Most Important Circular

No. O&M/Misc/Per. Of the month

Dated: 27/02/2020.

To

(i) All the Group Officer (M.O.)
(ii) The OL/c all sections in Main Office.
(iii) All Sub Offices under PCDA (WC) Chandigarh.

Sub: Institutional of the award: ‘Performer of the Month’.

Ref: This office most important circular no of even dated 04/08/2016 (copy enclosed).

In continuation of this office most important circular cited above under reference, it is noticed that monthly report on the above subject matter is not being received in this section from all sections of Main Office and sub offices.

It is, therefore, requested to submit the ibid report latest by 10th of the following month for which nominations are proposed.

Copy to:

(i) PS to PCDA : For information please.
(ii) PA to GO (AN) : For information please.
(iii) The OL/c IT&S Section : For uploading on PCDA (WC) Official website.

ACDA (O&M)
Most Important Circular

No. O&M/Misc/Performer of Month
O/o the PCDA (WC)
Chandigarh
Dated: 04-08-2016

To,
(i) All Group officer
(ii) All officer I/C

Sub: Institutionalisation of the award- ‘Performer of the Month’.

Motivation has ever remained an unbeatable tool to bring out desired results from an organization’s staff and officers.

There is a need to recognize hard work and such recognition would boost the morale of the staff and officers, reinvigorate energies even into routine work and would ensure timely achievement of assigned targets. In order to recognize hard work and unceasing diligent efforts put in by staff and officers posted in Main Office, an award ‘Performer of the Month’, is hereby institutionalised in PCDA(WC) Office with the approval of the competent authority. This will be awarded one each amongst Clk/Adr/Sr. Adr/AAOs & AO/SAOs:-

(i) This award may be given to an individual or Team.
(ii) Winner individual or Team will be awarded with a Trophy and citation highlighting the achievements of the awardee.
(iii) Names of the winner of this award will also be displayed on the notice board and the website.

CRITERIA-

Following, will be the for adjudging ‘Performer of the Month’:-

(i) Meeting targets assigned, within stipulated time frame and putting extra effort for clearing assigned task well before time schedule.
(ii) Special drive leading to clearance of old outstanding demand and advances.
(iii) Substantial audit objection leading to necessary reflection in crucial audit reports such as MFAI/IAR.
(iv) A Financial Advice rendered that has saved substantial govt. money.
(v) Extensive use of electronic tools (PC & WAN) and outstanding efforts in implementation automated system.
(vi) Special efforts undertaken in training as faculty (innovative teaching methods course design).
(vii) Extra ordinary achievement in sports, cultural and literary activities (within & outside the department).
(viii) Any special initiative taken. Eg: maintaining cleanliness, sanitation and neatness around working space and section.

METHOD OF NOMINATION:-

Based on the above criteria nomination one each in the following categories serving in Main office are invited-

(i) Clerks/Auditors/Sr.Auditors
(ii) AAO/AO/SAO

Nomination in the above categories for the month of July 2016 duly recommended by the Group Officer concerned may be forwarded by name to the undersigned Nominations are to be forwarded invariably latest by 10th of the following month for which nominations are proposed.

Nil reports are required.

(Abhineet Dhillon)
Assistant Controller (O&M)

Copy to :-

(i) Ps to PrCDA
(ii) PA to Jt.CDA
(iii) Officer Incharge EDP Cell-For uploading to Website
(iv) NOTICE BOARD

(K.K.Sharma)
Sr.AO (O&M)