



महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

पत्रांक/No. Admn-I/(A&E)/PMF/1305/23-24/ C-198

दिनांक/ Date: 24.11.2023

Office Order

In pursuance of Headquarters instructions issued vide Circular No. 32-Staff/22 issued under letter No. 182-Staff Entt. II/56-2022 dated 30.09.2022 regarding implementation of Performance Monitoring Framework (PMF) for quantitative and qualitative assessment of performance of administrative wings, a self-assessment exercise against a total of 107 parameters pertaining to the sphere of Administration is to be carried out for each half-yearly period (April-September and October-March).

28 periodic reports & returns as well as some other reports pertaining to different sections of Admn Wing are to be sent to Headquarters office within the prescribed time frame. However, it has come to notice that some sections are not sending the said reports & returns to Hqrs' office within prescribed timelines. Further various parameters of Performance Monitoring Framework such as, submission of Returns to Hqrs' office, Macro profile review, Physical verification, Implementation of E-office, GD manual, Delayed submission of SS/PIP, Weeding out of old record, Personal claims, Licensed/Authorized software etc. have lower scores or even zero which shows the negligence in working process.

It has been viewed seriously by the Competent Authority. So, it is quite necessary to review the evaluation of work done by the concerned section itself and identify the shortcomings, if any, and take necessary action so that performance can be improved.

All concerned Wings/Sections; sections especially under Administration wing will pay more attention and take appropriate action to improve the score in the said framework which is to be submitted to Hqrs' office next time.

Also, all concerned sections are directed to send 28 Periodic reports and returns in the prescribed format within the prescribed time (Copy of HQ letter dated 27-05-2020 is attached).

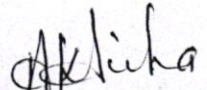
Further all supporting documents related to assessment should be kept on record and also made available with the report to Admn. 1.

Sd/-

Dy. Accountant General (Admn)

Copy to:-

- (i) The A.G. Secretariat
- (ii) DAG(Admin & G.E.) Secretariat
- (iii) DAG(A/C, Works & VLC) Secretariat
- (iv) DAG(Pension & Fund) Secretariat
- (v) All Sr.AOs/ AAOs through the office website
- (vi) ITS (Please upload it on the office website.)
- (vii) Notice Board/Internal communication Groups.


Sr. Accounts Officer/Admn-I

भारत के नियंत्रक एवं महालेखापरीक्षक का कार्यालय
9, दीन दयाल उपाध्याय मार्ग,
नई दिल्ली-110 124



OFFICE OF THE COMPTROLLER &
AUDITOR GENERAL OF INDIA
9, DEEN DAYAL UPADHYAYA MARG,
NEW DELHI - 110 124

दिनांक / DATE 27-05-2020

To,

1. **The All Heads of Offices of IA&AD (As per mailing list)**
2. **Director General (Commercial-I)-Local**
3. **Pr. Director (Headquarters)-Local**

विषय: Finalization of Reports and Returns due to staff wing in the Headquarters office-regarding

महोदय/महोदया,

The Reports/Returns furnished by field offices to staff wing in Headquarters office have been reviewed.

2. It has been decided to continue only the Reports/Returns (relating to Staff Wing in Head quarters) as per the list enclosed herewith. All other Reports/Returns relating to Staff wing in Headquarters which are not mentioned in the list are dis-continued.

3. The format of all the returns are enclosed. All returns in the prescribed format are to be sent to Headquarters office only in MS Excel to the email address acn@cag.gov.in. as per the periodicity mentioned. No hard copies are to be sent.

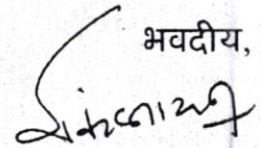
4. It may please be ensured that the following instructions are scrupulously followed while sending the returns to Headquarters,

- a) Report number (as shown in Annexure A) is to be mentioned in the subject of e-mail.
- b) The report in MS Excel sheet in the prescribed format (as enclosed with this letter) is to be attached as an attachment to the email.
- c) Period for which report is being sent is to be included in the body of e-mail.
- d) Returns relating to Budget & expenditures are to be sent only on BEMS.

5. Receipt of this circular may please be acknowledged.

Encl: As Above

- (i) Annexure "A"
- (ii) Performa of all returns pertaining to staff wing in Hqrs.office.

भवदीय,


(वी. एस. वेंकटनाथन)

सहायक नियंत्रक महालेखापरीक्षक (अराज)