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CIRCULAR

No. IAW-1/13002/Reports>Returns

Dated : 03.08.2016

To

All PCsDA/PIFAs/CsDA/PCA (Fys)/Wings of HQ office

Sub: Introduction of Key Performance Indicator (KPI) Report.

For the purpose of an integrated MIS and for higher management to have a comprehensive view of the functioning of all PCsDA/CsDA/PIFAs/IFAs/PCA(Fys)/CFA(Fys) offices, a Key Performance Indicator (KPI) Report has been designed. This report evaluates the performance of each office under 16 identified areas of work /function. The criteria for evaluation, weightages thereof and basis of ranking has been given against each category. The overall performance ranking of a particular office will be based on the areas/parameters pertaining to that office.

2. The ranking will reflect through colour on the dashboard of CGDA. The colour coding based on ranking is as under:

Colour	Golden	Green	Blue	Yellow	Red
Rank	1	>1 & ≤ 2	>2 & ≤ 3	>3 & ≤ 4	>4 & ≤ 5

3. The data has to be fed by the users (HQrs Office/ PCDA/CDA/PCA (Fys)/CFA/PIFA/IFA) in the Formats [enclosed at Annexure A (1 to 18)] according to the functions of the respective offices. Consequent on feeding the data in the prescribed format, consolidated report in the form of **Dashboard of KPI** [enclosed at Annexure B (1 to 9)] will be generated automatically on real time basis and ranking with colour coding will be made available to the CGDA.

4. The average ranking which is in the end column of every category (16 in nos.) will be available on the dashboard. The formula to acquire average ranking of every category has been mentioned therein. This ranking criteria will ultimately be linked to non monetary incentives to the concerned staff of a high performance office. This implies that if the performance of the staff in a particular area is high, they could be recommended for Raksha Mantri award/Independence day/Republic Day award/special training etc. In case of low

performance in a particular area, the Controller concerned would need to effect corrective measures.

5. It is requested that the contents of the report (categories, weightage, ranking, criteria) may be examined and suggestions be forwarded by 22/08/2016 so that the KPI report may be finalized and implemented.

This issues under the direction of CGDA as approved vide para 3 (ii)(f) of 4th Top Management Meeting (TMM) minutes.


ACGDA (IA Wing)

Copy to: -

The Officer-in-Charge
EDP Section (Local)

For uploading in the website


ACGDA (IA wing)

Key Performance Indicator (KPI) in respect of HQrs Office

Third Party Claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Personal Claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

EDP Projects		
Name of Projects	PDC	Status

DAD Projects		
Name of Projects	PDC	Status

Status on Allotment & Exenditure				
	Allotment	Expenditure	Progressive Exp.	Balance
Revenue				
Capital				

Clarifications	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Key Performance Indicator (KPI) in respect of HQrs Office

Suspense Head		
Status	Pendency	Cleared
Booked in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

CPGRAMS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

COMPLAINTS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

Key Performance Indicator (KPI)
 [Regional PCsDA/CsDA, PCA (Fys)/CsFA & PCDA (BR)]

Third Party Claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Personal Claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

PAO Functioning	
DO II processing	
DO II rejection (in %)	
Reconciliation	
Pendency	

MFAI		
Status	Pendency	Cleared
Raised in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

DAD Projects		
Name of Projects	PDC	Status

EDP Projects		
Name of Projects	PDC	Status

Status on Allotment & Expenditure				
	Allotment	Expenditure	Progressive Exp.	Balance
Revenue				
Capital				

Local Audit Objection		
Status	Pendency	Cleared
Raised in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

Clarifications	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Key Performance Indicator (KPI) in respect of Regional PCsDA/CsDA
 [Regional PCsDA/CsDA, PCA (Fys)/CsFA & PCDA (BR)]

Suspense Head		
Status	Pendency	Cleared
Booked in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

CPGRAMS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

COMPLAINTS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

Key Performance Indicator (KPI)

[PCDA New Delhi, PCDA (Navy), PCDA (R&D)/CDA(R&D), CDA(IDS)]

Third Party Claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Personal Claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Clarifications	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

MFAI		
Status	Pendency	Cleared
Raised in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)	0	0
% of clearance		#DIV/0!

