



Savitur Prasad

IDAS

Addl. Controller General

Controller General of Defence Accounts

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D.O. No. IAW-1/00012/Targets/2016-17

Dated: 11th November 2016

Dear Principal Controllers/Controllers

This is regarding personal Targets assigned to you vide HQrs Office D.O. letter No. AT-Coord/00012/Target/2016-17 dated 03.06.2016.

2. The progress intimated through "Quarterly Achievement Report" upto QE 09/2016 have been evaluated and are enclosed.
3. It is necessary that culture and ethos of self evaluation and introspection be strengthened. Controllers being the administrative in-charge of their organization's shall carry out '**self assessment**' of targets accomplished, which will fulfill the requirement of 'inclusive all round growth with transparency'. It will also provide Controller's to objectively assess the need for mobilization of efforts and resources to achieve the targets in remaining time period.
4. It is requested that col.'6' of the enclosure may be filled and sent along with next quarterly report by 10th January 2017.
5. I am sending DO to each officer by name separately also.

With regards

Yours sincerely,



(Savitur Prasad)

All Principal Controller/ Controller

Format for submission of Quarterly Achievement Report by Controllers in respect of "Personal Target for FY 2016-17" for the Quarter ending

1	2	3	4	5	6
SI No.	Name of the Targets	Percentage(%) of achievement corresponding to the Quarter	Whether Facts & Figures in support of column 3(*) attached.	Reason for non-achievement of prescribed %age of target i.e. 25%/50%/75%/100% (**)	Self Assessment on the basis of the target achieved by the Controllers on a scale of 10.

(*) Facts & Figures in details, if required, should be describe in separare Sheet/Annexure.

(**) 1st Quarter - 25%
 2nd Quarter - 50%
 3rd Quarter - 75%
 4th Quarter - 100%