



# रक्षा लेखा विभाग दिवस

## DEFENCE ACCOUNTS DEPARTMENT DAY

### 2013



*"In the Service of the Services"*



# Contents

## Part 1

*Messages* 01-15

## Part 2

*Defence Accounts Department - A Profile* 17-50

## Part 3

*Raksha Mantri Awards for Excellence* 51-62





सत्यमेव जयते

राष्ट्रपति

भारत गणतंत्र

PRESIDENT

REPUBLIC OF INDIA

## MESSAGE

I am happy to learn that the Defence Accounts Department is celebrating its Annual Day on October 1, 2013.

The Defence Accounts Department has been rendering invaluable service in the areas of accounting, budget management, financial management and financial advice to the Defence Forces as well as to other associated organizations. It has been carrying out the responsibility of 'Serving the Services' in a professional manner. It has also kept pace with professional developments and has been re-orienting itself to the emerging changes and challenges.

I am confident that the Defence Accounts Department will continue to maintain its high professional standards and do its best at all times to meet the expectations of the Defence Forces.

On this occasion, I extend my best wishes to the entire Defence Accounts fraternity and wish them all success in their future endeavours.

  
(Pranab Mukherjee)

New Delhi  
September 3, 2013



उप-राष्ट्रपति, भारत  
VICE-PRESIDENT  
OF INDIA

## MESSAGE

I am happy to know that the Defence Accounts Day is being celebrated on October 1, 2013.

Over the years, the Defence Accounts Department has been rendering commendable service to our Armed Forces and the nation, demonstrating high standards of professionalism and commitment. I am confident that the outstanding personnel of the Defence Accounts Department will continue to perform their mandated tasks with the same sincerity, dedication and integrity.

On this joyous occasion, I extend my greetings and best wishes to the entire Defence Accounts fraternity and wish the annual day celebrations all success.

(M. Hamid Ansari)

New Delhi  
September 13, 2013



सत्यमेव जयते

रक्षा मंत्री  
भारत

MINISTER OF DEFENCE  
INDIA

September 05, 2013

## MESSAGE

I am happy to learn that the Defence Accounts Department is celebrating its Annual Day on October 1, 2013. I extend my heartiest congratulations and best wishes to all the officers and personnel of the Department on the occasion.

Over the years, Defence Accounts Department has been working with Defence Services and other defence related organizations. The nature of services of the Department has been expanding after the introduction of Integrated Financial Advice System in Defence Services. The endeavour must be to blend competence with transparency as much as possible.

The amalgamation of Information Technology in the day-to-day functioning will help the Department in addressing key issues related to pensioners.

I once again congratulate the Defence Accounts Department on the occasion of its Annual Day. I am sure that all the personnel will take the Department to greater heights.

I wish the Annual Day celebrations all success.

  
(A.K Antony)



भारत के नियंत्रक – महालेखापरीक्षक  
COMPTROLLER & AUDITOR GENERAL OF INDIA

*Shashi Kant Sharma*



## **MESSAGE**

I am happy to learn that the Defence Accounts Department is celebrating its Annual Day on October 1, 2013.

The Defence Accounts Department has been rendering valuable service in the areas of internal audit, accounting, budget management, and financial advice to the Defence Forces as well as to other allied organizations. I am sure that with their dedicated and efficient work force, the Defence Accounts Department will continue to maintain its high professional standards and display sincere commitment in order to meet the expectations of the Defence Forces. The existence of an effective internal audit system always strengthens the hands of the statutory auditors who can then concentrate on higher audit concerns and together we can ensure optimum utilization of scarce national resources.

On this occasion, I extend my warm greetings and felicitations to the entire Defence Accounts Fraternity and wish them all the best in their future endeavors.

**(Shashi Kant Sharma)**  
**Comptroller & Auditor General of India**

Place: New Delhi

Dated: August 30, 2013



प्रो. देव प्रकाश अग्रवाल  
Prof. D.P. Agrawal  
अध्यक्ष  
CHAIRMAN



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संघ लोक सेवा आयोग  
UNION PUBLIC SERVICE COMMISSION  
नई दिल्ली-110069  
New Delhi-110069

September 25, 2013

## MESSAGE

It gives me immense pleasure to learn that the Defence Accounts Department (DAD) is celebrating its Annual Day on 01st October, 2013. On this occasion, I extend my warm greetings and good wishes to all the officers and staff of the Defence Accounts Department.

I also take this opportunity to congratulate the Controller General of Defence Accounts (CGDA) and her team of dedicated professionals for their services to the nation by ably supporting and controlling the Defence Funds and by achieving the desired goals, very efficiently and effectively in a stipulated time.

A timely cadre review is a good HRD policy of the Department which in turn will definitely prove to be a mile stone. I also appreciate the efforts made by the CGDA towards the excellent cadre management. This will definitely motivate and boost the morale of the officers and staff of the organization.

I once again convey my best wishes for the Annual Day.

*D.P.A. - 2*  
(D.P. Agrawal)

MESSAGE





जितेन्द्र सिंह  
JITENDRA SINGH



राज्य मंत्री, युवा कार्यक्रम एवं खेल  
(स्वतंत्र प्रभार) और  
रक्षा राज्य मंत्री, भारत सरकार  
MINISTER OF STATE FOR YOUTH AFFAIRS & SPORTS  
(INDEPENDENT CHARGE) AND  
MINISTER OF STATE FOR DEFENCE  
GOVERNMENT OF INDIA

## MESSAGE

I would like to extend my best wishes to the Defence Accounts Department (DAD) on the occasion of its 'Annual Day'. The DAD works alongside with the Defence Services throughout the length and breadth of the country and has been steadily carrying out its mandated task of internal audit, budget management and financial advice in a very efficient manner.

The novel efforts made by the Department in addressing the key issues related to the pensioners in the recent past are indeed commendable. The Department has been extremely thoughtful in its approach towards the Defence pensioners by undertaking the mammoth task of preparation of Corrigendum PPO to the pre-2006 pensioners and executing it successfully.

I am confident that the Department would continue serving the Services to their utmost satisfaction in the days ahead. I wish the Department all success in its endeavour.

( JITENDRA SINGH )

23rd August 2013.



एयर चीफ मार्शल एन ए के ब्राउन  
पविसेमे अविसेमे वामे एडीसी  
*Air Chief Marshal N A K Browne*  
PUSM AVSM VM ADC

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वायु सेना मुख्यालय  
नई दिल्ली-110106  
Air Headquarters  
New Delhi - 110 106



## MESSAGE

1. I convey my best wishes to the Defence Accounts Department on occasion of its Annual Day on 01 Oct 13.
2. The Defence Accounts Department is a valued contributor to IAF's ongoing transformation into a modern and well equipped Air Force. The Department renders vital financial assistance in the areas of pay & accounting, internal audit and financial advice. These services go a long way in reinforcing the commitment of our air warriors to continue serving the nation selflessly.
3. My best wishes to all members of Defence Accounts Department on this special occasion. I am confident of their continued support as IAF strives ahead in the pursuit of its mission.

Jai Hind!

**Air Chief Marshal**  
**Chief of the Air Staff**

**04 Sep 13**



## MESSAGE

On the occasion of the Raising Day of the Defence Accounts Department (DAD) on 01 Oct 2013, I extend my heartiest felicitations and best wishes to all members of the DAD fraternity and their families.

The DAD, one of the oldest departments under the Government of India, has evolved over a period of time to provide comprehensive financial management support to the Army. The system of Integrated Financial Advisor has further refined its functioning, making it more responsive to the Army's needs. I am sure the intimate co-operation between the Army and the DAD will manifest in greater financial prudence, transparency and effective utilization of funds.

I wish the DAD the very best in its future endeavours.

JAI HIND !

(Bikram Singh)

General

Chief of the Army Staff



एडमिरल डी के जोशी

वी वी एन एन, ए वी एन एन, आई एन एन, एन एन, वी एन एन, ए डी वी

नौसेनाध्यक्ष

**Admiral DK Joshi**

PVSM, AVSM, YSM, NM, VSM, ADC

**Chief of the Naval Staff**

Tele : 011-23011400, 23011424

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रक्षा मंत्रालय

एकीकृत मुख्यालय (नौसेना)

नई दिल्ली - 110011

Integrated Headquarters

Ministry of Defence (Navy)

New Delhi - 110011

## MESSAGE

Defence Accounts Department from its early beginning in 1750 as the First Pay Master at Fort William, Calcutta, has grown to be an indispensable element of the Indian Defence Establishment. Today the Department as financial managers and advisers of Ministry of Defence and Armed Forces, is crucial for meeting the overall national objective of a vibrant and role worthy armed forces.

The positive synergy between Indian Navy and Defence Accounts Department has enabled mutual trust and understanding, facilitating efficient functioning of the two organisations. The dedication, professionalism and devotion of personnel of the Department has been remarkable in providing prudent financial advice and aiding in the management of Naval Budget. I am certain that the Indian Navy would continue to benefit from the support in all facets of financial management. I am sanguine that the Defence Accounts Department will continue to grow from strength to strength to meet the future challenges.

