



कार्यालय रक्षा लेखा नियंत्रक :  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
नं. 1 स्टाफ रोड, सिकंदराबाद -500 009  
NO.1, STAFF ROAD, SECUNDERABAD - 500 009.  
फोन/PHONE: 040-27843385 फैक्स/FAX NO:040-27817275

No: PayTech/4024/Sparsh corr

Date: 04/10/2021

To  
All Head of offices/Units  
under CDA Secunderabad

Sub:- Implementation of **SPARSH Pension Project** in r/o Defence Civilians

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HQrs office CGDA, Delhi is implementing PROJECT SPARSH meeting the pension sanction and disbursement requirements for Armed Forces viz. Army, Navy, Air Force and Defence Civilians on PROJECT SPARSH.

In this regard a copy of PCDA(Pension) Allahabad circular no: **PCDAP/SPARSH/CIV/2021/VOL-1 dated 22.09.2021** addressed to all Heads of Department under Ministry of Defence and CsDA/ PCsDA is enclosed herewith for necessary compliance.

In view of the above, you are advised to upload all pension cases on SPARSH Portal and forward a set of original LPC-cum-Data sheet (all enclosures) and Service Book to the concerned PAO office for audit and screen verification and onward transmission to PCDA (P) Allahabad on SPARSH Project.

This is to be given **TOP PRIORITY**

**Accounts Officer (Pay Tech)**

**Copy to**

1. The Civilian Pay Sections

LOCAL

:- For information and necessary action

2. The AAO (Army)

Visakhapatnam

:- ----do----

3. All AO/AAO GE Office's

under CDA Secunderabad

:- ----do----

**Accounts Officer (Pay Tech)**



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Accounts Officer (Pay Tech)



Office of the Principal Controller of Defence Accounts(Pension),

Draupadi Ghat, Allahabad – 211014

Email :pcdapcpp.dad@hub.nic.in

Circular No. : SPARSH-06

No. PCDAP/SPARSH/CIV/2021/VOL-1

Dated: 22<sup>nd</sup> Sep. 2021

To,

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(All HODs / CsDA/PCsDA)

**Sub:-** Reduction of delay in processing of pension cases on SPARSH (System for Pension Administration (Raksha) for Defence Civilian and their families-reg.

**Ref:-** This office Circular No. SPARSH – 04 dt. 14.07.2021.

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SPARSH has been rolled out for Defence Civilian Organisations for processing of all types of pension cases. As all concern must be aware, any pension case on SPARSH goes through multiple stages from initiation to sanction. Any delay in completion of any of the stage leads to delay in sanction of pension. Consideration the experience of past 11 months since the rollout of SPARSH, we recommend to follow the below mentioned guidelines for processing cases on SPARSH.

1. Retirement Orders may be captured in SPARSH at least **45 days** before the Date of Retirement.
  2. The processing of any case at any stage, viz., Service, Medical, Pay or Audit must not take more than 2 days.
  3. After the audit stage there is a **10 day** window for the pensioner to complete Pensioner Data Verification (PDV), assistance and guidance may be provided to the pensioner for completion of his PDV in this 10 day window.
  4. For death in service cases, efforts may be made to obtain all necessary documents from the Next of Kin promptly, so as to initiate family pension case on SPARSH with in **1 week** of death. Further, in such cases, the family pensioner must be followed up to complete identification post sanction as identification is mandatory to initiate disbursement of family pension.
2. In view of above all HODs/CsDA/PCsDA are requested to issue instructions for HOOs/PAOs under their administrative control for strict and time bound compliance of above procedures/instructions to ensure that in all service/superannuation pension cases, the PPO is sanctioned before the date of retirement. Similarly, for death in service cases the PPO is to be made available to the eligible family pensioner within **1 month** of death.

(Abhishek Singh)

Dy. CDA (P)

No: PCDAP/SPARSH/CIV/2021/VOL.-01

Dated:- 22/09/2021