DAD Projects		
Name of Projects	PDC	Status

EDP Projects		
Name of Projects	PDC	Status

Status on Allotment & Exenditure				
	Allotment	Expenditure	Progressive Exp.	Balance
Revenue				
Capital				

Local Audit Objection		
Status	Pendency	Cleared
Raised in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

Key Performance Indicator (KPI) in respect of Regional PCsDA/CsDA
 [PCDA New Delhi, PCDA (Navy), PCDA (R&D)/CDA(R&D), CDA(IDS)]

Suspense Head		
Status	Pendency	Cleared
Booked in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

CPGRAMS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

COMPLAINTS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

Key Performance Indicator (KPI) in respect of CDA (Funds)

Personal Claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Clarifications	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

MFAI		
Status	Pendency	Cleared
Raised in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

EDP Projects		
Name of Projects	PDC	Status

Status on Allotment & Exenditure				
	Allotment	Expenditure	Progressive Exp.	Balance
Revenue				
Capital				

Key Performance Indicator (KPI) in respect of CDA (Funds)

Suspense Head		
Status	Pendency	Cleared
Booked in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

CPGRAMS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

COMPLAINTS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

Key Performance Indicator (KPI) in respect of CDA (Funds)

Fund related status					
Items	No. of cases	receipt	clearance	CB	Oldest date
Fund Schedule (Wanting DAD, Non-DAD & FN/CP Funds)					
Position of outstanding FS of Provident Fund (Non-DAD)					
Minus Balance Cases (Non-DAD) on account of overpayment					
Minus Balance Cases (DAD) on account of overpayment					

Break up of Fund Schedule (Wanting DAD, Non-DAD & FN/CP Funds)					
Break up of OB		Break up of Clearance		Break up of CB	
Current		Current		Current	
> 1 month		> 1 month		> 1 month	
> 6 months		> 6 months		> 6 months	
> 1 year		> 1 year		> 1 year	
> 2 years		> 2 years		> 2 years	
> 5 years		> 5 years		> 5 years	

Break up Minus Balance Cases (Non-DAD) on account of overpayment					
Break up of OB		Break up of Clearance		Break up of CB	
Current		Current		Current	
> 1 month		> 1 month		> 1 month	
> 6 months		> 6 months		> 6 months	
> 1 year		> 1 year		> 1 year	
> 2 years		> 2 years		> 2 years	
> 5 years		> 5 years		> 5 years	

Break up of Position of outstanding FS of Provident Fund (Non-DAD)					
Break up of OB		Break up of Clearance		Break up of CB	
Current		Current		Current	
> 1 month		> 1 month		> 1 month	
> 6 months		> 6 months		> 6 months	
> 1 year		> 1 year		> 1 year	
> 2 years		> 2 years		> 2 years	
> 5 years		> 5 years		> 5 years	

Break up of Minus Balance Cases (DAD) on account of overpayment					
Break up of OB		Break up of Clearance		Break up of CB	
Current		Current		Current	
> 1 month		> 1 month		> 1 month	
> 6 months		> 6 months		> 6 months	
> 1 year		> 1 year		> 1 year	
> 2 years		> 2 years		> 2 years	
> 5 years		> 5 years		> 5 years	

Key Performance Indicator (KPI) in respect of CDA (CSD) Mumbai

MFAI		
Status	Pendency	Cleared
Raised in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

EDP Projects		
Name of Projects	PDC	Status

Local Audit Objection		
Status	Pendency	Cleared
Raised in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

Status on Allotment & Exenditure				
	Allotment	Expenditure	Progressive Exp.	Balance
Revenue				
Capital				

Clarifications	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Key Performance Indicator (KPI) in respect of CDA (CSD) Mumbai

Suspense Head		
Status	Pendency	Cleared
Booked in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

CPGRAMS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

COMPLAINTS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

Key Performance Indicator (KPI) in respect of PCDA (O) Mumbai

MFAI		
Status	Pendency	Cleared
Raised in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

EDP Projects		
Name of Projects	PDC	Status

Status on Allotment & Expenditure				
	Allotment	Expenditure	Progressive Exp.	Balance
Revenue				
Capital				

Personal Claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Clarifications	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Key Performance Indicator (KPI) in respect of PCDA (O) Mumbai

Suspense Head		
Status	Pendency	Cleared
Booked in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

CPGRAMS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

COMPLAINTS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

Key Performance Indicator (KPI) in respect of PCDA (P) Allahabad

Status on progress of pension claims	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Clarifications	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Status on Joint notification of Family Pension	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Status on audit and recovery against demands					
No of audit carried out			Demands		
Spot Audit	Regular Audit	Any other	Total Demand	Recovery against demand	%age recovery

Status on Allotment & Expenditure				
	Allotment	Expenditure	Progressive Exp.	Balance
Revenue				
Capital				

Key Performance Indicator (KPI) in respect of PCDA (P) Allahabad

Suspense Head		
Status	Pendency	Cleared
Booked in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

