



रक्षा लेखा नियंत्रक (सेना)
CONTROLLER OF DEFENCE ACCOUNTS (ARMY)

बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी - 250001

Belvedere Complex, Ayudh Path, Meerut Cantt-250001

☎ 0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 2646216

ई-मेल आई.डी./e-mail id: oandmcdaarmy.dad@hub.nic.in



(केवल ईमेल द्वारा)

संख्या: O&M/01/Misc/ABC Report

दिनांक : 11/03/2024

सेवा में,

प्रभारी अधिकारी

समस्त अनुभाग (स्थानीय)

विषय : Priority wise ABC report in r/o work assigned to sections प्रेषण के संबंध में।

संदर्भ : Internal Meeting conducted on 02.02.2024.

XXXXXXXXXXXXXXXX

उपर्युक्त विषयान्तर्गत अवगत कराया जाता है कि सभी अनुभागों से 'Priority wise ABC report' से संबंधित जानकारी प्राप्त करने एवं इस संबंध में दिनांक 02.02.2024 को नियंत्रक महोदय की अध्यक्षता में की गई आंतरिक बैठक के फलस्वरूप, इस अनुभाग द्वारा प्रत्येक अनुभाग के कार्य से संबंधित एक **Priority Wise ABC Report** तैयार की गई है।

2- उक्त 'Priority Wise ABC Report' में क्षेत्रीय नियंत्रक कार्यालय के सभी अनुभागों से संबंधित, सभी कार्यों को समाहित करने का पूर्ण प्रयास किया गया है फिर भी यदि कोई महत्वपूर्ण बिन्दु या कार्य इस रिपोर्ट में दर्शाया नहीं गया है, उस कार्य/बिन्दु को भी इस रिपोर्ट का पार्ट बनाया जा सकता है।

3- चूंकि प्रस्तुत report में, अनुभाग से संबंधित सभी कार्यों को **SAO Level पर 'A' category** में रखा गया है अतः दिनांक 02.02.2024 को सम्पन्न हुई बैठक में सक्षम अधिकारी द्वारा यह भी निर्णय लिया गया है कि सभी SAOs अपने level पर अनुभाग के सभी कार्यों को AAO एवं Staff level पर पुनः categorized करेंगे ताकि इस रिपोर्ट की उपयोगिता को व्यावहारिक रूप से प्रत्येक level पर लागू किया जा सके।

4- अतः उक्त रिपोर्ट की soft copy (**Editable MS Word File**) आपके अनुभाग की आवश्यक कार्रवाई हेतु प्रेषित है एवं अनुरोध किया जाता है कि अपने अनुभाग में तैनात प्रत्येक कार्मिक को इस रिपोर्ट से अवगत कराए एवं कार्यालयी कार्यों में इसका अधिक से अधिक उपयोग करें।

संलग्न: उपरोक्तानुसार

प्रति:

सूचना एवं प्रायोगिकी अनुभाग
(OA Cell)

} वैबसाइट पर अपलोड करने हेतु।

समूह अधिकारी
(संग. एवं प. कक्ष)

— हस्ता —
व. लेखा अधिकारी
(संग. एवं प. कक्ष)

Priority wise ABC Report in respect of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
O&M Cell	1	Rendition of Functional Parameter Report on Monthly basis.	A	A	A
	2	Reply of HQrs Office Inspection Points and settlement thereof.	A	A	A
	3	Inspection of at least 50% sub-offices every year.	B	A	A
	4	Nomination of participants for training institutes viz. NADFM, AJNIFM, OTI Gurugram, DPTI Prayagraj.	B	A	A
	5.	Nomination of participants for training conducted by CDA (RTC) Meerut.	B	A	A
	6.	Nomination of participants for training conducted by O&M Cell under In-House Training Program.	B	A	A
	7.	Disposal of all letters with in time.	C	B	A
	8.	Rendering of all reports with in time.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
RTI & Complaint Cell	1	Disposal of CPGRAM Appeals within 15 working days	A	A	A
	2	Rendition of Weekly report on personal claim	A	A	A
	3	Disposal of RTI Appeals within 30 days	A	A	A
	4	Disposal of CPGRAM within 30 days	B	A	A
	5.	Rendition of Monthly report on grievance to HQrs	B	A	A
	6.	Monitoring and Disposal of RTI within 30 days	B	A	A
	7.	Rendition of Quarterly RTI report to HQrs Office.	B	A	A

Priority wise ABC Report in respect of work assigned to Sections

	8.	Rendition of KPI Report to Admin I	C	B	A
	9.	Monitoring of DAK Disposal	C	B	A
	10.	Rendition of Report related to CVO to Admin II	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Store Contract & GeM Cell	1	Disposal/processing of ONLINE GeM bills/ Non-GeM bills using FIFO method within 07 working days	A	A	A
	2	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	3.	Views/Comments on any subject called from HQrs Office.	A	A	A
	4	Monitoring of disposal of HQrs references.	B	A	A
	5.	Monitoring of progress of inspection points.	B	A	A
	6.	Monitoring of disposal of RTI within 30 days	B	A	A
	7.	Monitoring of Dak disposal.	C	B	A
	8.	Monitoring of disposal of normal complaints.	C	B	A
	9.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Misc Section	1	Disposal/processing of ONLINE GeM bills/ Non-GeM bills using FIFO method within 07 working days	A	A	A
	2	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	3	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points.	B	A	A

Priority wise ABC Report in respect of work assigned to Sections

	4.	Monitoring of disposal of HQrs references.	B	A	A
	5.	Views/Comments on any subject sought from HQrs Office.	B	A	A
	6.	Monitoring of disposal of RTI within 30 days	B	A	A
	7.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	8.	Monitoring of Disposal of e-MROs/DMROs	C	B	A
	9.	Monitoring of post audit voucher	C	B	A
	10.	Monitoring of disposal of normal complaints.	C	B	A
	11.	Monitoring of Dak disposal.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Admin I Section	1.	Recruitment of New Appointments/Compassionate Appointment up to Auditors	A	A	A
	2.	Monitoring of timely disposal of HQrs Office letter	A	A	A
	3.	Monitoring of timely rendition of KPI report	A	A	A
	4.	Monitoring of timely rendition of report/returns.	B	A	A
	5.	Monitoring of With in Command transfer/ posting in Sensitive assignment/ Non-sensitive assignment up to SAOs.	B	A	A
	6.	Monitoring of Work Distribution IDAS and SAOs.	B	A	A
	7.	Monitoring of timely submission of IPRs/APARs of IDAS Officers.	B	A	A
	8.	Monitoring of disposal of RTI/CPGRAM within 30 days	B	A	A
	9.	Monitoring of HQrs Office orders of Transfer in r/o SAOs and	C	B	A