On the occasion of the Annual Day of the Defence Accounts Department, on 01 Oct 2013, I on behalf of the Indian Navy, extend my warm greetings and best wishes to all personnel of the Department and their families.

(D K Joshi)

Admiral

Chief of the Naval Staff



रा. कृ. माथुर  
रक्षा सचिव  
**R. K. Mathur**  
Defence Secretary



भारत सरकार  
रक्षा मंत्रालय  
**Government of India**  
**Ministry of Defence**



## MESSAGE

It is with great pleasure that I extend my best wishes and warm greetings to all the staff and officers of the Defence Accounts Department, on the occasion of their Annual Day on the 1st October, 2013.

The Department with its long and distinguished history is a repository of unique institutional memory and expertise which forms the foundation of financial management of defence outlays. The Department is widely acknowledged for its expertise in the realm of internal auditing, accounting and rendering financial advice to the Defence Forces. With the increasing budgetary outlays and delegation of financial powers comes the responsibility of ensuring probity, diligence and efficiency in our financial management systems. The Defence Accounts Department with limited human resources at its command has shown remarkable innovativeness in adopting new technologies and leveraging emerging technologies, to render quality service to the Defence Services.

I am confident that the Department shall continue to provide the best of service to all the organizations, that it has been mandated to serve.

*(Handwritten signature)*  
**(R. K. Mathur)**

New Delhi.

August 26, 2013



संगीत गैरोला  
Sangita Gairola

सचिव  
Secretary

Tel. : 23792913  
Fax : 23792914



भारत सरकार  
रक्षा मंत्रालय  
पूर्व सैनिक कल्याण विभाग  
साउथ ब्लॉक, नई दिल्ली - 110 011

Government of India  
Ministry of Defence  
Department of Ex-Serviceman Welfare  
South Block, New Delhi - 110 011



September 23, 2013

## MESSAGE

It gives me immense pleasure to extend my warm wishes to the officers and staff of Defence Accounts Department on the occasion of Defence Accounts Department Day.

The Department has shown remarkable innovativeness in facing the challenges of time through consistent professional responses. Systematic steps have been taken to ensure the welfare of the Defence Pensioners. The launching of Suvigya, Sangam and Ashraya are some of the laudable projects in this direction.

I am sure the Department will continue to enhance the level of services provided to the Armed Forces, especially pensioners and their families.

I wish the Department all success in its future endeavours.

*Sangita Gairola*  
(SANGITA GAIROLA)

MESSAGE



## अविनाश चन्दर

रक्षा मंत्री के वैज्ञानिक सलाहकार  
सचिव रक्षा अनुसंधान तथा विकास विभाग  
एवं महानिदेशक डी आर डी ओ

### Avinash Chander

Scientific Adviser to Defence Minister  
Secretary Defence R&D and DG DRDO



सत्यमेव जयते

भारत सरकार  
रक्षा मंत्रालय

रक्षा अनुसंधान तथा विकास विभाग  
डी आर डी ओ भवन, नई दिल्ली-110 011  
Government of India  
Ministry of Defence

Department of Defence Research & Development  
DRDO Bhawan, New Delhi-110 011



## MESSAGE

30 August, 2013

I would like to extend my heartiest greetings to the DAD workforce on the occasion of the Defence Accounts Department (DAD) Day.

Defence Accounts Department with its efficient and prompt accounting, audit and financial services has shown a remarkable understanding and professionalism to deal with the peculiarities and intricacies involved in the financial management of the resources of the Defence Research and Development Organization.

I wish them success in all the challenging tasks in the years ahead and derive professional satisfaction thereof.

**(Avinash Chander)**



सचिव (रक्षा उत्पादन)  
Secretary (Defence Production)



भारत सरकार  
रक्षा मंत्रालय  
रक्षा उत्पादन विभाग  
नई दिल्ली-110 011  
Government of India  
Ministry of Defence  
Department of Defence Production



## MESSAGE

As the Defence Accounts Department celebrates its Annual Day on this 1st Day of October, 2013, I convey my heartfelt and profound wishes to each member of the DAD organization.

I take this opportunity to appreciate the commitment and the contribution of the personnel of the department who are engaged in providing assistance to the Ordnance Factories through their domain knowledge of costing, maintenance of production accounts, internal audit and cost-effective purchase and inventory management. It is the apt and timely synchronization between the Defence Account Department and the Ordnance Factories that not only ensures the optimum utilization of the substantial resources of the factory board but also helps the board in realizing their performance target within the stipulated time-frame.

I am confident the department will continue to carry forth the spirit of excellence and dedication in its services.

New Delhi  
24th August, 2013

  
24-8-2013  
(G.C. Pati)

MESSAGE





अरुणाभ दत्त  
वित्तीय सलाहकार  
(रक्षा सेवाएं)

**Arunava Dutt**  
Financial Advisor  
(Defence Services)



रक्षा मंत्रालय  
कमरा नं. 139, साउथ ब्लॉक  
नई दिल्ली-110 011

**Ministry of Defence**  
**Room No. 139, South Block**  
**New Delhi-110 011**



13<sup>th</sup> September, 2013

## **MESSAGE**

On the occasion of Annual Day of the Defence Accounts Department, I convey my greetings to all its officers and staff.

With a history of more than 250 years, the department is a repository of unique institutional memory and expertise, which forms the bedrock of financial management of defence outlays. The department, despite the vast ambit of the service, has been rendering valuable and timely service to the Defence Services, living up to its motto of "In the service of the Services". The Department has maintained high standards of performance through sustained focus on infrastructure development, training and welfare measures, and thereby creating new management paradigms.

I congratulate the members of Defence Accounts fraternity for the exemplary professionalism exhibited by them and especially congratulate the winners of the Raksha Mantri Awards for Excellence. I hope that their achievement would motivate other members of the Defence Accounts fraternity to strive for excellence.

*Arunava Dutt*  
(Arunava Dutt)



वंदना श्रीवास्तव, भा.र.ले.से.  
**Vandana Srivastava, IDAS**  
रक्षा लेखा महानियंत्रक  
CGDA

रक्षा लेखा महानियंत्रक  
Controller General of Defence Accounts  
उलान बटार रोड, पालम  
Ulan Batar Raod, Palam  
दिल्ली छावनी - 110010  
Delhi Cantt - 110010  
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19<sup>th</sup> September, 2013

## MESSAGE

It is with a sense of pride that I express my heartiest greetings and best wishes to the Defence Accounts fraternity on our 'Annual Day'. This Annual day is a celebration of a department that has constantly rejuvenated itself to respond to the needs of a fast changing environment, a department that has always risen to the occasion to script new success stories.

It is heartening to note that a constant effort is being made to honour our commitment to good governance, to improve the service delivery mechanisms and to automate processes for a transparent, efficient and effective service in the fields of Internal Audit, Financial Advice, Accounting and Payment Functions.

Our innovative initiatives in the Pay & Pension systems have been a step in this direction, touching the lives of the Armed Forces and their families. Similarly, our efforts to strengthen internal audit are becoming more useful because they are oriented to identifying problems, working with management to solve them and finding new and better ways to do things.

None of this would have been possible without the willing and able support of each member of the Defence Accounts Department, who has worked with dedication and devotion. I congratulate each one of you, and I hope that together we will work towards setting higher benchmarks and take the Department to newer heights.

  
(VANDANA SRIVASTAVA)

MESSAGE





# *Defence Accounts Department*

*... a Profile*



## *Mission Statement*

*We strive to achieve excellence and professionalism in accounting and financial services and in performing audit functions*

## *Quality Policy*

*The Defence Accounts Department is committed to render efficient, correct and prompt accounting, payment and financial services leading to customer satisfaction. It is also committed to render efficient audit services to ensure public accountability*



# VIGNETTES...









## HISTORY OF THE DEPARTMENT

*"Il faut reculer pour mieux sauter"*  
*(one must go back in order to leap better)*

The Defence Accounts Department (DAD) has been rendering financial, accounting and auditing services to the Armed Forces and allied establishments for over two and a half centuries.

The Department was renamed as Defence Accounts Department on 1st October, 1951 and the Departmental head was re-designated as Controller General of Defence Accounts (CGDA). For more than three decades after independence, the DAD functioned under the administrative control of the Ministry of Finance. It was only after the introduction of the Integrated Financial Advisor Scheme in the Ministry of Defence in August, 1983 that the Department came under the administrative control of the Ministry of Defence.

