

Important Circular

D.O.No. Pay/I/Pay Bills
Office of the PCDA(WC)
Chandigarh
Dated 29.06.2017

To

The OI/C (By name)
All Units/formations (under HQ WC)

SUB: Common discrepancies observed during audit of Pay Bill of Defence civilians.

During the audit of Regular pay bill of Defence civilians some common discrepancies have been observed. These are brought to your notice in order to effect overall improvement in Pay Bill system so that overpayment/incorrect payments of Pay & Allowances and other supplementary claims may be avoided. These points are summarised below:

1. Specimen signatures of the officers responsible for signing the Pay Bills are not being submitted to this office to effect proper watch over genuineness of the pay bills/claims received from the units.
2. Strength statement containing posted/authorised strength in each category/designation is not being appended with the pay bill by most of the units.
3. All DO Part II OO are not being sent to this office which are mandatory for checking recovery of EOL/TPT etc. and to verify other causalities like retirement/ leave encashment et al. It is suggested that copies of all DO Part II O.O. be enclosed with the monthly pay bill for cross-verification of pay bills by us.
4. Superannuation list required to be submitted under the provisions of AI 37/66 from the units/formations every six months i.e. 1st January and 1st July in respect of all officers, Gazetted and non-gazetted attaining the age of superannuation within 12 to 18 months is not being sent by the units/formations.
5. Regular Pay Bills are not being submitted by due date i.e. 10th of the months. Certain units forward the bills close to end of the month resulting in late payment of salary. It is, therefore, imperative to adhere to the due date strictly in order to avoid unsavoury situation.
6. Regular Pay Bills for March must indicate date of birth, GPF No. in r/o each individual to ensure that no individual is retained and paid beyond the date of superannuation.

7. Aadhar Number/PAN Numbers are to be mentioned in the pay bills against each individual.
8. With a view to switching over to automation of Pay Bills, all units have been impressed upon for submission of RPBs/SPBs in soft copy (in CD) as per formats provided to the units along with civilian employee data/family member details duly verified by the LAO concerned.
9. It is also impressed upon that Licence Fee is required to be recovered on monthly basis in respect of all employees in occupation of Govt. Accommodation to ensure regular recovery of licence fee commencing from date of occupation till vacation irrespective of the L.F. included in the rent bills issued by AAOBSOs/other authorities.
10. It is seen that LPCs are not called for/initiated in respect of transfer in/out cases promptly resulting in provisional payments continuously for long periods. Therefore, this area of work needs greater attention to avoid overpayments/incorrect payments.
11. It is also observed that Income Tax statements are not being submitted in time and are routinely submitted in the month of February i.e. at the fag end of the financial year resulting in incorrect recovery of IT due to rush of work at the close of F.Y. It is, therefore, advised to submit the IT statements in r/o all staff/officers in the month of Nov/Dec so as to verify the same and any discrepancy is pointed out in time for rectification. Further, it is also requested to effect recovery of Income tax on monthly basis beginning from the month of March pay bills (payable in April) or the DDO i.e. unit concerned will be responsible for not deducting of IT at source as per IT act.

It is, therefore, requested that pay bills may be prepared taking in view of all the above mentioned points and the same are submitted in a time bound manner to enable us to serve better.



Asstt. CDA(Pay)

Copy to

1. HQrs. Western Command
C/o 56 APO

-for information and necessary instructions to the units/formations in the subject matter.

- ✓ 2. OI/c EDP (Local)- with a request to upload the letter on office website.



Asstt. CDA(Pay)