



No. AN/XII/1809/Circular



Dated: 27 August 2015

To

All Regional PCsDA/CsDA.

Subject: Monitoring of DAD Projects/Maintenance Services.

Funds under the DAD Works budget are allotted to the respective Regional PCsDA/CsDA who are providing necessary audit/payment cover to the concerned GE offices. The booking of expenditure is being done by the respective AOs (GE) with little consultation with the concerned user PCsDA/CsDA. Since user CsDA except regional Controllers do not have any functional interdependence with the GE Offices, sufficient attention is not being paid to these user Controllers by the concerned GEs leading to delays in project completion and less user satisfaction. In order to ensure better utilisation of the DAD Works Budget and better amenities to the Staff, following steps may be taken by the Regional PCsDA/CsDA:

- a. Each AO (GE) will book expenditure against DAD Budget only with written approval of the user CDA/PCDA.
- b. A monthly meeting will be organised by the user CDA/PCDA with the concerned GE and AO GE in which progress of the works projects and maintenance activities may be reviewed. This may be facilitated by the Regional PCsDA/CsDA.
- c. Annual Works Plan for each of the User PCDA/CDA will be formulated by the GE offices in consultation with the respective user organisation. Addl. CDA/JCDA/GO (E) of the Regional CDA may be Nodal Officer for this purpose.
- d. A copy of the contract concluded for a User DAD Office may be handed over to the respective user PCDA/CDA for information as well as monitoring implementation of the contract.

2. In addition, the respective Regional PCsDA/CsDA are requested to consider making 'utilisation of the DAD Works Budget and Users' satisfaction' as one of the parameters for performance appraisal of the concerned AOs (GE) under their jurisdiction.


(Sangeet)
Dy. CGDA (AN)

Copy to:

1. All PCsDA/PCA (Fys.)/CsDA (other than Regional Controllers)
2. Sr Accounts Officer, EDP Section (local) for uploading on website.


(Sangeet)
Dy. CGDA (AN)

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