CPGRAMS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

COMPLAINTS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

Key Performance Indicator (KPI) in respect of CDA (PD) Meerut

No of Pensioners				
	OB	Add	NE/Wastage	CB
Armed Forces				
Def Civilian				

Status on LTA	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Clarifications	
In Hand (OB+Receipt)	
Clearance	
%age of clearance	
Oldest date	

Status on audit and recovery against demands					
No of audit carried out			Demands		
	Regular Audit	Any other	Total Demand	Recovery against demand	%age recovery
Spot Audit					

Status on Allotment & Expenditure				
	Allotment	Expenditure	Progressive Exp.	Balance
Revenue				
Capital				

Key Performance Indicator (KPI) in respect of CDA (PD) Meerut

Suspense Head		
Status	Pendency	Cleared
Booked in Current Quarter		
> 1 Quarter		
> 1 year		
> 2 years		
> 5 years		
Total (including Current Quarter)		
% of clearance		

CPGRAMS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

COMPLAINTS		
Status	Pendency	Cleared
Received in current week		
> 7 days		
> 15 days		
> 30 days		
> 60 days		
Total (including Current week)		
% of clearance		

Key Performance Indicator (KPI) in respect of PIFAs/IFAs

AON						
Received	Clearance	clearance in specified time period in %age	Amount Proposed	Amount Concurred	Savings achieved	Saving Achieved in %age

Financial Concurrence/EAS cases						
Received	Concurred	clearance in specified time period in %age	Financial Value Proposed	Amount Concurred	Savings achieved	Saving Achieved in %age

Categories of functioning	Third Party bills			Personal claims		
	(A)	(B)	(C)	(D)	(E)	(F)
Name of Controllers	Bills Clearance %age	Outstanding	Average Ranking $\frac{B+C}{2}$	Bills Clearance %age	Outstanding	Average Ranking $\frac{E+F}{2}$
HQrs Office						
PCDA (SC) Pune						

Index (Parameter)

Categories of functioning Ranking	Third Party bills			Personal Claims		
	(A)	(B)	(C)	(D)	(E)	(F)
	Clearance (in %)	Outstanding	Av.	Clearance (in %)	Outstanding	Av.
1	%age Clearance 90% and more	Outstanding beyond 1 day upto 10 days		%age Clearance 90% and more	Outstanding beyond 1 day upto 15 days	
2	%age Clearance 81% - 90%	Outstanding beyond 10 days upto 20 days		%age Clearance 80% - 90%	Outstanding beyond 15 days upto 45 days	
3	%age Clearance 66% - 80%	Outstanding upto beyond 20 days 30 days		%age Clearance 65% - 80%	Outstanding upto beyond 45 days 60 days	
4	%age Clearance 50% - 65%	Outstanding beyond 1 months and up to 3 months		%age Clearance 50% - 65%	Outstanding beyond 2 months and up to 6 months	
5	%age Clearance less than 50%	Outstanding beyond 3 months		%age Clearance less than 50%	Outstanding beyond 6 months	

Categories of functioning	PAO Functioning			MFAI		
	(A)	(H)	(I)	(J)	(K)	(L)
Name of Controllers	DO Part - IIs Rejection %age (weightage 40%)	Reconciliation Pendency (weightage 60%)	Average Ranking (H*40% + I*60%)	Raised	Settled	Average Ranking $\frac{K+L}{2}$
HQrs Office						
PCDA (SC) Pune						

Index (Parameter)						
Categories of functioning Ranking	PAO Functioning			MFAI		
(A)	(H)	(I)	(J)	(K)	(L)	(M)
	DO Part - IIs Rejection %age	Reconciliation pendency	Av.	Raised	Settled	Av.
1	Rejection less than 2%	Outstanding beyond 1 day upto 60 days		Raised more than 5	Settled 91% to 100%	
2	Rejection more than 2% and less than 5%	Outstanding beyond 61 day upto 90 days		Raised 4 to 5	Settled 81% to 90%	
3	Rejection more than 5% and less than 10%	Outstanding beyond 91 day upto 120 days		Raised 2 to 3	Settled 66% to 80%	
4	Rejection more than 10% less than 20%	Outstanding beyond 121 day upto 150 days		Raised 01	Settled 51% to 65%	
5	Rejection more than 20%	Outstanding beyond 151 days		raised less than	Settled less than 50%	

