



कार्यालय महालेखाकार (लेखा एवं हक), पश्चिम बंगाल, ट्रेजरी बिल्डिंग्स, 2,
गवर्नमेंट प्लेस, वेस्ट, कोलकाता-700 001
OFFICE OF THE ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, 2, GOVERNMENT PLACE (WEST), KOLKATA- 1



No: PAGWB/03/57/109/ Performance Report/ WM/402
Office Order

Dated: - 27.03.2024

Under orders of the Accountant General (A&E), West Bengal dated 27.03.2024, a report on the parameters of the “Performance Monitoring Framework” for evaluation of functioning of Divisional Accountants/Divisional Accounts Officers in the Divisional Offices of the State Government as per **Annexure-A** is required to be submitted quarterly.

The aforesaid work is to be started from the last quarter of 2023-24. All the DA/DAOs are directed to submit a quarterly report on this issue to WM section alongwith **Annexure-A** by **15th of the month** followed by each quarter positively.

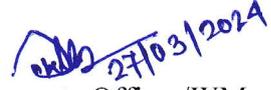
Encl: As stated above.

Sd/-
Sr Accounts Officer /WM

No: PAGWB/03/57/109/ Performance Report/ WM/ 4355-4361
Copy forwarded for necessary action-

Dated: - 27.03.2024

1. The concerned Divisional Officers / Executive Engineers with a request to download the office order from the official website of Accountant General (A&E), West Bengal, Kolkata (www.agwb.cag.gov.in).
2. Secretary to the Accountant General (A& E), West Bengal, Kolkata.
3. Secretary to the Deputy Accountant General (A/cs, VLC& CISO).
4. Sr. AO/ITSC with a request to upload the same in the DA platform of office website. (sumank.wbl.ae@cag.gov.in)
5. Secretary, West Bengal DAO&DA Association.
6. All DA/DAOs.
7. Notice Board.


Sr. Accounts Officer/WM

Annexure-A

“Performance Monitoring Framework” Report

Name of DAO/DA	
Name of Division	
Reporting Period	

Sl. No.	Duties performed by way of checking and /or maintenance thereof	No. of cases placed to DAO/DA	No. of cases disposed of by DAO/DA	Remarks
Establishment				
1.	Service Book & Leave accounts			
2.	Pay Fixation			
3.	Treasury Bill (Pay/TA/GPF/Medical/Contg.)			
4.	Pension/Revise Pension/Family Pension Papers			
5.	Death/Retirement benefits bill			
6.	Compassionate ground Service papers			
7.	IT/HRA Declaration of Staff			
WORKS				
8.	Bid documents/C/S of Tenders			
9.	Works Bill(Paid through IFMS/PFMS)			
10.	IT/GST Return of works expenditure			
11.	Cash Book/Ledger/Register			
12.	Security Deposit Money Refund			

13.	Schedule of Monthly A/cs for submission to AG			
14.	Delay in sending schedules , if any			
15.	Number of missing items etc			
16.	Payment/Utilization/Completion Certificate			
17.	Various report/Return			
18.	Statement of different balances for reconciliation			
19.	Arbitration /Court cases / RTI cases			
20.	Sub-Division inspection			
21.	IR and Audit Paras			
22.	Giving financial advices to Executive Engineer in writing			
23.	Raising of Note Sheet/Form-60 in respect of Works			
24.	Holding meeting/Group discussion to motivate Staff/Manage Office/Clear pending works.			
25.	Misc Work, if any			

Signature of DA/DAO

Countersignature of Divisional Officer