Priority wise ABC Report in respect of work assigned to Sections

		above			
	10.	Monitoring of timely submission of IPRs/APARs up to SAOs	C	B	A
	11.	Monitoring of HQrs Office orders of Transfer up to AAOs	C	B	A
	12.	Monitoring of Part II OO regarding Transfer/Posting /Retirement/Appointment and Part I OO.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN II Section	1	Confidential letters/ complaints/ Grievances received from HQrs office.	A	A	A
	2	HQrs office letters (Vigilance and Court cases pertaining to DAD)	A	A	A
	3	HQrs office letters (Vigilance clearance and Court cases pertaining to Non-DAD)	B	A	A
	4.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	5.	Monitoring of vigilance of D section and R-Section	C	B	A
	6.	Immovable / Movable Property Sanction for IDAS and below	C	B	A
	7.	Outside Department Employment Exam Permission.	C	B	A
	8.	NOC for passport and visiting abroad.	C	B	A
	9.	Permission for Higher Education.	C	B	A
	10.	Half Yearly report on legal fee bills.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN-III Section	1.	Monitoring of Budget Allotment	A	A	A
	2.	Regular Pay Bill CDA (ARMY) Office	B	A	A
	3.	Stepping up cases.	B	A	A

Priority wise ABC Report in respect of work assigned to Sections

	4.	Monitoring of disposal of CPGRAM/RTI within 07 days	B	A	A
	5.	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points.	C	A	A
	6.	GPF Final settlement cases within 07 working days.	C	A	A
	7.	10 days LTC bills within 07 working days	C	A	A
	8.	300 days leave encashment on retirement/superannuation.	C	A	A
	9.	NPS Partial withdrawal timely process.	C	B	A
	10.	Monitoring of Dak disposal.	C	B	A
	11.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	12.	Monitoring of disposal of complaints, received from HQrs office.	C	A	A
	13.	Processing of LPC In/Out within time.	C	B	A
	14.	Monthly NPS Officers/Staff Subscriptions upload timely.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN IV Section	1	Nomination of Members for various Committees.	A	A	A
	2	Delegation of Powers.	B	A	A
	3	Grant of NFU to AAOs.	B	A	A
	4.	Service request for DATA correction and updation in SPARSH.	B	A	A
	5.	DPC for clearance of Probation & Confirmation.	C	B	A
	6.	DPC for FR 56 (J) up to AAOs.	C	B	A
	7.	DPC for MACPs up to AAOs.	C	B	A

Priority wise ABC Report in respect of work assigned to Sections

	8.	Process of Pension cases and all related correspondence.	C	B	A
	9.	DPC for Promotion up to AAOs.	C	B	A
	10.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	11.	Matter related to counting of Former Service.	C	B	A
	12.	Monitoring of Dak disposal.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN V Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	2.	Monitoring of disposal/payment of TA/DA/LTC, GPF, Medical bills in r/o IDAS officers.	B	A	A
	3.	Monitoring of Budget Allotment	B	A	A
	4.	Monitoring of disposal/payment of TA/DA/LTC, GPF, Medical bills up to SAO.	B	A	A
	5.	Monitoring of disposal of RTI within 30 days.	B	A	A
	6.	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points.	B	A	A
	7.	Monitoring of Dak disposal.	C	B	A
	8.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	9.	Monitoring of disposal of normal complaints.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level

Priority wise ABC Report in respect of work assigned to Sections

AN VI Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	2.	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points and MBR points.	B	A	A
	3.	Monitoring of disposal of RTI within 30 days	B	A	A
	4.	Monitoring of Dak disposal.	C	B	A
	5.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	6.	Monitoring of disposal of normal complaints.	C	B	A
	7.	Monitoring of Dak disposal.	C	B	A
	8.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	9.	Monitoring of disposal of normal complaints.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN VII Section	1.	Monitoring of Land Transfer Cases.	A	A	A
	2.	Monitoring of ROC meeting and election of RWA/DARC.	A	A	A
	3.	Monitoring of Maintenance of special repair works.	B	A	A
	4.	Monitoring of DAD works Budget Expenditure.	B	A	A
	5.	Monitoring of Maintenance of DAD works proposals.	B	A	A
	6.	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points/MBR points.	B	A	A
	7.	Monitoring of execution of Annual Maintenance Program in r/o Main office and Lekhanagar.	B	A	A

Priority wise ABC Report in respect of work assigned to Sections

	8.	Monitoring of disposal of RTI within 30 days	B	A	A
	9.	Monitoring of Allotment, retention and complaints in r/o Lekhanagar colony quarters.	C	B	A
	10.	Monitoring of booking of DAD guest houses at Ranikhet, Lansdowne and Agra and booking of Community Hall at Lekhanagar, Meerut.	C	B	A
	11.	Disposal/processing of Personal Claims in r/o of DAD personnel using FIFO method within 07 days working days.	C	B	A
	12.	Monitoring of disposal of complaints, received from HQrs office.	C	B	A
	13.	Monitoring of disposal of normal complaints.	C	B	A
	14.	Monitoring of Dak disposal.	C	B	A
	15.	Monitoring of office contingency and other budget for main Office and Sub-Offices.	C	B	A
	16.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	17.	Monitoring of timely payments of bills of Main Office and sub-offices.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Audit ORs Section	1	Monitoring of PAO's performance through Monthly PAO Monitoring report/MIS Report	A	A	A

Priority wise ABC Report in respect of work assigned to Sections

	2	Monitoring of PAO's performance on KPI Matrix	A	A	A
	3	Monitoring of PSR/Data correction/Regular Pension cases on SPARSH	B	A	A
	4.	Views/Comments on any subject called from HQrs office/ Clarification sought from PAOs and Monitoring of disposal of complaints received through HQrs Office	B	A	A
	5.	Monitoring of progress of HQrs Inspection point/Internal inspection point/MBR points	B	A	A
	6.	Monitoring of disposal of RTI within 30 days	B	A	A
	7.	Monitoring of DAK Disposal	C	B	A
	8.	Monitoring of disposal of cheques/DDs received from deputationist's contribution toward AGIF/AFPPF and adjustment of MROs	C	B	A
	9.	Monitoring of Disposal of Normal Complaints	C	B	A
	10.	Monitoring of timely rendition of all Report/returns	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level

