

No.IA/II/03/Service Books
Office of the PCDA(WC)
Chandigarh
Dated: 27 June 2017

To

GO (O&M) &
Pay Section
(Local)

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

A copy of HQrs office important circular No. IAW-1/13108/PC/Pune/ Vol II dated 11.05.2017 is forwarded herewith for your information and issue of further directions to all concerned as per the requirement of your section. Issue regarding audit of service books has been taken up by this section with all the LAOs.

Abhineet
(Abhineet Dhillon)
ACDA

Copy to:

AAO(Pay) Delhi Cantt, AAO(Pay) Jalandhar & AAO(Pay) Pathankot	: For info along with a copy of HQrs office above referred letter. Further communication will follow from first addressee.
PAO(ORs) Subathu and PAO (RRRC) Delhi Cantt	: -Do-

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(Abhineet Dhillon)
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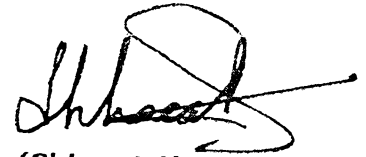
be foreseen, viz., retirement on superannuation or retirement just before superannuation, should be taken two years before the anticipated date of retirement of a Government servant".

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)