*As one of the oldest departments under the Government of India, the Defence Accounts Department traces its origin to the Military Pay Masters under the East India Company. In January, 1747 the First Pay Master was appointed for paying the Garrison at Fort William, Calcutta. In 1766, a Commissary General was appointed and in 1788, the designation of the Commissary General was changed to Military Auditor General who exercised control over all military disbursements. When the British Crown started administering India in 1858, Military Accountants General (MASG) were appointed in the Presidencies of Bengal, Madras and Bombay.*

*The office of the Accountant General, Military Department, was created in April 1864. In 1865, the Government recognized this position as the Head of the Military Accounts Department. The office of Military Accountant General was reorganized in 1892. The office of the then MAG had 8 sections, viz. the Record, Administration, Audit, Accounts, Estimates, Pay, Foreign claims and the Inspection section.*

*Looking Back...*



## ORGANIZATION AND FUNCTIONS

The Defence Accounts Department, with Controller General of Defence Accounts as its head, functions under the administrative control of the Secretary (Defence/Finance), Ministry of Defence. The important duties of DAD broadly include Internal Audit, Payment and Accounting of all charges pertaining to the Armed Forces, including bills of supplies and services rendered, civil construction and repair works, pay and allowances, miscellaneous charges, pensions, etc. The Department is also responsible for audit of cash and store accounts maintained by the various units and formations (including workshops, dockyards and storage depots) in the three Services. The manufacturing accounts of Ordnance Factories and Naval Dockyards and the store accounts of Ordnance Factories are also maintained by the Department. It also maintains accounts relating to work projects of Military Engineering Services (MES). With the introduction of the Integrated Financial Advisor (IFA) system, the Department is also engaged in rendering financial advice to the Services at HQrs, Command and unit/formation level.

*CGDA*

**R. Jagannathan**  
**A. Subrahmanyam**  
**R.N. Hazari**  
**Batuk Singh**  
**Phul Chand**  
**H.L. Wadera**  
**V.N. Sukul**  
**A.P.B. Nayar**  
**D.S. Nakra**  
**P.C. Bhattacharyya**  
**V.G. Kamath**  
**J.B. Martin**  
**C.P. Ramachandran**  
**B.M. Menon**  
**B.M. Prabhu**  
**R.Venkataraman**  
**S. Swaminathan**  
**R.B. Kapoor**  
**R.Venkataratnam**  
**R.Krishnamurthi**  
**R.K. Mathur**  
**Sanjib Mukherji**  
**B.G. Joshi**  
**Gian Swarup**  
**S.A. Venkatarayan**  
**U.S. Prasad**  
**D.K. Chet Singh**  
**P.R. Sivasubramanian**  
**N. Gopalan**  
**M. Kumaraswami**  
**B. Banerjee**  
**G.C. Bhandari**  
**Ms Somi Tandon**  
**Ms Anjali Ahluwalia**  
**Jnan Prakash**  
**Ms H.K. Pannu**  
**Ms Bulbul Ghosh**  
**Ms Nita Kapoor**  
**Nand Kishore**  
**Virendra Diwan**  
**Ms Priti Mohanty**  
**Suhas Banerjee**  
**Arunava Dutt**  
**Ms Vandana Srivastava**

*Roll of Honour*



## MANAGEMENT INITIATIVES: 2012-13



**Pensioners Portal:** This portal will serve as a single window mechanism for Defence Pensioners to know everything about their pension. It is under development and due for launch on DAD Day, 2013. The portal can be accessed at <http://www.dpdopensioners.org>



**Cash Management Product (CMP) :** State Bank of India has offered a customized Cash Management Product (CMP) to DAD for addressing its requirements of uniform e-payments and reconciliation through a secured payment gateway across various offices.



**Strengthening of Internal Audit Function:** Out dated local and internal audit manuals have been updated. Fresh instructions have been issued for improving audit reporting. Steps have also been taken to restructure internal audit in accordance with the best international practices by giving due emphasis to risk management, optimum utilization of resources and enhanced service delivery to customers.



**Project "SANGAM" :** A project to issue Corrigendum PPOs to approximately 18 lakh pre-2006 retired defence pensioners. So far, approximately 6 lakh Corrigendum PPOs have been issued. Further generation of Corrigendum PPOs is under progress.



**Project "SUGAM":** Initiated to replace the existing Office Automation system, the project is operational in Regional PCsDA/CsDA Offices with in-built audit and validation checks. The system is expected to lend the much required transparency in third party payments. ₹ 82, 285.65 crores has been transmitted electronically to the bank accounts of the beneficiaries.



**Synergy Conference with Ordnance Factory Board :** Two synergy conferences have been organised with Ordnance Factory Board for creating better co-ordination between the two organizations. The conferences have been effective in resolving various issues of mutual interest.



**Training And Development Policy:** Based on the National Training Policy, 2012 issued by the Government of India, Ministry of Personnel, Public Grievances and Pensions the Department has recently promulgated a new DAD Training and Development Policy, 2013.



**Cricket Tournament :** Defence Accounts Sports Control Board organized the 7th All India DAD Cricket Tournament at Dehradun from 4th to 8th March, 2013.



**Trekking :** The 1st All India DAD trek to Yamunotri was organized from 02nd to 07th June, 2013. Fourteen participants from different offices were a part of the trek.





*“A poem lovely as a tree...”*



*“ One who plants 1 peepal , 1 neem, 1 ber, 10 flowering plants or creepers, 2 pomegranates, 2 oranges and 5 mangoes, achieves the greatest good”*

*—Vamana Purana*



## PENSION SANCTION AND DISBURSEMENT

The Defence Accounts Department is responsible for sanction and disbursement of defence pension to retired Service Officers, PBOs, Defence Civilians and their families. Defence Pension budget constitutes more than 50% of the total Central Government budget on Pension. The Pension is sanctioned to approximately 72,000 retirees each year. During 2012-13 the total pensioner's strength was

### Defence Pension Disbursing Agencies in the Country

• DPDOs	63
• Nationalized Banks	26
• Private Banks	4
• Post Offices	2
• State Treasuries	523
• Pension Payment Office in Nepal	3

### Annual Expenditure of Pension (in Crore)

2010-11	₹ 37,336
2011-12	₹ 37,569
2012-13	₹ 43,367

about 23.80 lakhs. The pension for majority of Defence Pensioners is being disbursed by external agencies. So, the department has been playing an anchoring role in Defence Pension Disbursement, its monitoring and training.

## PENSIONER'S GRIEVANCE REDRESSAL MECHANISM

### Agencies connected with Pension Complaint Cell on CPGRAM

- \* Pension Sanctioning Authorities
  - PCDA (P), Allahabad
  - PCDA (Navy), Mumbai
  - CDA (AF), New Delhi
- \* Pension Disbursing Authorities
  - CDA (PD), Meerut
  - CDA, Chennai
  - Inspectorate of Records, New Delhi
- \* DPDOs 54
- \* SBI CPPCs 14
- \* PNB CPPCs 10
- \* CPPCs of Other Banks 17

The Pension Complaint Cell of the CGDA office took some initiatives during 2012-13 for effective and time bound redressal of grievances of the Defence pensioners. It brought all the Pension Disbursing Agencies viz DPDOs and all Central Pension Processing Centres (CPPCs) of banks on one platform at Centralized Public Grievance Redress and Monitoring System (CPGRAM) portal at url <http://www.pgportal.gov.in>. The grievances are being taken up online on CPGRAM with these agencies and

also through dedicated e-mail ID wherever necessary. Replies are also furnished to pensioner's through e-mail, if provided. The Pension Complaint Cell has conducted 4 workshops at CGDA office



on handling of grievances through CPGRAM portal. Approximately 127 Officers from various DPDOs/PSAs and Bank CPPCs have attended the workshops. The Pension Complaint cell of CGDA has received 3546 pension grievances on CPGRAM portal out of which

## LATEST IMPROVEMENT IN PENSION AND DPDOs

The recommendations, of the Committee of Secretaries (CSC- 2012) headed by the Cabinet Secretary on improvement in Pension structure, were accepted by the Government of India in January, 2013.

The DPDOs- functioning under the aegis of CDA (PD), Meerut and CDA, Chennai - which form the bedrock of defence pension disbursement, were entrusted with the onerous responsibility of implementing these recommendations, which were to come into

### CSC-2012 Recommendations

- ✓ Bridging of gaps in pension of Pre1.1.06 and Post1.1.06 JCO/OR Retirees
- ✓ Enhancement of Minimum Guaranteed Pension in respect of Pre-2006 Commissioned Officer Pensioners and Defence Civilians
- ✓ Enhancement of Family Pension of Commissioned Officers, Honorary Commissioned Officers, JCOs/OR who were discharged /invalided out/died in service
- ✓ Grant of Dual Family Pension allowed to the spouse/next of kin of re-employed pensioners
- ✓ Continuation of family pension to mentally/ physically challenged children of Armed Force Personnel / Defence Civilian even after their marriage

effect from 24th September, 2012. It was a challenging and humongous task as the inputs required had to be culled not only from current records but even from records dating back to the pre-independence era.

The DPDOs identified approximately 3.70

lakh pensioners /family pensioners who were to benefit from these orders. They successfully updated the database in respect of almost 100% cases through innovative thinking and a highly motivated effort. As a result, the revised pensions were released to about 85% of PBORs during the month of February, 2013 itself, much ahead of March, 2013, prescribed by the Hon'ble Raksha Mantri. So far, the total amount of arrears disbursed is ₹ 166.99 crores.