Priority wise ABC Report in respect of work assigned to Sections

Pay – I, II, III Section Pay-Medical Section Pay-Tech , NPS & SPARSH Section	1.	Monitoring HQrs Office letters and Special letters	A	A	A
	2.	Disposal of all Bills/Claims using FIFO method within 07 working days	B	A	A
	3.	Disposal of Medical Advance within 48 Hours	B	A	A
	4.	Monitoring of progress of HQrs Inspection point/Internal inspection Point	B	A	A
	5.	Monitoring of Disposal of CPGRAM and Non-CPGRAM Complaints	B	A	A
	6.	Pay Fixation of regarding Defence Civilians under MACP, Promotion, RPR, Bunching effect, Stepping up etc	B	A	A
	7.	Court cases regarding pay fixation	B	A	A
	8.	NPS Oversight Mechanism Committee Report- Quarterly/Frequently as per directions of HQrs Office	B	A	A
	9.	Monitoring of 8 SPARSH service centers and issuance of guidelines/directions timely to all SPARSH service centre.	B	A	A
	10.	Monitoring of Claims received from DDOs in respect of Subscribers on their Superannuation, Death & Resigned from service and also for conditional withdrawal	B	A	A
	11.	Monitoring of adjustment of MROs.	C	B	A
	12.	Review of Compilation	C	B	A
	13.	Cases received from PAOs for clarification on NPS related provisions	C	B	A

Priority wise ABC Report in respect of work assigned to Sections

	14.	Monthly uploading of contribution schedules in Subscriber's PRAN	C	B	A
	15.	Monitoring of Claims received from DDOs in respect of Subscribers on their Superannuation, Death & Resigned from service and also for conditional withdrawal.	C	B	A
	16.	Request received for generation of PRAN	C	B	A
	17.	Audit and verification of various Pension cases, Family Pension cases and Data correction cases forwarded by concerned unit	C	B	A
	18.	Audit and verification of service book received with pension cases from concerned unit	C	B	A
	19.	Monitoring of timely rendition of all report/returns	C	B	A
	20.	Monitoring of DAK disposal	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Internal Audit Section	1.	Inclusion of important cases as in MFAI Reports and it's settlement thereof. Quarterly Follow-up of progress achieved.	A	A	A
	2.	Internal Audit Report: Reporting new cases to HQrs Office.	A	A	A
	3.	Annual Audit Certificate: Consolidation and Reporting to HQ Office and DADS	A	A	A
	4.	All correspondence related to Draft Paras with CGDA, DADS and LAOs.	A	A	A
	5.	Appropriation Accounts: Quarterly reporting of Written Off Losses of infructuous Expenditure, Cash Losses and Store Losses to HQ	B	A	A

Priority wise ABC Report in respect of work assigned to Sections

		Office and DADS.			
	6.	KPI Reports: Consolidation of data received from LAOs and reporting to Admin(Local)	B	A	A
	7.	Issue Final Audit Reports on Regularization of Losses	B	A	A
	8.	Concurrence of CDA for provision of free transport to school going children of Defence Personnel	B	A	A
	9.	Approval of Half-yearly Local Audit Programs received from LAOs/RAO/ALAOs /AO(GE) (in case of outstation GE Offices)	B	A	A
	10.	Consolidation of MAR report received from LAOs /RAO/ALAOs and put up the facts to the CDA	B	A	A
	11.	HQrs Inspection Report: Monitoring the progress and correspondence with concern and report to O&M section	B	A	A
	12.	Super Review Programs	C	B	A
	13.	Board of Officers: Nomination of CDA's Rep for BOO	C	B	A
	14.	Rendering the report and returns to concern section (local)	C	B	A
	15.	Approval and monitoring of monthly Completion Reports received from LAOs/RAO/ALAOs /AO(GE)	C	B	A
	16.	Monitoring and Correspondences w.r.t Test Audit Objections against Units and local sections	C	B	A
	17.	Vendor Feeding and Unit Feeding on Tulip	C	B	A

Priority wise ABC Report in respect of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Engineering Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	2.	Views/Comments on any subject called from HQrs Office/clarification sought from AOGE offices.	A	A	A
	3.	Preparation of ARWE report once in a year and forward to HQrs office timely.	A	A	A
	4.	Rendition of report to HQrs office through E-suchna portal related to rent & allied charges	B	A	A
	5.	Monitoring of provisional payment made to the contractors/firms after giving judgment/award by court/arbitrator in favour of contractor/firm.	B	A	A
	6.	Monitoring of AOGE's performance through monthly reports received from AOGE offices.	C	B	A
	7.	Monitoring of AOGE offices KPI matrix (rent & allied charges).	C	B	A
	8.	Scrutiny of MER and post audit of paid voucher received from AOGE office.	C	B	A
	9.	Adjustment of departmental charges on all India basis levied on works, related to Air Force and Navy, carried out by MES.	C	B	A
	10.	Pre-Audit of final bills/Hand receipt timely and forward to AOGEs for payment.	C	B	A
	11.	Scrutiny of Contract Agreement accepted by CWE and CE.	C	B	A
	12.	Payment of TDS on GST received from various sections of MO.	C	B	A

Priority wise ABC Report in respect of work assigned to Sections

	13.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	14.	Receipt and release of security deposit received from MES authorities submitted by contractors/Firms	C	B	A
	15.	Monitoring of Dak disposal.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Accounts Section	1.	Submitting replies of HQrs office letter.	A	A	A
	2.	Preparation of AROB	A	A	A
	3.	Adjustment of DMS received from RBI/CMP.	B	A	A
	4.	Submission of KPI Report	B	A	A
	5.	Monitoring of timely rendition of all Reports & Returns.	B	A	A
	6.	Monitoring of CGDA and internal inspection report.	B	A	A
	7.	Monitoring of official e-mail on hourly basis	C	B	A
	8.	Updation of Allotments in Tulip system.	C	B	A
	9.	Allotment of unit code to newly arrived units.	C	B	A
	10.	Preparation of RBI reconciliation statement	C	B	A
	11.	Linking of SBI CMP scroll.	C	B	A
	12.	Authorization of rejected CMP Scroll.	C	B	A
	13.	Work related with adjustment of e-MRO and MROs and DIDs	C	B	A

