exiting manpower with the technology available to us. This has to be persistently pursued at every level.

3. In order to have a deep insight on the performance of Controllers, the following micro and modern management technique of monitoring has been introduced in HQrs office:

- (i) Controllers have been directed to ensure a minimum passing of 20 bills per day to achieve the results.

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- (ii) Frequent Video Conferences are being organised under the chairmanship of Addl. CGDA (IA&S) with Controllers to monitor important issues.
- (iii) Directions has been given to appoint Nodal officers to ensure timely action.
- (iv) Process re-engineering has been introduced to facilitate level jumping to achieve the results.

4. In fact, the use of website and video conferencing has helped in monitoring the outstanding on real time basis as well as initiating a sense of responsibility in all audit wings and field offices. This has not only helped in reduction in correspondence between HQrs Office and field offices but also caused clearance of old outstanding cases. Similar kind of initiative needs to be taken in other functions as well, so as to establish command and control in an efficient manner. This seems to be the only way to counter ever deficient manpower at HQrs Office and field offices.

5. Given the above, it is imperative that PCsDA/CsDA be made personally responsible for timely action. In future they shall be highly vigilant and under no circumstances long outstanding cases should be generated. As and when the workload in any particular segment gets enhanced, mobilisation of manpower from one stream to another would be the responsibility of the PCDA/CDA. The overall performance of PCDA/CDA shall not be determined by how much output has been generated by an auditor by but the vision of PCDA/CDA that how optimum utilization of man & material recourses has been undertaken by the head of the organization.



[Shharat Sharma]
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