



रक्षा लेखा प्रधान नियंत्रक का कार्यालय (पश्चिमी कमान)

चंडीगढ़ पिन कोड 160009 -

O/O THE PRINCIPAL CONTROLLER OF DEFENCE
ACCOUNTS (WESTERN COMMAND) CHANDIGARH PIN
CODE- 160009

दूरभाष - 0172 2741611-14, 2741990, 2740445 फैक्स NO. 0172 2742552
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No. AT/ORs/1389/ PAO-Conf

Dated: 24.05.2018

To

1. ACDA In charge
PAO (ORs) RRRC&
PAO (ORs) PBG
Delhi Cantt -10

2. Sh. Rajiv Sood, SAO
PAO (ORs) 14 GTC
Subathu (H.P)

Sub: Revised Discharge Drill- 2018 in respect of JCOs/ OR of Indian Army.

Please find enclosed a copy of the Revised Discharge Drill -2018 received from HQ Office vide letter No. AT/I/3500/MPS/PAOs Conf./III dated 22.05.2018 in respect of JCOs/ ORs containing the necessary instruction for processing the provisional and final FSA duly vetted by AG's Branch.

2. It is requested that Strict Compliance of the instructions issued by the HQr may be ensured.

Encl: As above

Sd-

Sr.AO (AT/ORs)

Copy to:

✓ IT& S Cell : for uploading the same on PAO Portal and PAO Corner please.

(Local)

Indeyat

Sr.AO (AT/ORs)



Office of the CGDA

Ulan Batar road, Palam, Delhi Cantt. – 110010

(AT-I Section: PAOs Monitoring Cell)

Phone: 011-25665547/25674840, Email: hqpaomc.dad@hub.nic.in

No. AT/I/3500/MPS/PAOs Conf/III

Dated 22.05.2018

(Through email/portal only)

To

All Regional PCsDA/CDA

Sub: Revised Discharge Drill – 2018 in respect of JCOs/OR of Indian Army

Please find enclosed a copy of Revised Discharge Drill – 2018 in respect of JCOs/OR, containing the necessary instructions for processing the Provisional and Final FSA. This has been vetted by AG's Branch vide their letter dated 01.05.2018.

It is requested to disseminate this revised discharge drill to PAOs (ORs) functioning under your jurisdiction for strict compliance of the same. Necessary guidance may also be provided to PAOs (ORs), wherever required.

This has approval of Addl.CGDA (PP&W).

— sd —

Sr. ACGDA (AT-I)

Copy to:		
1	CDA (IT&SDC) Secunderabad	For information and necessary action w.r.t. Para [1(h) b.] please (copy enclosed).
2	IHQ of MoD (Army) AG's Branch ADGMP/MP-8 (I of R) West Block, R K Puram New Delhi – 110066	For information with a request to issue the necessary directives to all Record Offices/Units for compliance of Revised Discharge Drill-2018 (copy enclosed).
3	All PAOs (ORs)	For information and necessary action (advance copy).

A. Chhib
Sr. ACGDA (AT-I)

REVISED DISCHARGE DRILL-2018 in respect of JCOs/OR

(1) Provisional FSA for JCOs/OR (12 months before retirement)-

[Timelines for various Activities ("T" Being Month of Discharge)]

- (a) As per present procedure, warning order of normal discharge is issued by the Record Office 18 months preceding the date of SOS and Discharge Order is issued 14 months preceding the date of SOS. Every month the Commanding Officer(s) will ensure that the discharge part II orders in respect of individuals retiring after next 14 months are invariably published by the units in the first fortnight of each month. (e.g. discharge pt II order for those retiring in March 2019 will be published by 15th February 2018).
- (b) In second fortnight of same month (T-14, where T is the month of retirement), the Commanding Officer(s) will interview these individuals and obtain information with regard to any Part II Order pending for publication or observations on pay and allowances yet to be settled by the PAO (OR). If any part II order is left to be published, it will immediately be published by Units/Records Office concerned.
- (c) A Certificate to the effect that all the information has been obtained from the individual about Part II Orders not published/not adjusted and all observations/grievances on account of pay and allowances have been included in the AO32/80 up to date will be rendered by the retiring individual and countersigned by Commanding Officer(s), or officer(s) authorized for the purpose by end of same month (T-14). The format of the certificate is at Annexure-A.
- (d) The abovementioned certificate along with Part II Orders published and details of unsettled observations (AO32/80 along with all relevant documents) will be forwarded to Records Office in the first fortnight of T-13th month before the month of SOS.

(e) Based on these documents the Records Office(s) will review the Sheet Roll of the individuals affected to ensure its completeness in all aspects including updation of all Part II orders published by the units, with respect to above said individuals, till that day hereby, minimizing chances for any future correction/addition.