Priority wise ABC Report in respect of work assigned to Sections

	13.	Linking of paid cheque with Schedule-III.	C	B	A
	14.	Analysis of booking in suspense head and related correspondence.	C	B	A
	15.	All other works not categorized under above two Groups.	C	B	A
	16.	Loans and advances related work.	C	B	A
	17.	Correspondence on debit and credit scroll with FPB.	C	B	A
	18.	Preparation of daily attendance report.	C	B	A
	19.	Preparation and forwarding of monthly leave report.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Store Audit Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	2.	Monitoring of disposal of HQrs references.	A	A	A
	3.	Disposal/processing of Cash Assignments, Cash Accounts, T.E., MRO adjustment, pricing of Loss Statements, Nomination of Rep from this command for RGP Board and MSTC bills.	B	A	A
	4.	Views/Comments on any subject called from HQrs Office.	B	A	A
	5.	Monitoring of progress of inspection points.	B	A	A
	6.	Monitoring of disposal of RTI within 30 days	B	A	A
	7.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	8.	Monitoring of Dak disposal.	C	B	A
	9.	Monitoring of disposal of normal complaints.	C	B	A

Priority wise ABC Report in respect of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
IT&S Section	1.	Procurement of IT Hardware and IT consumable through GeM.	B	A	A
	2.	Monitoring of timely rendition of all Reports & Returns.	B	A	A
	3.	Monitoring of timely payment of all IT&S Bills.	C	B	A
	4.	Smooth running of website and regular updation of data on website.	C	B	A
	5.	Monitoring of running Tulip Software through WAN.	C	B	A
	6.	Monitoring of all IT Projects i.e. project BISWAS/ NCS-PLUS/NIC EMAIL App/ ITMS/P&C.	C	B	A
	7.	Monitoring of timely submission of PM data on NCS Server (National Compilation System)	C	B	A
	8.	Monitoring of IT Hardware complaints and DAK disposal.	C	B	A
	9.	Monitoring of AMC of whole command.	C	B	A
	10.	Monitoring of all e-mails received by the name of the office.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Fund Section	1.	Monitoring of Minor-Minus cases	B	A	A
	2.	Monitoring of disposal of RTIs & complaints including CPGRAMs and forwarding of RTIs complaints including	B	A	A

Priority wise ABC Report in respect of work assigned to Sections

		CPGRAMs received from the individuals/offices to concerned offices.			
	3.	Monitoring the monthly punching which is done by pay offices on daily basis and reminding the concerned officers for completion of the task till 15 th of the related month. Some DVs pertaining to AOGEs are also punched by this section. After completion of the punching of DVs, the data is extracted from the NIDHI portal and emailed to CDA (Fund) office.	C	B	A
	4.	Preparing of the fund progress report (FPR) having details of compiled data including data punched and un-punched.	C	B	A
	5.	Monitoring the concerned offices for the punching of the DVS pertaining to the previous financial year.	C	B	A
	6.	Super Review Rejection: Monitoring of the concerned sections regarding the data such as Duplicate, Invalid, FP, Double Occurrence and Master Missing and the entries are edited and saved by the Fund section on the basis of received excel files which include the remarks that explains the reason for rejection and its solution.	C	B	A
	7.	Schedules are received for verification. The same are checked by the section on the basis of Punched DV reports	C	B	A
	8.	Letters/reports and returns of miscellaneous nature received from HQrs office/other offices/units/establishments regarding nomination, corrections in family details etc.	C	B	A

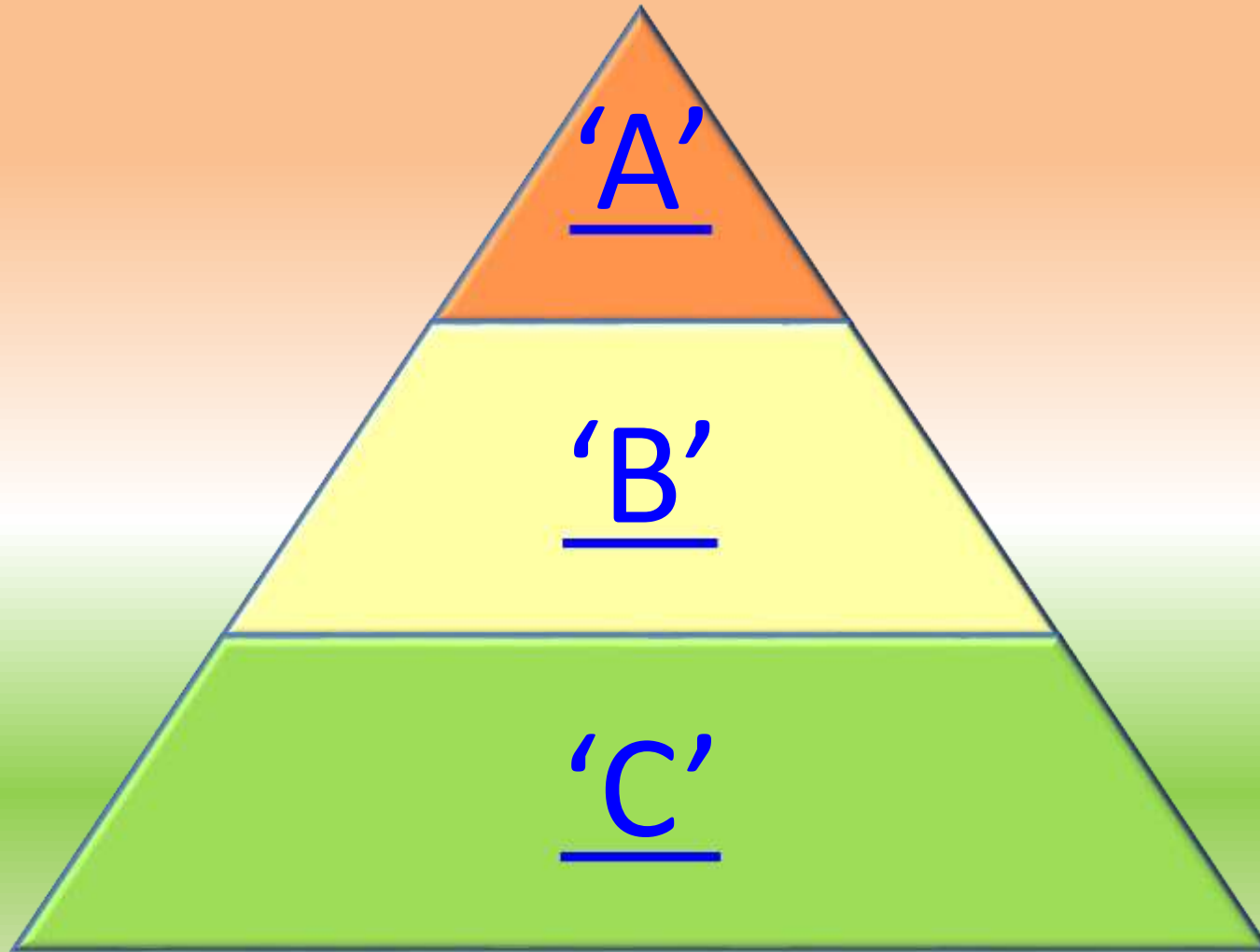
Priority wise ABC Report in respect of work assigned to Sections