### Meeting the Deadline

Revision of pension for approximately 3.36 lakhs pre-2006 CO/JCO/OR retirees and 1.90 lakhs post-2006 CO/JCO/OR retirees completed by concerned DPDOs and the three Pension Sanctioning Agencies within the time frame set by the Ministry.





## RAISING OF THE 1ST DPDO IN UTTARAKHAND



*Shri Arunava Dutt, FA (DS) [the then CGDA] and Ms. Vandana Srivastava, CGDA [the then Addl. CGDA] at the inauguration of DPDO, Dehradun*

A new DPDO under the aegis of CDA (Pension Disbursement), Meerut was inaugurated by Shri Arunava Dutt, FA (DS), [the then CGDA] at Dehradun on 1st April, 2013. Ms. Vandana Srivastava, CGDA [the then Addl. CGDA] also graced the occasion. With this, the strength of DPDOs has gone up to 63. This is the first DPDO in Uttarakhand

State and is expected to cater to more than 12,800 pensioners of Uttarakhand.

## DEFENCE PENSION ADALAT

Conceptualized in 1987, the Defence Pension Adalats have emerged as an effective and popular platform for redressal of grievances of the pensioners. Six Adalats are held at selected stations every year. 118 Pension Adalats have been held so far.

These Adalats serve as an interactive

medium between the Pension Sanctioning and Disbursing Agencies and the pensioners. During the Adalats, training is also imparted to officials who handle defence pension matters in banks and other agencies.

*A Pension Redressal Camp was set up in Allahabad at the Mahakumbh Mela site for Defence pensioners. Many Defence pensioners attended the camp and most of the grievances were settled on the spot.*

## NEW PENSION SCHEME (NPS)

NPS has been fully operationalized for all Defence Civilians and DAD personnel who joined the Central Government Service from 1st January, 2004. At present there are more than 1.03 lakh NPS subscribers with our 37 Principal Accounts Offices (Pr.AOs) and 586 Pay Account Offices (PAOs) across the country.



## GLIMPSES OF PENSION ADALAT



*Ms. Vandana Srivastava, CGDA (the then Addl. CGDA) interacting with a pensioner at Defence Pension Adalat, Amritsar*



*Ms. Vandana Srivastava, CGDA (the then Addl. CGDA) inaugurating Defence Pension Adalat at Lucknow*



*Shri Arvind Kaushal, Addl. Secretary, Deptt. of Agricultural Research and Education (the then Addl. CGDA) handing over cheques to the pensioners at Defence Pension Adalat, Trivandrum*

*Pension Adalats were held at Vijayawada, Lucknow, Amritsar, Kangra, Lansdowne and Trivandrum in 2012. In 2013, Pension Adalats have been held at Bikaner, Bhatinda and Belgaum. Out of 5759 cases registered during these Adalats 4382 cases (76%) have been settled. These Adalats since their inception have registered 48,171 cases, out of which 46,600 cases (96.7%) have been settled till date.*



*Shri S.L. Singla, Addl. CGDA inaugurating Defence Pension Adalat at Bhatinda*



*Shri N R Dash, Addl. CGDA during the Defence Pension Adalat at Belgaum*



## IT INITIATIVES

- ✓ **New All India Compilation System:** This project aims at providing a real-time compilation of All India receipts and expenditure and is equipped with generating a much wider range of MIS reports.
- ✓ **Vishwak:** Implemented in various AOs(GE) offices, it has automated the working of these Offices.
- ✓ **Bhawan:** Implemented in various AAOs(BSO) Offices, it has automated the functioning of these Offices.
- ✓ **Sugam:** Implemented in CDA, Chennai and CDA, Jabalpur, it aims at automating the functioning of Regional Controller Offices. Training for Trainers is under process to expand its implementation to other Regional PCsDA/ CsDA Offices.
- ✓ **Nidhi:** A Fund Management System, which has been implemented in all 15 DDPs and CDA (Funds).
- ✓ **Darpan:** A Defence Receipts & Payments analysis project that provides MIS about status of allotment and expenditure of Defence Budget.
- ✓ **Sulekha:** Aimed at automating all the activities of PCDA (O), Pune, this project is under development stage.
- ✓ **Aashraya:** A Pension Disbursement system, it has been implemented in all the 63 DPDOs.
- ✓ **Suvigya :** A Pension Enquiry system, it is available to all the defence pensioners on the CGDA website and in DPDOs.
- ✓ **Project "SANGAM" :** A project to issue Corrigendum PPOs to approximately 18 lakh pre-2006 retired defence pensioners. So far, approximately 6 lakh Corrigendum PPOs have been issued. Further generation of Corrigendum PPOs is under progress.
- ✓ **Pension Sanction System:** This has automated the pension sanction system in PCDA(P) Allahabad. It has been implemented in PCDA (P) Allahabad. Yet to be implemented in CDA(AF), New Delhi and PCDA(Navy), Mumbai.
- ✓ **Pension Accounting System:** Aimed at automating the accounting function of PCDA(P), Allahabad, the project has been implemented and is undergoing parallel run .
- ✓ **Pensioners Portal:** This portal will serve as a single window mechanism for Defence Pensioners to know everything about their pension. It is under development and due for launch on DAD Day, 2013. The portal can be accessed at <http://www.dpdopensioners.org>



## FINANCIAL ADVICE FUNCTIONS

*“To conduct the government of a State... there must be religious attention to business and ... economy in expenditure” - Confucius, The Analects (Book1)*

The IFA system was progressively introduced in the Ministries following departmentalization of Accounts in 1976. In the Ministry of Defence, the IFA system was introduced first in the Department of Defence Production & Supplies and in the Defence Research & Development Organization in 1976 and later, in the Department of Defence from 1st August, 1983. The Ministry of Defence decided in November, 1991 that delegated financial powers should be exercised

*During the year 2012-13, Principal IFAs and IFAs handled 52,897 proposals amounting to ₹18,215.88 crores relating to Acceptance of Necessity and quantity vetting. Further, financial concurrence for 78,442 proposals amounting to ₹18,473.41 Crores was accorded by Principal IFAs/IFAs and savings to the tune of ₹400.61 crores were achieved during the financial year*

with the advice of the local Financial Advisors. Accordingly, Integrated Financial Advisors (IFAs) were positioned in the Service HQrs in 1994 and at Director General of Border Roads in 1995. Consequent to enhancement of delegated financial powers to the Services in April, 2002, IFAs were positioned at the Command level. In July, 2006 more powers were delegated to the Services, particularly to authorities at the Command level and below. Consequently, for the first time, dedicated IFAs were posted at Corps HQrs to enable authorities at the Corps and Unit level to exercise such powers.

There are 106 IFAs who provide coverage to the Services at HQrs, Command and unit/ formation level. Of these, 85 are dedicated IFAs who are co-located with the Competent Financial Authorities (CFAs), whereas 21 IFAs have been nominated to discharge the function of

*During the year 2012-13, 49.18% of Revenue budget of Defence Services under Minor Head - Transportation, Stores & Other Expenditure (Misc Expenses) was processed through the IFAs.*

IFA in addition to their own duties. In order to address and resolve various issues relating to the exercise of delegated financial powers, a meeting of APEX level committee on IFA system was held on 29th November, 2012 at Brar Square, Delhi Cantt.

A conference of Pr. IFAs/IFAs and PCsDA/CsDA for strengthening of IFA



System in Defence was held on 12th February, 2013 at Office of the CGDA, Delhi Cantt. Pr. IFAs/IFAs at Service Hqrs., IFAs at Command Hqrs of SC Pune (for Army), EWC Vizag (for Navy), HQMC Nagpur (for AF) attended this conference.



*IFA Conference*

The Department has been striving to progressively computerize the functioning of IFA offices. In the first phase, 55 IFA offices have been identified for implementation. The automation covers decision support system, MIS generation and standardization of screens for all the Services.

## **INTERACTION WITH THE SERVICES**

First quarterly meeting of senior officers of Army HQrs and PIFA/IFAs was held on 27th November, 2012 at South Block, New Delhi to discuss the issues concerning the processing of procurement proposals. The DCOAS (P&S), DCOAS (IS&T), MGO, Pr.IFA (Army-M), IFA (Q) were present on the occasion. The 2nd Quarterly Meeting of all CFAs/IFAs of IHQ of MoD (Army) was held under the chairmanship of the VCOAS on 03rd May, 2013 at AG's conference Hall.

The annual meeting to review the progress of expenditure under Army Commander Special Financial Powers was held at Army HQrs on 15th November, 2012. All Command IFAs (Army) were present on the occasion.

In order to facilitate proper examination of the proposals, a ready reckoner for DPM-2009 duly linked with the amendments/clarifications issued vide Supplement 2010 to DPM-2009 has been prepared and circulated according to the stage of proposal(s) i.e vendor registration, AON, Formulation of tender enquiry, TPC, financial concurrence, post contractual management etc.