(f) ARPAN generated **electronic sheet roll, duly authenticated by digital signatures** will be forwarded to the PAO in batches of 25 individuals each (or as decided by PAO and respective RO mutually).

(g) Record Office(s) will ensure correctness of all entries made in the ARPAN generated e-Sheet Roll so that no scope for further correction remains. Correctness of provisional FSA will be totally dependent on this step. Record Office(s) will ensure that the complete set of documents with e-sheet roll reaches the PAO by the end of T-13th month. (for those retiring in March 2019, the documents must reach PAO by March 2018).

(h) **The PAO (ORs) will**

- a. Expeditiously process the Dos II with reference to e-sheet rolls and look into the final AO 32/80 cases. Response to each case should be rendered, with clear reasons in case of non-adjustments, if any, through the RO/Unit. This process will be completed by end of T-12th month. If any part-II order in support is required, the same will be obtained from R.O.
- b. Carry out audit of the IRLA in consonance with e-Sheet Roll and prepare interim FSA (Provisional) indicating his adjustments (credits and debits) along with the Last Pay Certificate (LPC). A Standard form of the Provisional FSA Statement will be designed and circulated by IT&SDC.
- c. No observation on pay & allowances up to the period of the provisional FSA as reported in provisional FSA documents will be kept pending; it will be adjusted or in case of non-adjustment, the clear reasons thereof will be rendered to the individual

through RO/units. In case of wanting documentation provisional FSA will be kept in abeyance.

- (1) The provisional FSA and LPC so finalized will be forwarded to Records Office by the end of T-11th Month for onward communication to the individual through unit concerned.

(2) LPC cum Data Sheet :

(i) LPC cum Data sheet duly filled in, will be forwarded to PAO by Concerned Records in T-5 month for completion and onward transmission to PCDA Allahabad

(ii) Completed LPC cum Data sheet will be transmitted to PCDA Allahabad by the PAO in T-4 month.

(3) Final FSA (covering the period from Provisional FSA to SOS date):

(a) After completion of the procedure described above regarding the provisional FSA of the personnel, the retiree will report to Depot Company for his Final FSA. This Final FSA will cover the period of last 14 months (after cutoff date of Prov. FSA only).

(b) On his arrival, all inputs brought by the individual including unsettled observations pertaining to the period of 14 months only (AO32/80 along with all relevant documents which are required in audit as described earlier) and Part II Orders pending for adjustment (pertaining to the concerned period of 12 months only) will be submitted to PAO (OR) along with his Sheet Roll completed in all respects.

(c) PAO will carry out his FSA for last 14 months only covering the period from Provisional FSA to SOS date and hand over the Final FSA to Records Office.

This has approval of Addl. CGDA (PP&W).

Ashwini
22/5/18
Sr. ACGDA (AT-I)

Illustrative Time Line

Srl no.	Activity	To be completed by	illustrative date (for retirement/SOS in March 2019-T month)
1.	Issue of Discharge Order by Record Office	T-14 (1st fortnight)	5 th February 2018
2.	Publication of Discharge Pt.II order	T-14 (2 nd fortnight)	15 th February 2018
3.	Interview by CO	T-14 (2 nd fortnight)	20 th February 2018
4.	Publication of pending Pt. II orders	T-14 (2 nd fortnight)	22 nd February 2018
5.	Rendition of certificate (Refer Annexure A)	T-14 (2 nd fortnight)	22 nd February 2018
6.	Dispatch of Provisional FSA case to RO	T-14 (2 nd fortnight)	27 th February 2018
7.	Review of sheet roll w.r.t Provisional FSA case by record office	T-13(2 nd fortnight)	22 th March 2018
8.	Rendition of e-sheet roll, certificate and Provisional FSA case to PAO	T-13(2 nd fortnight)	25 th March 2018
9.	Processing of Dos II by PAO and response to AO 32/80 items	T-12(2 nd Fortnight)	30 th April 2018
10.	Rendition of Provisional FSA statement by PAO	T-11 (2 nd Fortnight)	25 th May 2018
11.	Rendition of LPC to PAO by Records Office	T-5 (2 nd Fortnight)	20 th November 2018
12.	Forwarding of Completed LPC to PCDA Allahabad by PAO	T-4 (1st Fortnight)	5 th December 2018
13.	Individual reporting for Final FSA	T (1st Week)	5 th March 2019

Certificate

It is certified that all the information has been obtained from the individual about Part II Orders not published/not adjusted and all observations/grievances on account of pay and allowances have been included in the AO32/80, with all audit related required documents completed in all respects up to date .

Signatures of retiring JCO/OR

Dated _____

Countersigned by Commanding Officer

Dated _____