	9.	Importing of data from the NCS portal and uploading the same on the NIDHI module for punching and frequently visiting the NCS portal to see whether new data has been uploaded for punching.	C	B	A
	10.	The maintenance of Records of GPF schedules received from the sub-offices.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
ECHS Section	1.	Recovery of Post Audit Observations	B	A	A
	2.	Monitoring of timely rendition of all Reports & Returns.	B	A	A
	3.	Payment through CDA -13	C	A	A
	4.	Payment of SIDs	C	B	A
	5.	Issue of cash Assignment to ECHS	C	B	A
	6.	Adjustment of Cash Book/ e-MROs	C	B	A
	7.	Post Audit of online bills of RC Bareilly	C	B	A
	8.	Schedule III check	C	B	A
	9.	M.O.A. (Memorandum of Agreement)	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
T Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	2	Monitoring of KPI Matrix	B	A	A
	3	Monitoring of progress of HQrs Inspection / Internal Inspection/ Test Audit Points.	B	A	A
	4.	Monitoring of timely rendition of all Reports & Returns.	B	A	A

Priority wise ABC Report in respect of work assigned to Sections

	5.	Monitoring of disposal of RTI within 30 days	B	A	A
	6.	Monitoring of disposal of Bills and letters	C	B	A
	7.	Monitoring of disposal of normal complaints.	C	B	A
	8.	Monitoring of demand outstanding in units Dak disposal.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
D Section	1.	Taking permission for running SBI Fast Plus through Internet for Main Office and sub-offices in case, WAN is not functioning for a considerable time.	A	A	A
	2.	Creation and deactivation of user IDs of uploader/authorizer	B	A	A
	3.	Uploading/ Authorization of CMP file w.r.t. DP sheets received from audit sections.	C	B	A
	4.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	5.	Issue of cheque books to ECHS units.	C	B	A
	6.	Issue of Cash Assignment to ECHS units.	C	B	A
	7.	Issue of Cash Requisition to units.	C	B	A
	8.	Monitoring and clearance of Minus Debit Scroll.	C	B	A

Priority Pyramid
CDA(A) M.O., Meerut



* Combined ABC priority list

Priority wise ABC Report in r/o of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
O&M Cell	1	Rendition of Functional Parameter Report on Monthly basis.	A	A	A
	2	Reply of HQrs Office Inspection Points and settlement thereof.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
RTI & Complaint Cell	1	Disposal of CPGRAM Appeals within 15 working days	A	A	A
	2	Rendition of Weekly report on personal claim	A	A	A
	3	Disposal of RTI Appeals within 30 days	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Store Contract & GeM Cell	1	Disposal/processing of ONLINE GeM bills/ Non-GeM bills using FIFO method with 07 working days	A	A	A
	2	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	3.	Views/Comments on any subject called from HQrs Office.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Misc Section	1	Disposal/processing of ONLINE GeM bills/ Non-GeM bills using FIFO method within 07 working days	A	A	A
	2	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Admin I Section	1.	Recruitment of New Appointments/Compassionate Appointment up to Auditors	A	A	A
	2.	Monitoring of timely disposal of HQrs Office letter	A	A	A
	3.	Monitoring of timely rendition of KPI report	A	A	A

Priority wise ABC Report in r/o of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN II Section	1	Confidential letters/ complaints/ Grievances received from HQrs office.	A	A	A
	2	HQrs office letters (Vigilance and Court cases pertaining to DAD)	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN-III Section	1.	Monitoring of Budget Allotment	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN IV Section	1.	Nomination of Members for various Committees.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN V Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN VI Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A

Priority wise ABC Report in r/o of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN VII Section	1	Monitoring of Land Transfer Cases.	A	A	A
	2.	Monitoring of ROC meeting and election of RWA/DARC.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Audit ORs Section	1	Monitoring of PAO's performance through Monthly PAO Monitoring report/MIS Report	A	A	A
	2	Monitoring of PAO's performance on KPI Matrix	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Pay -I, II, III Section Pay- Medical Section Pay-Tech ,	1.	Monitoring HQrs Office letters and Special letters	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Internal Audit Section	1.	Inclusion of important cases as in MFAI Reports and it's settlement thereof. Quarterly Follow-up of progress achieved.	A	A	A
	2.	Internal Audit Report: Reporting new cases to HQrs Office.	A	A	A
	3.	Annual Audit Certificate: Consolidation and Reporting to HQ	A	A	A

Priority wise ABC Report in r/o of work assigned to Sections

		Office and DADS			
	4.	All correspondence related to Draft Paras with CGDA, DADS and LAOs.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Engineering Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	2.	Views/Comments on any subject called from HQrs Office/clarification sought from AOGE offices.	A	A	A
	3.	Preparation of ARWE report once in a year and forward to HQrs office timely.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Accounts Section	1	Submitting replies of HQrs office letter.	A	A	A
	2.	Preparation of AROB	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level

Priority wise ABC Report in r/o of work assigned to Sections

T Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
D Section	1.	Taking permission for running SBI Fast Plus through Internet for Main Office and sub-offices in case, WAN is not functioning for a considerable time.	A	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Store Audit Section	1.	Monitoring of disposal of complaints, received from HQrs office.	A	A	A
	2.	Monitoring of disposal of HQrs references.	A	A	A