*A Defence Financial Management Course in progress*



## SYNERGY CONFERENCE WITH ORDNANCE FACTORY BOARD

*The initiative by CGDA to organize synergy conferences has marked the beginning of an understanding between Ordnance Factory Board and Defence Accounts Department. It has led to better co-ordination between the two organizations and is working effectively in resolving various issues of mutual interest.*

Two synergy conferences, both co-chaired by DGOF and Chairman OFB and CGDA, have been organized so far. The 1st Synergy Conference was held on 22nd January, 2013 at Kolkata. The second conference was held on 18th June, 2013 at CENTRAD, Delhi Cantt. The issues regarding common and integrated database were discussed threadbare and it was decided to reconcile the ground level balances of

the inventory in each Ordnance Factory to begin with. It is in fact, a challenge before the department to build domain expertise for the officers and staff in the specialized area of factory accounts and various policies are being contemplated to bring in specialization in this area. The conferences have created an environment of better understanding and camaraderie between the two services.



*Shri Arunava Dutt, FA(DS)[the then CGDA], Shri H S Chaudhury, DGOF and Chairman, OFB, Ms. Vandana Srivastava, CGDA [the then Addl CGDA], Shri S L Singla, Addl CGDA and Ms. Sanhita Kar, Member (Finance), OFB (Fys), Kolkata during the synergy conference along with senior officers of OFB and DAD*



## INTERNAL AUDIT

The Defence Accounts Department (DAD) carries out internal audit relating to Army, Navy, Air Force, Ordnance Factories, Border Raods, Coast Guard, CSD and the DRDO. This function is exercised by DAD on behalf of the Secretary (Defence/Finance) who functions in the dual capacity of principal representative of Ministry of Finance in the field of Defence expenditure and as the Chief Accounting Officer for Defence Services.

### **Key Risk Areas**

- Cases of Fraud
- Overpayments by Units
- Loss to state due to–
  - ◀ Inefficient/poor planning
  - ◀ Irregular procedures
- Recovery at instance of Audit
- Non-recovery of dues/revenue
- Blockage of Government Funds
- Non/Poor utilisation of

Internal Audit practice is moving away from the traditional role of mere assurance audit which takes the form of transaction and compliance audit and reporting control deficiencies to management. Focus is now on providing a cost-effective and useful service. Audits are becoming more useful because they are oriented towards identifying problems, working with management for solving them, providing overall ratings on the adequacy of controls and finding new and better ways of doing things. It is a continuous process.

In the context of the Defence Accounts Department, we have been practicing transaction and compliance audit without specific focus on risk based audit, excepting in a limited manner in few selected areas. Recognising the need to focus on the risk assessment, we have made an attempt to analyse the inherent risks of the auditee organisations based on the significant audit findings. The 32nd Internal Audit Report has (42) Audit Paras with a total approximate financial implication of ₹500 crores.

### **Strengthening Audit Mechanisms**

The department has been striving to strengthen its internal audit mechanisms and as an initial step has updated Internal Audit



Manual for R&D, Air Force Local Audit Manual and the Canteen Store Audit Manual.

A Seminar on Internal Audit was conducted at Centre for Training and Development, (CENTRAD), Brar Square, Delhi Cantt on 17th and 18th December,



*Internal Audit Seminar*

2012 to discuss the immediate concerns facing the Department in the area of Internal Audit. The topics covered during the various sessions of the seminar included Internal Audit-Role, Mandate and Expectations, Internal Audit-Current Status, Audit of Sanctions, Internal Audit: A Customer Perspective and Re-Orienting Internal Audit. A total of twenty two IDAS officers of senior and middle management level from different field offices participated in the seminar.

A conference of Regional PCsDA/CsDA was held at the office of CGDA, Delhi Cantt. on 20th and 21st February, 2013 to discuss the important areas of concern and constraints faced by them in providing efficient service delivery. Nine (9) PCsDA/CsDA from Lucknow, Jammu, Chandigarh, Chennai, Meerut, Patna, Guwahati, Secunderabad and Jabalpur participated in the conference. Concern areas on Monthly Pay System, Financial Management of Works, GPF and Pension Matter, EDP Projects, Post audit of Bills, Strengthening Local Audit, New Pension Scheme, Human Resource Management and CMP-e-payment were discussed. Need was felt for bringing



*Conference of Regional PCsDA/CsDA in progress*

about improvement in the performance of the PAOs and quality of Local Audit. It was decided to review the progress of implementation of the decisions taken during this conference. The review of the conference of PCsDA/CsDA held in February was held on

10th and 11th June, 2013 where in the efforts made on the areas of concern were addressed.





## ACCOUNTS AND BUDGET

The Department handles all matters related to Budget and Accounts of Ministry of Defence. The total Defence expenditure handled during the financial year 2012-13 is ₹ 2,50,141 crores. Out of which ₹ 1083 crores pertains to Defence Accounts Department. The primary function of the Department is to ensure that the receipts & expenditure pertaining to Defence Services are promptly brought to account under the appropriate heads. DAD renders advice on all financial and accounting matters to the Executive authorities, Service HQrs and MoD.

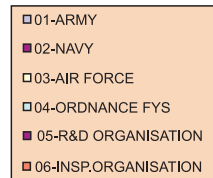
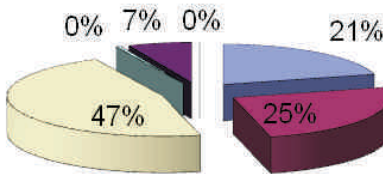
### *Our Valued Clientele*

- Army, Navy, Air Force
- Ordnance Factories
- DRDO
- Border Roads Organization
- Coast Guard
- Military Engineering Services
- Canteen Stores Department
- All Defence Pensioners
- All Defence Civilians

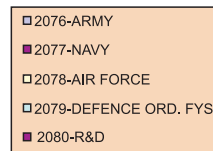
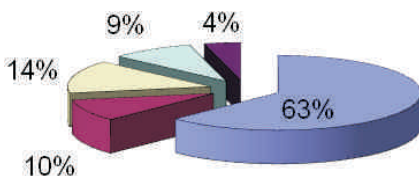
The Civil Pension Budget Estimates in respect of DAD, MoD (Civil) and CSD employees are also rendered annually to the Central Pension Accounting Office (CPAO), New Delhi.

The Department also maintains the Cost and Production Accounts of Ordnance Factories and the Naval Dockyards at Mumbai and Vizag. The Commercial Accounts of CSD and the Military Farms are also maintained by the DAD.

### Capital Expenditure 2012-13



### Revenue Expenditure 2012-13





## PAYMENT FUNCTIONS

Timely and accurate payment of Pay and Allowances of the Armed Forces and personnel of other Defence establishments is our priority. On an average approximately ₹ 65,000 crores is paid on account of pay and allowances.



*Customer Service Cell at PAO (ORs) Arty/AAD, Nasik*

As many as 44 PAOs across the country are maintaining the pay accounts of approx 12.8 lacs JCOs/ORs (including Territorial Army personnel) of

Indian Army. Monthly Pay System (MPS) in respect of about 39,000 Territorial Army personnel has also been implemented in the concerned PAOs. The MPS is running successfully in all PAOs and “Project Dolphin” has provided further impetus for prompt adjustment of all DOs II affecting pay and allowances of JCOs/ORs and also to ensure real time credit/debit in the IRLAs.

During 2012-13, pay and allowances to the tune of ₹ 36,401 crores were released through the system. All the credit balances which were withheld at the time of implementation of MPS have been released. Directions to the PAOs to deal with TA/DA/LTC claims from 1st April, 2013 have been issued for the convenience of the JCOs/ORs.

### STEPS FOR IMPROVING FUNCTIONING OF PAOs

- Monitoring through monthly MIS Reports at HQrs level
- Minimizing rejections of DOs II by establishing compatibility of Dolphin with Appx-J/HRMS/ARPAN
- Regular meetings with AG's branch to discuss problematic areas and find solutions for better customer satisfaction
- Setting up of Help Desk/Jawan Jankari Kaksha for providing salary - related information and grievance redressal



## IMPLEMENTING APEX COURT ORDER ON RANK PAY

The IVth Central Pay Commission (CPC) recommendations fixed the pay of the Service Officers in the new scale on 1st January, 1986 by adding fitment benefit of 20% of the Basic pay in the existing emoluments and deducting the amount of the newly introduced Rank Pay. The Rank Pay for the rank held was paid separately and treated as Basic Pay. Major (Retd) A K Dhanapalan holding the rank of Captain on 1st January, 1986 filed a petition against the deduction of Rank Pay in Kerala High Court at Ernakulam. The High Court gave a ruling in his favour on 5th October, 1998. Finally, the Hon'ble Supreme Court too, in its judgement dated 4th September, 2012, upheld the judgment of the Kerala High Court. The judgement involved the pay revision of officers holding the rank of Captain to



*Work on Rank Pay in progress*

Brigadier and their equivalent in Navy and Air Force with effect from 1st January, 1986 without deducting rank pay and also subsequent revision for Vth and VIth Pay Commissions.

This entailed, re-fixation of pay for over 44,000 Armed Forces officers and revision of pension of the affected in a time bound manner.