Categories of functioning	DAD Project	EDP Project	Status on Allotment & Expenditure	Suspense Head		
				(Q)	(R)	(S)
(A)	(N)	(O)	(P)	(Q)	(R)	(S)
Name of Controllers	Ranking based on PDC	Ranking based on PDC	Ranking based on %age progress	%age Clearance	Time Period	Average Ranking $\frac{Q+R}{2}$
HQrs Office						
PCDA (SC) Pune						

Index (Parameter)								
Categories of functioning Ranking	DAD Project	EDP Project	Status on Allotment & Expenditure			Suspense Head		
(A)	(N)	(O)	(P)			(Q)	(R)	(S)
	Completion of project	Completion of project	Expenditure			Clearance	Pendency	Av.
1	PDC > 3 to 6 Months	PDC > 3 to 6 Months	up to September 33%	up to December 66%	up to March 100%	Clearance more than 51%	> 1 months	
2	PDC > 6 to 9 Months	PDC > 6 to 9 Months	up to September 30%	up to December 60%	up to March 90%	Clearance more than 41% to 50%	> 6 months	
3	PDC > 9 to 12 Months	PDC > 9 to 12 Months	up to September 20%	up to December 50%	up to March 80%	Clearance more than 31% to 40%	> 1 year	
4	PDC > 1 to 2 year	PDC > 1 to 2 year	up to September 10%	up to December 40%	up to March 70%	Clearance 21% to 30%	> 2 years	
5	PDC > 2 Years	PDC > 2 Years	up to September 5%	up to December 30%	up to March 60%	Clearance less than 20%	> 5 years	

Categories of functioning (A)	Local Audit Objection			CPGRAMS		
	(T)	(U)	(V)	(W)	(X)	(Y)
Name of Controllors	Raised	Settled	Average Ranking $\frac{T+U}{2}$	%age Clearance	Time Period	Average Ranking $\frac{W+X}{2}$
HQrs Office						
PCDA (SC) Pune						

Index (Parameter)						
Categories of functioning Ranking (A)	Local Audit Objection			CPGRAMS		
(A)	(T)	(U)	(V)	(W)	(X)	(Y)
	Raised	Settled	Av.	Clearance	Pendency	Av.
1	Raised more than 150	Settled 91% to 100%		Clearance 91% to 100%	Outstanding less than 7 days	
2	Raised more than 120 less than 150	Settled 81% to 90%		Clearance 81% to 90%	Outstanding beyond 7 day upto 15 days	
3	Raised more than 100 less than 120	Settled 66% to 80%		Clearance 66% to 80%	Outstanding beyond 16 day upto 30 days	
4	Raised more than 50 less than 100	Settled 51% to 65%		Clearance 51% to 65%	Outstanding beyond 31 day upto 60 days	
5	Raised less than 50	Settled less than 50%		Clearance less than 50%	Outstanding beyond 60 days	

Categories of functioning	Complaints		
(A)	(Z)	(AA)	(AB)
Name of Controllers	%age Clearance	Time Period $\frac{Z+AA}{2}$	Average Ranking
HQrs Office			
PCDA (SC) Pune			

Index (Parameter)			
Categories of functioning Ranking	Complaints		
(A)	(Z)	(AA)	(AB)
	Raised	Settled	Av.
1	Clearance 91% to 100%	Outstanding less than 7 days	
2	Clearance 81% to 90%	Outstanding beyond 7 day upto 15 days	
3	Clearance 66% to 80%	Outstanding beyond 16 day upto 30 days	
4	Clearance 51% to 65%	Outstanding beyond 31 day upto 60 days	
5	Clearance less than 50%	Outstanding beyond 60 days	

Categories of functioning	Funds			
	(A)	(AC)	(AD)	(AE)
Name of Controllers	%age Clearance	Time Period	Average Ranking $\frac{AC+AD}{2}$	
CDA (F) Meerut				

Index (Parameter)										
Categories of functioning Ranking	Funds									
	(A)								(AC)	(AD)
	Clearance	Outstanding	Clearance	Outstanding	Clearance	Outstanding	Clearance	Outstanding	Av. Clearance	Av. Outstanding
	Fund Schedule		Position outstanding FS of PF (Non DAD)		Minus balances Cases (Non DAD) on account of overpayment		Minus balance cases (DAD) on account of overpayment			
1	91% to 100%	>1 day upto 15 days	91% to 100%	>1 day upto 15 days	91% to 100%	>1 day upto 15 days	91% to 100%	>1 day upto 15 days		
2	81% to 90%	>16 day upto 30 days	81% to 90%	>16 day upto 30 days	81% to 90%	>16 day upto 30 days	81% to 90%	>16 day upto 30 days		
3	66% to 80%	>31 day upto 60 days	66% to 80%	>31 day upto 60 days	66% to 80%	>31 day upto 60 days	66% to 80%	>31 day upto 60 days		
4	51% to 65%	>61 day upto 180 days	51% to 65%	>61 day upto 180 days	51% to 65%	>61 day upto 180 days	51% to 65%	>61 day upto 180 days		
5	< 50%	>180 days	< 50%	>180 days	< 50%	>180 days	< 50%	>180 days		