Priority wise ABC Report in r/o of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
O&M Cell	1	Inspection of at least 50% sub-offices every year.	B	A	A
	2	Nomination of participants for training institutes viz. NADFM, AJNIFM, OTI Gurugram, DPTI Prayagraj.	B	A	A
	3	Nomination of participants for training conducted by CDA (RTC) Meerut.	B	A	A
	4.	Nomination of participants for training conducted by O&M Cell under In-House Training Program.	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
RTI & Complaint Cell	1	Disposal of CPGRAM within 30 days	B	A	A
	2	Disposal of RTI Appeals within 30 days	B	A	A
	3.	Rendition of Monthly report on grievance to HQrs	B	A	A
	4	Monitoring and Disposal of RTI within 30 days	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Store Contract & GeM Cell	1	Monitoring of progress of inspection points.	B	A	A
	2	Views/Comments on any subject called from HQrs Office.	B	A	A

Priority wise ABC Report in r/o of work assigned to Sections

	3	Monitoring of disposal of RTI within 30 days	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Misc Section	1	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points.	B	A	A
	2	Monitoring of disposal of RTI within 30 days	B	A	A
	3.	Monitoring of disposal of HQrs references.	B	A	A
	4.	Views/Comments on any subject sought from HQrs Office.	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Admin I Section	1	Monitoring of timely rendition of report/returns.	B	A	A
	2.	Monitoring of With in Command transfer/ posting in Sensitive assignment/ Non-sensitive assignment up to SAOs.	B	A	A
	3.	Monitoring of Work Distribution IDAS and SAOs.	B	A	A
	4	Monitoring of timely submission of IPRs/APARs of IDAS Officers.	B	A	A
	5.	Monitoring of disposal of RTI/CPGRAM within 30 days	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level

Priority wise ABC Report in r/o of work assigned to Sections

AN II Section	1	HQrs office letters (Vigilance clearance and Court cases pertaining to Non-DAD)	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN-III Section	1.	Regular Pay Bill CDA (ARMY) Office	B	A	A
	2.	Stepping up cases.	B	A	A
	3	Monitoring of disposal of CPGRAM/RTI within 07 days	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN IV Section	1.	Delegation of Powers.	B	A	A
	2	Grant of NFU to AAOs.	B	A	A
	3	Service request for DATA correction and updation in SPARSH.	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level

Priority wise ABC Report in r/o of work assigned to Sections

AN V Section	1.	Monitoring of disposal/payment of TA/DA/LTC, GPF, Medical bills in r/o IDAS officers.	B	A	A
	2.	Monitoring of Budget Allotment	B	A	A
	3.	Monitoring of disposal/payment of TA/DA/LTC, GPF, Medical bills up to SAO.	B	A	A
	4.	Monitoring of disposal of RTI within 30 days.	B	A	A
	5.	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points.	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN VI Section	1.	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points and MBR points.	B	A	A
	2.	Monitoring of disposal of RTI within 30 days	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN VII Section	1.	Monitoring of Maintenance of special repair works.	B	A	A
	2.	Monitoring of DAD works Budget Expenditure.	B	A	A
	3.	Monitoring of Maintenance of DAD works proposals.	B	A	A
	4.	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points/MBR points.	B	A	A

Priority wise ABC Report in r/o of work assigned to Sections

	5.	Monitoring of execution of Annual Maintenance Program in r/o Main office and Lekhanagar.	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Audit ORs Section	1.	Monitoring of PSR/Data correction/Regular Pension cases on SPARSH	B	A	A
	2.	Views/Comments on any subject called from HQrs office/ Clarification sought from PAOs and Monitoring of disposal of complaints received through HQrs Office	B	A	A
	3.	Monitoring of progress of HQrs Inspection point/Internal inspection point/MBR points	B	A	A
	4	Monitoring of disposal of RTI within 30 days	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Pay -I, II, III Section Pay-Medical Section Pay-Tech , NPS & SPARSH Section	1.	Disposal of all Bills/Claims using FIFO method within 07 working days	B	A	A
	2.	Disposal of Medical Advance within 48 Hours	B	A	A
	3.	Monitoring of progress of HQrs Inspection point/Internal inspection Point	B	A	A
	4.	Monitoring of Disposal of CPGRAM and Non-CPGRAM Complaints	B	A	A

Priority wise ABC Report in r/o of work assigned to Sections

	5.	Pay Fixation of regarding Defence Civilians under MACP, Promotion, RPR, Bunching effect, Stepping up etc	B	A	A
	6.	Court cases regarding pay fixation	B	A	A
	7.	NPS Oversight Mechanism Committee Report- Quarterly/Frequently as per directions of HQrs Office	B	A	A
	8.	Monitoring of 8 SPARSH service centers and issuance of guidelines/directions timely to all SPARSH service centre.	B	A	A
	9	Monitoring of Claims received from DDOs in respect of Subscribers on their Superannuation, Death & Resigned from service and also for conditional withdrawal	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Internal Audit Section	1.	Appropriation Accounts: Quarterly reporting of Written Off Losses of infructuous Expenditure, Cash Losses and Store Losses to HQ Office and DADS.	B	A	A
	2.	KPI Reports: Consolidation of data received from LAOs and reporting to Admin(Local)	B	A	A
	3.	Issue Final Audit Reports on Regularization of Losses	B	A	A
	4.	Concurrence of CDA for provision of free transport to school going children of Defence Personnel	B	A	A
	5.	Approval of Half-yearly Local Audit Programs received from LAOs/RAO/ALAOs /AO(GE) (in case of outstation GE Offices)	B	A	A

Priority wise ABC Report in r/o of work assigned to Sections

	6.	Consolidation of MAR report received from LAOs /RAO/ALAOs and put up the facts to the CDA	B	A	A
	7.	HQrs Inspection Report: Monitoring the progress and correspondence with concern and report to O&M section	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Engineering Section	1.	Rendition of report to HQrs office through E-suchna portal related to rent & allied charges	B	A	A
	2.	Monitoring of provisional payment made to the contractors/firms after giving judgment/award by court/arbitrator in favour of contractor/firm.	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Accounts Section	1	Adjustment of DMS received from RBI/CMP.	B	A	A
	2.	Preparation of KPI Report.	B	A	A
	3.	Monitoring of timely rendition of all Reports & Returns.	B	A	A
	4	Monitoring of CGDA and internal inspection report.	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level