Till mid-September 2013, PCDA (P), Allahabad has issued 9760 PPOs in respect of Army officers. PCDA (Navy), Mumbai and CDA (Air Force), New Delhi too have promptly vetted/pre-audited all the cases submitted to them by NPO Mumbai and AFCAO Delhi Cantt respectively. PPOs in respect of 2259 and 5299 retired personnel were issued by PCDA (Navy), Mumbai and CDA (Air Force), New Delhi respectively.

### **Efforts by PCDA (O)**

- Refixing of pay and calculation of arrears of over 31,000 serving and retired army officers for a span of over 27 years
- Reconstruction of data of about 6600 weeded IRLAs
- Disbursement of approx. ₹ 255 crores to 25,300 officers
- Issue of 13,300 LPC-cum-Data sheets to PCDA (P), Allahabad



## E-PAYMENT

The Department has been moving towards greater transparency and efficiency in its functioning through e-governance. Various DAD Offices in accordance with the guidelines issued by HQrs office/CVC are making payments through RBI approved electronics platforms such as Electronic Clearing Service (ECS), National Electronic Fund Transfer (NEFT), Real Time Gross Settlement (RTGS) etc. They are also implementing e-payment system through RBI/SBI and a couple of private banks.

In 2012-13, e-payments worth ₹1,35,718.71 crores have been made to the bank accounts of the beneficiaries, thereby bringing transparency in third party payments.

State Bank of India has offered customized Cash Management Product (CMP) as a solution to address the requirements of uniform e-payments and reconciliation, through secured payment gateway, across various DAD offices.

Till date 27 offices have started making payments through the CMP portal.

### **Salient Features Of Cash Management Product (CMP)**

- \* **CMP Centre to be :**
  - *one point contact for all defence payments*
  - *link as well as Focal Point Branch (FPB) for e-payment to the beneficiaries through NECS/NEFT/RTGS etc.*
- \* *Hosting of a Secured Web-Portal to work as a Payment Gateway*
- \* *Payment files, in a prescribed format to be routed by Account Officers to CMP portal*
- \* *Portal Hosted and User-ID password created for users to upload and authorize the file*
- \* *Daily updation of paid or unpaid data by CMP to all the Accounts Offices on the portal for online reconciliation of payments to be supported by payment scrolls*
- \* *Scrolls uploaded on to Portal to carry complete history of the transaction including payment reference number and date of settlement with RBI*
- \* *Settlement of Fund with RBI CAS Nagpur based on mandate without any physical cheque. Payment to be released to beneficiaries before seeking funds i.e. before debiting defence proforma account with RBI.*
- \* *Uniform process across the country with a stricter and centrally monitored Turn Around Time (TAT). Payment files to be processed on the same day.*



## ACCOUNTING FOR THE “BLUE BERETS”



India is committed to assist the United Nations (UN) in the maintenance of international peace and security. The nation has a proud history of UN peacekeeping dating back to its



*On duty at UN Mission*

inception in the 1950s.

Beginning with the Korean mission, India has participated in over 35 missions spread across 4 continents and has contributed over 55,000 military/police personnel.

A DAD cell headed by an IDAS officer with supporting complement is positioned with the Indian Army contingents deployed in these UN peace keeping operations. Contingents deployed on these missions are required to carry equipment, vehicles, arms, ammunition and additional stores with them from India. The UN reimburses the government for the personnel/equipments provided in the Mission Area. Currently there are five ongoing missions deployed with Indian contingents with troop strength of over 7,000.



*In action as UN Peace-keepers*

### DAD AND UN

PCDA, New Delhi serves as the nodal office for all UN Missions and performs the following functions:

- Monitoring of receipt of reimbursements from UN missions for troop and ammunition cost, usage of equipment/arms etc
- Disbursement of Overseas Allowance (OSA) to Indian Troops deployed in UN peacekeeping missions
- Disbursement of advances for imprest and National Day celebrations
- Payment of compensation to contingent member/next of kin of the deceased member of Indian contingents on receipt of the same from UN



## HUMAN RESOURCES MANAGEMENT

The Department has witnessed erosion in its strength over the years. As against the authorized manpower of over 30,164 as on 01st January, 2013, the present strength is around 19,746.

Officers of the Indian Defence Accounts Service (IDAS) constitute the Group 'A' cadre. The current authorized strength of the IDAS officers is 656 including Probationers/Deputation/Leave and Training Reserve. The number of IDAS probationers joining the Department has increased during the past few years.

The Group 'B' Cadre which constitutes twenty percent of the total manpower of the Department comprises of Senior Accounts Officers (SAOs), Accounts Officers (AOs) and the Assistant Accounts Officers (AAOs). Other than these, Group 'B' Gazetted posts in the rank of Hindi Officer and Senior Personal Secretary / Personal Secretary are also there. The SAOs, AOs and AAOs are inter alia entrusted with guiding and supervising the work done by the Sr. Auditors/Auditors/Clerks.

75% of the manpower in the department is constituted by Group 'C' staff, most of whom are Senior Auditors, Auditors and Clerks recruited through examinations conducted by the Staff Selection Commission. This segment forms the core of our work force.



*The All India DAD Quiz*

The ban on recruitment and provisions of Annual Direct Recruitment Plan has resulted in non-filling of critical vacancies. The posted strength of Auditors/Clerks has been brought down to 12,715 as on 1st January, 2013. In the year 2013-14, 2610 vacancies have been released for the post of Auditors. In addition the department will be receiving 1625 dossiers against 6000 vacancies released earlier.

## TRAINING OF OFFICERS AND STAFF

The Department endeavours to live up to its motto of: "In the Service of the Services" by regularly assessing the competency gaps in its



workforce and provides the requisite training to bridge these gaps through its Regional Training Centres (RTCs) at Meerut, Lucknow, Bengaluru, Kolkata, Pune and Gurgaon and the National Academy of Defence Financial

Management (NADFM), Pune. The Department also has a dedicated Defence Pension Training Institute (DPTI) located at Allahabad.

Based on the National Training Policy, 2012 issued by the Government of India, Ministry of Personnel, Public Grievances and Pensions the Department has recently promulgated a new DAD Training and Development Policy, 2013.

An important feature of this new policy is the introduction of a foundation course for the newly recruited auditors and clerks. The course has been structured to instill and imbue in them a sense of pride in the department and the high values for which the department stands.

### Highlights Of New Training Policy

- Foundation course for newly recruited auditors and clerks
- CENTRAD to be nodal training agency for IDAS officers on IFA matters
- OTI renamed Delhi Training Centre to be the training centre for AO, AAOs posted in IFA offices and for AOs posted in AO(GE) offices and LAOs
- RTCs to undertake field studies and research
- Officers and staff to undergo training each once in 3 years
- Incentive scheme for developing case-studies



*Release of New Training & Development Policy*

### INTERFACE WITH OTHER PREMIER INSTITUTES

IDAS officers are deputed on long- term training courses at the National Defence College (NDC) and the Indian Institute of Public Administration (IIPA) every year. Our officers regularly attend courses at the Royal Institute of Public Administration (RIPA), London which enables them to learn the best accounting and management practices from around the world. 3 lady officers attended the course at RIPA this year.



## DEFENCE FINANCIAL MANAGEMENT COURSES (DFMC)

The DFMCs while imparting the requisite know-how of financial management also serve as a platform for interacting with the Armed Forces and help to foster a better understanding and appreciation of each other's point of view.



*Ex Secretary (Defence Finance), Smt. Indu Liberhan delivering the inaugural address at the DFMC for Army officers on 21st May, 2013 at CENTRAD, Delhi Cantt*

DFMC for	RTC/ Training Institute	Venue
Western Air Command Officers	RTC, Meerut	HQrs Western Air Command, Subroto Park, Delhi Cantt
Northern Command Army Officers	RTC, Meerut	Leh
Western Command	RTC, Meerut	Ambala
Naval Officers	RTC, Bengaluru	Eastern Naval Command, Vishakhapatnam
Northern Command Army officers	RTC, Meerut	Akhnoor
Air Force officers	RTC, Bengaluru	HQ Maintenance Command (AF), Nagpur
Army Officers	CENTRAD	CENTRAD, Barar Square, Delhi Cantt
Army Officers of HQ EC & HQ Bengal Area	RTC, Kolkata	RTC, Kolkata

### WITH DIGNITARIES

Shri Nandan Nilekani, Chairman, Unique Identification Authority of India (UIDAI) and Shri Rajender Singh, Ramon Magsaysay award winner and an internationally feted expert in the realm of water conservation addressed the IDAS officers as part of the “Eminent Lecture Series”.