Categories of functioning	Pension Claims				Pension Disbursement		
	(A)	(AF)	(AG)	(AH)	(AI)	(AJ)	(AK)
Name of Controllers	% age clearance of Pension Claims (weightage 40%)	% age Clearance of Family Pension (weightage 40%)	%age Recovery against demand (weightage 20%)	Average Ranking (AF*40% + AG*40% + AH*20%)	%age Clearance of LTA	%age Recovery against demand	Average Ranking $\frac{AJ+AK}{2}$
HQrs Office							
PCDA (SC) Pune							

Index (Parameter)

Categories of functioning Ranking	Pension Claims				Pension Disbursement			
	(A)	(AF)	(AG)	(AH)	(AI)	(AJ)	(AK)	(AL)
		Clearance of Pension claims	Clearance of Family Pension	Recovery against demands	Av.	Clearance of LTA	Recovery against demands	Av.
1		Clearance 91% to 100%	Clearance 91% to 100%	Recovery 91% to 100%		Clearance 91% to 100%	Recovery 91% to 100%	
2		Clearance 81% to 90%	Clearance 81% to 90%	Recovery 81% to 90%		Clearance 81% to 90%	Recovery 81% to 90%	
3		Clearance 66% to 80%	Clearance 66% to 80%	Recovery 66% to 80%		Clearance 66% to 80%	Recovery 66% to 80%	
4		Clearance 51% to 65%	Clearance 51% to 65%	Recovery 51% to 65%		Clearance 51% to 65%	Recovery 51% to 65%	
5		Clearance less than 50%	Clearance less than 50%	Recovery less than 50%		Clearance less than 50%	Recovery less than 50%	

Categories of functioning	Financial Advice				Clarification		
	(A)	(AM)	(AN)	(AO)	(AP)	(AQ)	(AR)
Name of Controllers	% age AON proposal Concurrence wrt specified time period (weightage 30%)	%age Financial Concurrence/EAS Proposal wrt specified time period (weightage 30%)	%age Saving Achieved (weightage 40%)	Average Ranking (AM*30% + AN*30% + AO*40%)	%age Clearance	Time Period	Average Ranking $\frac{AQ+AR}{2}$
HQrs Office							
PCDA (SC) Pune							

Index (Parameter)							
Categories of functioning Ranking	Financial Advice				Clarification		
	(A)	(AF)	(AG)	(AH)	(AI)	(AJ)	(AK)
	% age AON proposal Concurrence wrt specified time period	%age Financial Concurrence/EAS Proposal wrt specified time period	%age Saving Achieved	Av.	%age Clearance	Time Period	Av .
1	AON proposals 91% to 100%	FC/EAS proposals 91% to 100%	more than 10% saving of concurred amount		Clearance 91% to 100%	Outstanding less than 7 days	
2	AON proposals 81% to 90%	FC/EAS proposals 81% to 90%	more than 7.5% less than 10% saving of concurred amount		Clearance 81% to 90%	Outstanding beyond 7 day upto 15 days	
3	AON proposals 66% to 80%	FC/EAS proposals 66% to 80%	more than 5% less than 7.5% saving of concurred amount		Clearance 66% to 80%	Outstanding beyond 16 day upto 30 days	
4	AON proposals 51% to 65%	FC/EAS proposals 51% to 65%	more than 1% less than 5% saving of concurred amount		Clearance 51% to 65%	Outstanding beyond 31 day upto 60 days	
5	AON proposals less than 50%	FC/EAS proposals less than 50%	less than 1% saving of concurred amount		Clearance less than 50%	Outstanding beyond 60 days	

Categories of functioning → ↓	Overall Ranking
(A)	(AT)
Name of Controllars	$\frac{\text{Total of ranking received for concerned Parameters}}{\text{Number of Ranking Parameters}}$
HQrs Office	
PCDA (SC) Pune	

Index (Parameter)	
Categories of functioning Ranking	Overall Ranking
(A)	(AT)
	Overall Ranking
1	The average calculation of particular office is based on only those areas/parameter pertain to that office.
2	- do -
3	- do -
4	- do -
5	- do -