Priority wise ABC Report in r/o of work assigned to Sections

Store Audit Section	1.	Disposal/processing of Cash Assignments, Cash Accounts, T.E., MRO adjustment, pricing of Loss Statements, Nomination of Rep from this command for RGP Board and MSTC bills.	B	A	A
	2.	Views/Comments on any subject called from HQrs Office.	B	A	A
	3.	Monitoring of progress of inspection points.	B	A	A
	4	Monitoring of disposal of RTI within 30 days	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
IT&S Section	1.	Monitoring of timely rendition of all Reports & Returns.	B	A	A
	2.	Procurement of IT Hardware and IT consumable through GeM.	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Fund Section	1.	Monitoring of Minor-Minus cases	B	A	A
	2.	Monitoring of disposal of RTIs & complaints including CPGRAMs and forwarding of RTIs complaints including	B	A	A

Priority wise ABC Report in r/o of work assigned to Sections

		CPGRAMs received from the individuals/offices to concerned offices.			
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
ECHS Section	1.	Monitoring of timely rendition of all Reports & Returns.	B	A	A
	2.	Recovery of Post Audit Observations	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
T Section	1	Monitoring of KPI Matrix	B	A	A
	2	Monitoring of progress of HQrs Inspection / Internal Inspection/ Test Audit Points.	B	A	A
	3.	Monitoring of timely rendition of all Reports & Returns.	B	A	A
	4.	Monitoring of disposal of RTI within 30 days	B	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
D Section	1.	Creation and deactivation of user IDs of uploader/authorizer	B	A	A

Priority wise ABC Report in r/o of work assigned to Sections

Priority wise ABC Report in r/o of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
O&M Cell	1.	Disposal of all letters with in time.	C	B	A
	2.	Rendering of all reports with in time.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
RTI & Complaint Cell	1.	Monitoring of DAK Disposal	C	B	A
	2.	Rendition of KPI Report to Admin I	C	B	A
	3.	Rendition of Report related to CVO to Admin II	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Store Contract & GeM Cell	1.	Monitoring of disposal of normal complaints.	C	B	A
	2.	Monitoring of Dak disposal.	C	B	A
	3.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Misc Section	1.	Monitoring of Dak disposal.	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

	2.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	3.	Monitoring of Disposal of e-MROs/DMROs	C	B	A
	4.	Monitoring of post audit voucher	C	B	A
	5.	Monitoring of disposal of normal complaints.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Admin I Section	1.	Monitoring of HQrs Office orders of Transfer in r/o SAOs and above	C	B	A
	2.	Monitoring of HQrs Office orders of Transfer up to AAOs	C	B	A
	3.	Monitoring of timely submission of IPRs/APARs up to SAOs	C	B	A
	4.	Monitoring of Part II OO regarding Transfer/Posting /Retirement/Appointment and Part I OO.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN II Section	1.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	2.	Monitoring of vigilance of D section and R-Section	C	B	A
	3.	Immovable / Movable Property Sanction for IDAS and below	C	B	A
	4.	Outside Department Employment Exam Permission.	C	B	A
	5.	NOC for passport and visiting abroad.	C	B	A
	6.	Permission for Higher Education.	C	B	A
	7.	Half Yearly report on legal fee bills.	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN-III Section	1.	Monitoring of disposal of complaints, received from HQrs office.	C	A	A
	2.	Monitoring of progress of HQrs Inspection points/ Internal Inspection Points.	C	A	A
	3.	GPF Final settlement cases within 07 working days.	C	A	A
	4.	10 days LTC bills within 07 working days	C	A	A
	5.	300 days leave encashment on retirement/superannuation.	C	A	A
	6.	NPS Partial withdrawal timely process.	C	B	A
	7.	Monitoring of Dak disposal.	C	B	A
	8.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	9.	Processing of LPC In/Out within time.	C	B	A
	10.	Monthly NPS Officers/Staff Subscriptions upload timely.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN IV Section	1.	DPC for clearance of Probation & Confirmation.	C	B	A
	2.	DPC for FR 56 (J) up to AAOs.	C	B	A
	3.	DPC for MACPs up to AAOs.	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

	4.	Process of Pension cases and all related correspondence.	C	B	A
	5.	DPC for Promotion up to AAOs.	C	B	A
	6.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	7.	Matter related to counting of Former Service.	C	B	A
	8.	Monitoring of Dak disposal.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN V Section	1.	Monitoring of Dak disposal.	C	B	A
	2.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	3.	Monitoring of disposal of normal complaints.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN VI Section	1.	Monitoring of Dak disposal.	C	B	A
	2.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	3.	Monitoring of disposal of normal complaints.	C	B	A
	4.	Monitoring of Dak disposal.	C	B	A
	5.	Monitoring of timely rendition of all Reports & Returns.	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

	6.	Monitoring of disposal of normal complaints.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
AN VII Section	1.	Monitoring of disposal of RTI within 30 days	C	B	A
	2.	Monitoring of Allotment, retention and complaints in r/o Lekhanagar colony quarters.	C	B	A
	3.	Monitoring of booking of DAD guest houses at Ranikhet, Lansdowne and Agra and booking of Community Hall at Lekhanagar, Meerut.	C	B	A
	4.	Disposal/processing of Personal Claims in r/o of DAD personnel using FIFO method within 07 days working days.	C	B	A
	5.	Monitoring of disposal of complaints, received from HQrs office.	C	B	A
	6.	Monitoring of disposal of normal complaints.	C	B	A
	7.	Monitoring of Dak disposal.	C	B	A
	8.	Monitoring of office contingency and other budget for main Office and Sub-Offices.	C	B	A
	9.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	10.	Monitoring of timely payments of bills of Main Office and sub-offices.	C	B	A
Name of	S.No.	Matter/Details	CDA Level	GO Level	SAO Level

Priority wise ABC Report in r/o of work assigned to Sections

the Section					
Audit ORs Section	1.	Monitoring of Disposal of Normal Complaints	C	B	A
	2.	Monitoring of DAK Disposal	C	B	A
	3.	Monitoring of disposal of cheques/DDs received from deputationist's contribution toward AGIF/AFPPF and adjustment of MROs	C	B	A
	4.	Monitoring of timely rendition of all Report/returns	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Pay – I, II, III Section Pay-Medical Section	1.	Monitoring of adjustment of MROs.	C	B	A
	2.	Review of Compilation	C	B	A
	3.	Cases received from PAOs for clarification on NPS related provisions	C	B	A
	4.	Monthly uploading of contribution schedules in Subscriber's PRAN	C	B	A
	5.	Monitoring of Claims received from DDOs in respect of Subscribers on their Superannuation, Death & Resigned from service and also for conditional withdrawal.	C	B	A
	6.	Request received for generation of PRAN	C	B	A
	7.	Audit and verification of various Pension cases, Family Pension cases and Data correction cases forwarded by concerned unit	C	B	A
	8.	Audit and verification of service book received with pension cases from concerned unit	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

