

**Criteria for selection of PAO units for Award to be given on
Civil Accounts Day, 1st March, 2012**

Sl. No.	Criteria	Weightage
1.	Bill pendency status by taking Average of (No. Pending / Total Number of Bills) per month	10%
2.	Monthly Consolidation of Accounts upto 5 th of the following month	10%
3.	Electronic Incorporation of Bank Scrolls, LOPs from CDDOs by PAO by taking average of (No./total) per month	5%
4.	Bank Reconciliation Status by taking the average of (No. of unreconciled cheques/ total no. of cheques) per month	5%
5.	GPF Ledger Update Status of last Consolidated Month by measuring (a) Exact match of Ledger and Accounts normalised w.r.t. total no. of subscribers (b) less than 30% difference between Ledger and Accounts normalised w.r.t. total no. of subscribers	10%
6.	Pension case status by taking the average of (Pension cases pending / total no. of pension cases) per month	10%
7.	Health of COMPACT and e-Lekha could be assessed on: (a) COMPACT Backups = Average of (No. of backups / total no. of days) per month (b) e-Lekha daily Uploads = Average of (No. of Uploads / total no. of days) per month (c) COMPACT on latest version and latest Release / older Release (d) No. of invalid DDO codes used in COMPACT	16%
8.	Reconciliation of CPSMS and COMPACT figures on monthly basis	10%
9.	100% uploading of budget as per DDGs of the Ministry	4%
10.	100 % achievement of Internal Audit targets	10%
11.	Maintenance of record including Service book, leave account etc. and weeding out of records	5%
12.	Maintenance and upkeep of office premises, modernization of office etc.	5%

N.B.

1. The rating against the parameters mentioned above is to be done for the period from April, 2011 to December, 2011.
2. The report relating to criteria mentioned at Sl. No. 1 to 9 would be available with CGA office in the form of an MIS furnished by NIC while the criteria mentioned at Sl. No. 10 to 12 the inputs would be furnished by CCAs / Pr CCAs
3. In respect of criteria mentioned at Sl. No. 5 above 10% would be given in the event of exact match of ledger and accounts but it would be restricted to 5% if the difference is less than 30%. No marks would be allotted if the difference is more than 30%.