

कार्यालय रक्षा लेखा नियंत्रक, रिज रोड, जबलपुर  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS, RIDGE ROAD, JABALPUR

**MOST IMPORTANT CIRCULAR**

No. AN/I/1115/Awards

Date:27.05.2019

To,  
All Sub Offices,  
All Section in Main Office,  
CDA Jabalpur

**Subject: 'Raksha Mantri Awards for Excellence' for the year 2019.**

Please find enclosed herewith a copy of the Circular endorsed by HQrs. Office, Delhi Cantt. vide letter no. AT-Coord/13005/RM Awards/2019, dated 25<sup>th</sup> April, 2019, for further necessary action.

2. As per approved scheme two awards for the Best Official and/or Team of Officials (upto the Sr. AO level and including Clerks/Auditors/SA/AAO/AO/SAO) would be decided and given by the Controller. Similarly, three awards will be determined and given on all India basis by the CGDA from amongst the winners already decided by the Controller.

3. The awards will be in the form of cash awards and will be presented on DAD day each year. The cash awards will be accompanied by a trophy duly embossed with the name of the Awardee(s) and a certificate mentioning the outstanding work done by the individual or group of individuals and a badge for each individual. The cash component will be as under, subject to periodical review.

For awards at PCDA/CDA level	Rs. 7,500/- each.
Raksha Mantri Award for Excellence	Rs.15,000/- each.

4. The detailed methodology for selection for the awards has been outlined in Section-III of the scheme. While making and considering the nominations, due importance needs to be given to para 4.2 of the scheme so that there is general fair play in arriving at the awards. The nominations form for the awards has been drawn up and placed annexure with the scheme.

5. The nominations for the year 2019 awards should reach this office on or before **21.06.2019** in the prescribed format (Copy enclosed), in soft and hard copy form (in triplicate) alongwith two passport size photographs, bio data (in not more than 100 words) and a write up in bulleted form (not more than 50 words), for taking further necessary action as per the time schedule. The detailed guidelines of the scheme may please be given wide publicity. The scheme has also been placed on the CGDA's website at [www.cgda.gov.in](http://www.cgda.gov.in).

Encl.: As above

Sd/-  
Accounts Officer (AN)

Copy to:

1. All the Group Officers of Main Office of CDA Jabalpur.
2. All the SAOs/AOs of Main Office of CDA, Jabalpur for dissemination of the guidelines of the scheme to all concerned.
3. The Officer I/c AN-Pay I (Local).
4. The Officer I/c OA Cell (For uploading in SUGAM and Website.)

  
Accounts Officer (AN)