	9.	Monitoring of timely rendition of all report/returns	C	B	A
	10.	Monitoring of DAK disposal	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Internal Audit Section	1.	Super Review Programs	C	B	A
	2.	Board of Officers: Nomination of CDA's Rep for BOO	C	B	A
	3.	Rendering the report and returns to concern section (local)	C	B	A
	4.	Approval and monitoring of monthly Completion Reports received from LAOs/RAO/ALAOs /AO(GE)	C	B	A
	5.	Monitoring and Correspondences w.r.t Test Audit Objections against Units and local sections	C	B	A
	6.	Vendor Feeding and Unit Feeding on Tulip	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Engineering Section	1.	Monitoring of AOGE's performance through monthly reports received from AOGE offices.	C	B	A
	2.	Monitoring of AOGE offices KPI matrix (rent & allied charges).	C	B	A
	3.	Scrutiny of MER and post audit of paid voucher received from AOGE office.	C	B	A
	4.	Adjustment of departmental charges on all India basis levied on works,	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

		related to Air Force and Navy, carried out by MES.			
	5.	Pre-Audit of final bills/Hand receipt timely and forward to AOGEs for payment.	C	B	A
	6.	Scrutiny of Contract Agreement accepted by CWE and CE.	C	B	A
	7.	Payment of TDS on GST received from various sections of MO.	C	B	A
	8.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	9	Receipt and release of security deposit received from MES authorities submitted by contractors/Firms			
	10	Monitoring of Dak disposal.			
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Accounts Section	1.	Monitoring of official e-mail on hourly basis	C	B	A
	2.	Updation of Allotments in Tulip system.	C	B	A
	3.	Allotment of unit code to newly arrived units.	C	B	A
	4.	Preparation of RBI reconciliation statement	C	B	A
	5.	Linking of SBI CMP scroll.	C	B	A
	6.	Authorization of rejected CMP Scroll.	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

	7.	Work related with adjustment of e-MRO and MROs and DIDs	C	B	A
	8.	Linking of paid cheque with Schedule-III.	C	B	A
	9.	Analysis of booking in suspense head and related correspondence.	C	B	A
	10.	All other works not categorized under above two Groups.	C	B	A
	11.	Loans and advances related work.	C	B	A
	12.	Correspondence on debit and credit scroll with FPB.	C	B	A
	13.	Preparation of daily attendance report.	C	B	A
	14.	Preparation and forwarding of monthly leave report.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Store Audit	1.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	2.	Monitoring of Dak disposal.	C	B	A
	3.	Monitoring of disposal of normal complaints.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
IT&S Section	1.	Monitoring of timely payment of all IT&S Bills.	C	B	A
	2.	Smooth running of website and regular updation of data on website.	C	B	A
	3.	Monitoring of running Tulip Software through WAN.	C	B	A
	4.	Monitoring of all IT Projects i.e. project BISWAS/ NCS-PLUS/NIC	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

		EMAIL App/ ITMS/P&C.			
	5.	Monitoring of timely submission of PM data on NCS Server (National Compilation System)	C	B	A
	6.	Monitoring of IT Hardware complaints and DAK disposal.	C	B	A
	7.	Monitoring of AMC of whole command.	C	B	A
	8.	Monitoring of all e-mails received by the name of the office.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
Fund Section	1.	Monitoring the monthly punching which is done by pay offices on daily basis and reminding the concerned officers for completion of the task till 15 th of the related month. Some DVs pertaining to AOGEs are also punched by this section. After completion of the punching of DVs, the data is extracted from the NIDHI portal and emailed to CDA (Fund) office.	C	B	A
	2.	Preparing of the fund progress report (FPR) having details of compiled data including data punched and un-punched.	C	B	A
	3.	Monitoring the concerned offices for the punching of the DVS pertaining to the previous financial year.	C	B	A
	4.	Super Review Rejection: Monitoring of the concerned sections regarding the data such as Duplicate, Invalid, FP, Double Occurrence and Master Missing and the entries are edited and saved by the Fund section on the basis of received excel files which include the remarks that explains the	C	B	A

Priority wise ABC Report in r/o of work assigned to Sections

		reason for rejection and its solution.			
	5.	Schedules are received for verification. The same are checked by the section on the basis of Punched DV reports	C	B	A
	6.	Letters/reports and returns of miscellaneous nature received from HQrs office/other offices/units/establishments regarding nomination, corrections in family details etc.	C	B	A
	7.	Importing of data from the NCS portal and uploading the same on the NIDHI module for punching and frequently visiting the NCS portal to see whether new data has been uploaded for punching.	C	B	A
	8.	The maintenance of Records of GPF schedules received from the sub-offices.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
ECHS Section	1.	Payment of SIDs	C	B	A
	2.	Issue of cash Assignment to ECHS	C	B	A
	3.	Adjustment of Cash Book/ e-MROs	C	B	A
	4.	Post Audit of online bills of RC Bareilly	C	B	A
	5.	Schedule III check	C	B	A
	6.	M.O.A. (Memorandum of Agreement)	C	B	A
	7.	Payment through CDA -13	C	A	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level

Priority wise ABC Report in r/o of work assigned to Sections

T Section	1.	Monitoring of disposal of Bills and letters	C	B	A
	2.	Monitoring of disposal of normal complaints.	C	B	A
	3.	Monitoring of demand outstanding in units Dak disposal.	C	B	A
Name of the Section	S.No.	Matter/Details	CDA Level	GO Level	SAO Level
D Section	1	Uploading/ Authorization of CMP file w.r.t. DP sheets received from audit sections.	C	B	A
	2.	Monitoring of timely rendition of all Reports & Returns.	C	B	A
	3.	Issue of cheque books to ECHS units.	C	B	A
	4.	Issue of Cash Assignment to ECHS units.	C	B	A
	5.	Issue of Cash Requisition to units.	C	B	A
	6.	Monitoring and clearance of Minus Debit Scroll.	C	B	A