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IMPORTANT CIRCULAR

No. IAW-1/13108/PC/Pune/Vol.II

Dated : 11.05.2017

To

All PCsDA/CsDA

Sub: Audit of Service Book for processing of Terminal Benefits of Non Industrial Personnel (NIP) / Basic Staff of MEs Formation.

Of late several complaints of delayed payment of terminal benefits and sanction of pension in respect of basic staff of MES formation has come to the notice of HQrs Office. This has been viewed with concern.

2. Attention of all PCsDA/CsDA is drawn to the issue regarding creation of a single audit point for pay fixation, audit of service books and pensionary claims to all units under the jurisdiction of CE Southern Command, which was referred to all Regional PCsDA/CsDA [except PCDA (SWC) Jaipur, CDA Secunderabad, CDA Guwahati and CDA Jabalpur] vide HQrs office letter No. AT-Coord/13108/PC/Pune dated 08.01.2014. The issue was examined in the light of comments received from PCsDA/CsDA and the proposal was not accepted due to following reasons :

- (a) As per existing provision, all regular pay bills are to be pre-audited cent percent and all necessary adjustment of Part-II orders of the personnel is carried out by the pay offices. Since the units are scattered over a large area, it would not be feasible in the proposed system to link all the required data/documents at the time of processing terminal benefits by the PCDA/CDA concerned.
- (b) The pay bills are maintained by the units and pre-audited by pay offices. The casualties relate to pay fixation on appointment/promotion/retirement etc. It also includes elements of PF and long term demands like HBA/MCA/PCA etc. At the time of retirement, the issue of 'No Demand Certificate' is also involved. All these elements can be addressed appropriately by the unit and its pay office at the time of processing terminal benefits.
- (c) The existing system is adequate and appropriate w.r.t. the control mechanism prescribed for the purpose. However, if required the executives authorities may consider strengthening the same for providing more operational efficiency.

3. Hence, attention of all PCsDA/CsDA is invited to the provisions of para 453-455 ALAM & para 134-136 of MESLAM which clearly suggest that service books of staff proceeding of retirement should be audited on priority, so that the terminal benefits can be processed timely. Further provision laid down in para 103 of Office Manual-II stipulates "Action in connection with such verification in all cases where retirement can

be foreseen, viz., retirement on superannuation or retirement just before superannuation, should be taken two years before the anticipated date of retirement of a Government servant”.

4. PCsDA/CsDA must ensure that approval of pay fixation on promotion/upgradation under ACP/MACP and verification of Data sheet for pension of Defence Civilians including MES Non-Gazetted Non Industrial Employees will be done by PCsDA/CsDA in whose audit jurisdiction the employee is serving. Cycle audit of Service Book verification of qualifying service, issue of leave encashment certificate will be done by LAO/RAO concerned and all retirement benefit claims are processed timely.

5. To provide prompt service to our clients, PCsDA/CsDA should ensure that all stake-holders viz. Executives, RAO/LAO, Area Accounts Office, M.O. has the list of Defence Civilians including MES Staff proceeding on retirement well in advance in the spirit of para 103 of Office Manual-II and their Service Books are audited as per strict time frame, so that terminal benefits and timely sanction of pension is ensured. All LAOs/RAOs/MO should proactively chalk out their audit plan so that no case is left unattended. This will automatically redress the grievances of Defence Civilians.

6. Status of audit of service books in respect of all Defence Civilians would now form part of the QAR to be submitted to the HQrs Office by the PCsDA/CsDA.

Please acknowledge receipt.



(Shharat Sharma)
Jt.CGDA (IA&S)