SHRI RAJENDER SINGH



SHRI NANDAN NILEKANI





## CALLING ON THE HON'BLE RAKSHA MANTRI



IDAS probationers of 2011 training batch interacting with Hon'ble RM Shri A K Antony  
Also seen: Shri S L Singla, Addl. CGDA and Shri Navneet Verma, PCDA(CC), Lucknow,  
[the then Jt. CGDA (Trg)]

## INFRASTRUCTURE FACILITIES

The Department is creating assets in a phased manner by fixing



"Nivasah", Bengaluru

### **Projects Completed in 4th Perspective Plan**

- AAO, ZO (PD), LAO (A) (B) and DPDO at Pathankot
- LAO(A) & LAO (B) at Panagarh
- AAO (SC), LAO (A) & RAO at Jodhpur
- Training Hall cum Transit Accommodation at Patna
- AAO (SC), LAO(A), LAO (B) & IFA at Ahmedabad
- PAO(ORs) ARC at Shillong
- Transit Accommodation at Jammu, Jodhpur and Ahmedabad
- Residential Accommodation at Jodhpur, Ahmedabad
- Guest House at Ahmedabad
- Additional Hostel Accommodation at Bengaluru

priorities and targets through Five Year Perspective Plans. So far, three perspective plans have been executed.

Currently, the 4th Perspective Plan: 2012-13 to 2016-17 is under implementation. Under this Plan, 76 construction projects consisting of 43 offices



and 33 residential projects has been taken up with a total capital outlay of ₹ 175.63 crores. Out of these 11 projects have already been completed.

Priority has been accorded to refurbish sub offices like DPDOs/PAOs/LAOs, which deal with defence personnel/pensioners directly. Focus is also being given to construction of offices in remote areas. Construction of 491 dwelling units at 23 different locations is also being considered.

## SPORTS ACTIVITIES

The Department believes in the maxim '*Mens sana in corpore sano*', meaning 'a sound mind in a sound body'. It therefore encourages its officers and staff to participate in various sporting activities. The Defence Accounts Sports Control Board (DASCB) was established in May, 1996 with the motto "UNITED WE WIN".

The DASCB keeps organizing various tournaments to further the sporting ethos in the department. The 7th All India DAD Cricket tournament was organized by PCDA (Air Force), Dehradun from 04th

### Objectives of DASCB

- To act as a central body for control, co-ordination and conduct of various sports activities
- To act as an advisory body for recruitment of sports persons
- To develop comprehensive sports infrastructure in DAD offices as well as residential complexes



Participants of 1st All India DAD  
Trekking expedition



7th All India DAD Cricket  
Tournament



to 08th March, 2013. Eight teams participated in the main tournament and the final knock-out was held between the teams of PCDA, New Delhi and CGDA, Delhi Cantt. The team from PCDA, New Delhi emerged as the winner of the tournament.

The Department has a rich history of participating in adventure activities and has organized two mountaineering expeditions apart from participating in various trekking expeditions.

The 1st All India DAD trek to Yamunotri was organized from 02nd to 07th June, 2013. Fourteen participants from different offices were a part of this trek.

## WELFARE ACTIVITIES

The Department while expecting its members to come out with their best and strive for excellence, is not oblivious to their welfare too. Despite administrative constraints, the Department has been very considerate in postings of officers and staff and tries to accommodate them at their choice stations to the extent possible. Greater transparency in administration has been ensured by display of volunteer lists on the CGDA-website.

The Department is gender-sensitive and provides a friendly and safe working environment to its women employees in all its offices. DAD maintains a separate pool for married/single women while allotting residential quarters. Committees have been formed in all DAD offices to enable the women workers to report any cases /instances of harassment being faced by them.

## GRIEVANCE REDRESSAL SYSTEM

The Department has a well-established complaint and grievance redressal mechanism. During the year 2012-2013, 184 grievances received through CPGRAMS and 105 grievances received through e-mail were attended to.



Separate RTI Cells have been constituted in all PCsDA/CDAs offices



## VIGILANCE

*"The consummate leader cultivates the Moral Law, and strictly adheres to method and discipline ; thus it is in his power to control success"*

*- Sun Tzu, The Art of War, 4:16*

For an effective vigilance monitoring system, a Chief Vigilance Officer (CVO) has been appointed in the Department in consultation with the Central Vigilance Commission (CVC). At present, there are 40 Vigilance Officers in the Department under the Chief Vigilance Officer. The Department also observes the "Vigilance Awareness Week" every year during which activities like display of

banners/posters with anti-corruption slogans, debates, essay competitions on vigilance matters and lectures by eminent persons are organized.

## राजभाषा

### विभाग में राजभाषा नीति के कार्यान्वयन हेतु उठाए गए कदम-

#### हिन्दी कार्यशालाओं का आयोजन

वर्ष 2012-13 के दौरान विभाग में लगभग 171 हिंदी कार्यशालाओं का आयोजन किया गया जिनमें लगभग 3320 अधिकारियों/कर्मचारियों को प्रशिक्षित किया गया। इन कार्यशालाओं में राजभाषा अधिनियम/नियमों की जानकारी के अलावा कंप्यूटर पर यूनिकोड में हिंदी में काम करने संबंधित जानकारी भी प्रदान की गई।

राजभाषा अधिनियम एवं नियमों की जानकारी प्रदान करने तथा राजभाषा हिन्दी में कार्य करने की झिझक दूर करने के उद्देश्य से हिन्दी कार्यशालाओं का नियमित आयोजन

#### निरीक्षण

वर्ष 2012-13 के दौरान विभाग के 317 कार्यालयों का राजभाषा निरीक्षण किया गया।

एक वर्ष में किसी विभाग के न्यूनतम 25% कार्यालयों का राजभाषा संबंधी निरीक्षण किया जाना अनिवार्य है।

मुख्यालय कार्यालय द्वारा वर्ष के दौरान कुल 28 प्रधान नियंत्रक/नियंत्रक कार्यालयों में से 08 कार्यालयों का राजभाषा निरीक्षण किया गया। इसी प्रकार प्रधान नियंत्रक/नियंत्रक कार्यालयों द्वारा उनके अधीनस्थ कार्यालयों का निरीक्षण किया गया।



## 2. संसदीय राजभाषा समिति एवं नगर राजभाषा कार्यान्वयन समितियों द्वारा राजभाषा की प्रगति की समीक्षा

संसदीय राजभाषा समिति ने 2013 में लेखा कार्यालय, आयुध निर्माणी, मुरादनगर एवं रक्षा लेखा प्रधान नियंत्रक (उ.क.), जम्मू का निरीक्षण किया।

भारत के विभिन्न शहरों में गठित नगर राजभाषा कार्यान्वयन समितियों ने राजभाषा हिन्दी के सफल कार्यान्वयन के लिए विभाग के कार्यालयों की प्रशंसा की है। प्रधान लेखा नियंत्रक (फै.), कोलकाता कार्यालय को नगर राजभाषा कार्यान्वयन समिति, कोलकाता द्वारा राजभाषा नीति के उत्कृष्ट कार्यान्वयन के लिए प्रथम पुरस्कार से सम्मानित किया गया है।

संसदीय राजभाषा समिति एक उच्चाधिकार प्राप्त समिति है जो भारत सरकार के विभिन्न कार्यालयों में राजभाषा हिन्दी के प्रयोग की स्थिति का जायज़ा लेती है।

## 3. रक्षा मंत्रालय (वित्त) की राजभाषा शील्ड योजना



संसदीय राजभाषा समिति के समक्ष

रक्षा मंत्रालय (वित्त) ने राजभाषा हिन्दी में उत्कृष्ट कार्य करने संबंधी शील्ड योजना के अंतर्गत पुरस्कारों की घोषणा की। रक्षा लेखा महानियंत्रक कार्यालय को सर्वोत्कृष्ट कार्यान्वयन के लिए चुना गया। इसके अतिरिक्त 'क' क्षेत्र में उत्कृष्ट कार्य के लिए रक्षा लेखा नियंत्रक, पटना, रक्षा लेखा नियंत्रक (पेंशन संवितरण), मेरठ तथा रक्षा लेखा प्रधान नियंत्रक (द.प.क.), जयपुर को क्रमशः प्रथम, द्वितीय तथा तृतीय पुरस्कार के लिए चुना गया है। 'ख' क्षेत्र में उत्कृष्ट कार्य के लिए रक्षा लेखा प्रधान नियंत्रक (नौसेना), मुम्बई, रक्षा लेखा नियंत्रक (कैंटीन भंडार विभाग), मुम्बई तथा रक्षा लेखा प्रधान नियंत्रक (द.क.), पुणे को क्रमशः प्रथम, द्वितीय तथा तृतीय पुरस्कार के लिए चुना गया। 'ग' क्षेत्र में उत्कृष्ट कार्य के लिए रक्षा लेखा नियंत्रक, चेन्नै, रक्षा लेखा नियंत्रक (अनु. एवं वि.), हैदराबाद तथा रक्षा लेखा प्रधान नियंत्रक (उ.क.), जम्मू को क्रमशः प्रथम, द्वितीय तथा तृतीय पुरस्कार के लिए चुना गया है।



*Raksha Mantri Awards  
for Excellence*



*Winners of the Raksha Mantri Awards for Excellence 2012*









## MOTIVATION SCHEME

### Raksha Mantri Awards for Excellence

*“Laborare est orare”*  
*(To work is to pray)*

The Defence Accounts Department launched the “DAD Awards for Excellence” in the year 2007 for recognizing and appreciating the exemplary work being done by the officials upto Group ‘B’ level. The Awards are under the Motivation Scheme approved by the Government of India, Ministry of Defence and stand institutionalized in the Department. In 2009, the three All India Awards were re-christened as the “Raksha Mantri Awards for Excellence”, which are presented each year on the occasion of DAD Day by the Hon’ble Raksha Mantri.

These awards have been envisaged on the lines of similar schemes operational in other Departments of the Central Government as well as the “Prime Minister’s Awards for Excellence in Public Administration” instituted by the Government of India.

The salient features of the scheme are as follows:

- ✓ 02 Awards for the Best Official and/ or Team of Officials (upto SAO level and including Clerks/Auditor/SA/SO(A)/ AAO/ AO) to be decided and given by each Principal Controller/ Controller/ Controller of Finance & Accounts (Fys)/ Main office of Principal Controller of Accounts (Fys) & Chief Internal Auditor (Fys)
- ✓ In exceptionally deserving cases, maximum number of awards to be given by a Principal Controller/Controller could be enhanced to three with the prior approval of HQrs. office
- ✓ 05 awards for offices under IFA setup to be given as under:
  - 2 awards for ARMY IFAs, which includes Army, BR, R&D, CIDS and their field offices



- 2 awards for AIR FORCE IFAs and their field offices
- 1 award for NAVY IFAs including Coast Guard HQ and their field offices
- ✓ 05 Awards for officers and staff of HQrs office as under:
  - Audit & Accounts Section - 01 Award
  - Admin Section - 01 Award
  - EDP Section - 01 Award
  - HRD Section - 01 Award
  - IFA Section - 01 Award
- ✓ Raksha Mantri Awards for Excellence :

03 awards to be determined and given on an all India basis by the Hon'ble Raksha Mantri from amongst the winners already decided by the Principal Controllers/ Controllers/ PIFA/HQrs. office
- ✓ The awards to be presented on DAD day each year
- ✓ The cash awards to 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 has been approved as under, subject to periodical review:
  - Awards at PCDA/ CDA/CFA(Fys)/ PCA(Fys)/PIFA/ HQrs office level - ₹ 7,500 each
  - Raksha Mantri Awards for Excellence - ₹15,000 each

The scheme has met with an overwhelming response from the field offices. The following pages of the brochure seek to delineate the meritorious work done by the officers and staff of the Department for which they have won the Raksha Mantri Awards for the year 2013.



## Raksha Mantri Awards for Excellence 2013

### Team of PCDA (Pensions), Allahabad



Smt. Neena Sen



Ms. Anupam Dosaj



Shri Ram Ji Mishra



Shri Abhishek Shrivastava



Shri Vinay Kumar Saxena



Shri Rajesh Kumar Gupta



Shri Manish Ahlawat



Shri Shahanawaz Zamil



Shri Manoj Kumar Yadav



Ms Gayetri

1. Smt. Neena Sen, SAO\*
2. Ms. Anupam Dosaj, AO\*
3. Shri Ram Ji Mishra, AO
4. Shri Abhishek Shrivastava, AAO
5. Shri Vinay Kumar Saxena, AAO
6. Shri Rajesh Kuamr Gupta, AAO\*
7. Shri Manish Ahlawat, SAS(A)\*
8. Shri Shahanawaz Zamil, Auditor
9. Shri Manoj Kumar Yadav, Auditor
10. Ms Gayetri, Auditor\*

\*Posted at Controller General of Defence Accounts



**Issue of Corrigendum PPOs to Pre-2006 PBORs, Commissioned Officers and Civil Pensioners under Ministry of Defence as per 6th CPC and CSC-2012 recommendations**

- ✓ Development and execution of ground plan for effective and efficient implementation of CSC-2012 recommendations as well as government decision to issue PPOs to pre-2006 pensioners
- ✓ Generation of revised pensioner awards for 6 lakh pensioners in a record time frame of three months
- ✓ Reflection of all the details of pensioners unlike Corrigendum PPOs hitherto taking into consideration futuristic requirements of revision
- ✓ Creation of various dynamic screens to compile correct and comprehensive digital database which could always be utilized in future for seamless integration with Pension Disbursement Agencies (PDAs) database as well as for subsequent revisions
- ✓ Provision of Unique Pensioner's ID to each pensioner/family pensioner for all future actions/settlement of queries
- ✓ Smart database management leading to seamless integration with post audit modules for real time system audit
- ✓ Timely and correct provision of critical information to PDAs for revision of pensioner benefits



## Raksha Mantri Awards for Excellence 2013

### Team of PCDA (Western Command), Chandigarh



Shri S S Jamwal



Shri N K Dhiman



Shri Adarsh Kumar



Shri Kashmiri Lal



Shri Karan Singh

1. Shri S.S. Jamwal, SAO, PCDA(NC), Jammu
2. Shri N.K. Dhiman, SAO
3. Shri Adarsh Kumar, AAO
4. Shri Kashmiri Lal, AAO
5. Shri Karan Singh, SAS(A)

### Post Audit of ECHS Paid Vouchers-Streamlining of ECHS through post audit of ECHS expenditure

- ✓ The ECHS (Ex-servicemen Contributory Health Scheme) was introduced on 1st April, 2003. The responsibility of post audit of ECHS expenditure rests with Regional PCsDA
- ✓ The office of PCDA(WC), Chandigarh receives approximately 2,64,000 paid vouchers of ECHS for post audit annually, for which there is no separate authorization of manpower. Lack of requisite skills for specialized nature of audit, space constraints etc. are the other major hurdles



- ✓ The team through its dedicated and diligent efforts scanned the vouchers working backwards and gradually focused on the audit of high value vouchers and brought the work to the current status by June, 2013
- ✓ The special drive has a ripple effect, in that, it opens the doors for similar efforts by other PCsDA/CsDA in fulfillment of the mandate regarding better financial management of the ECHS



## Raksha Mantri Awards for Excellence 2013

### Team of CGDA, Delhi Cantt and CDA (PD), Meerut



Shri S K Tripathi



Shri C.V. Singh



Shri Mukesh Sharma



Shri Ajay Kumar Sharma



Shri J S Panwar



Shri Sudershan Dhingra



Shri Gautam Kumar Gupta

1. Shri S.K. Tripathi, SAO, ZO(PD), Allahabad
2. Shri C.V. Singh, AO, CGDA
3. Shri Mukesh Sharma, AO, DPDO, Meerut
4. Shri Ajay Kumar Sharma, AO, CDA(PD), Meerut
5. Shri J.S. Panwar, AAO, CGDA
6. Shri Sudershan Dhingra, AAO, CGDA
7. Shri Gautam Kumar Gupta, AAO, CDA, Jabalpur

### Implementation of CSC - 2012 recommendations in DPDOs through software "AASHRAYA"

- ✓ Recommendations of the Committee of Secretaries 2012(CSC-2012) on improvement in pension of Defence Pensioners discharged prior to 1st January, 2006 were announced by the Government in September, 2012
- ✓ CSC - 2012 orders were issued on 17th January, 2013 and "AASHRAYA" software for implementation of these orders

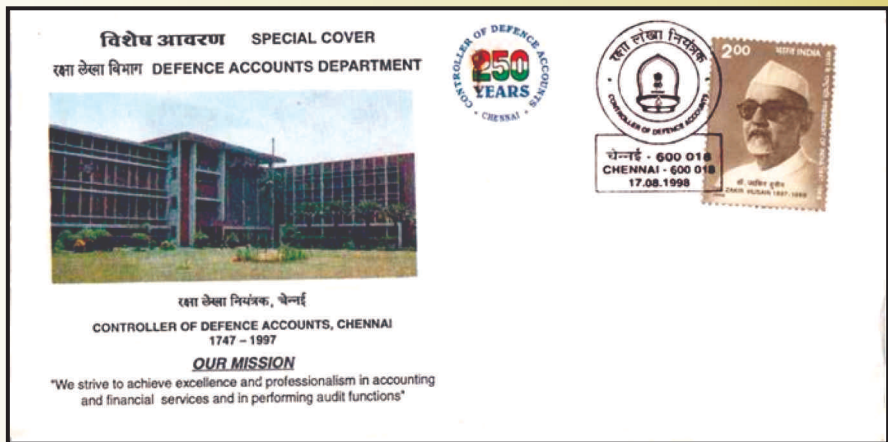




was sent to all the DPDOs on 23rd January, 2013 i.e. within one week of issue of orders

✓ Anticipatory ground work for implementation of orders was completed in all the DPDOs through 'Aashraya'

✓ Revision of pension of about 3.12 lacs pre-2006 defence pensioners and payment of arrears thereof was completed accurately and transparently in all DPDOs by 31st March, 2013; well ahead of other Pension Disbursement Agencies like Banks, Treasuries etc.



*Philatelic Tribute to 250 years  
of  
Defence Accounts Department*

*Controller General of Defence Accounts  
Ulan Batar Road, Delhi Cantt.*