



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.
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13
Accounts Officer (Pay Tech)

No: PayTech/4024/SPARSH Corr

Date: 11.07.2022

IMPORTANT CIRCULAR ON SPARSH

To
All Head of offices/DDOs
Under CDA Secunderabad

Sub:- Audit of Service book and process of pension claims on **SPARSH** in
r/o Defence Civilians

CGDA office has observed that pension cases of the retiring Defence Civilians are not being processed on timely basis in SPARSH by some of Head of Offices/DDOs owing to which there had been inordinate delay in final settlement of their claims.

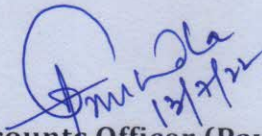
Further HQrs office has issued directions to HOOs/DDOs carry out **Audit of Service book by LAO/RAO** in respect of Defence civilians before 6 months of Superannuation.

As per DoP&T OM No: 1/19/2013-P&PW (E) dt.16.09.2015 (copy enclosed) the **Audit Report regarding verification of qualifying service** has to be carried out by concerned Pay Accounts Office before 5 years of superannuation cases in respect of all defence civilian employees.

In this connection, the attested pension documents as per this office circular dated 15.06.2022 and audited Service book need to be received in this office and AAO (Army) Visakhapatnam before **45 days of Retirement** duly complying the above audit requirements and after completing the process of entering of ORDER and SERVICE details in SPARSH to avoid delay in release of payments to retirees

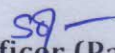
This may be treated as **PRIORITY**.

GO (PAY) has seen


Accounts Officer (Pay Tech)

Copy to

1. The AAO (Army) Visakhapatnam : - For information and necessary action.
2. The LAO(A)/LAO(B)/LAO(C) Secunderabad / Hyderabad : - For inf. and necessary action with regard to audit of SB in r/o retirees /death cases on PRIORITY.
3. The RAO(MES) Secunderabad : - ---DO---
4. The RAO(MES) Visakhapatnam : - ---DO---
5. The AO(EDP) Sn LOCAL : - For uploading on website


Accounts Officer (Pay Tech)

No.1/19/2013-P&PW(E)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Pension and Pensioners Welfare

Lok Nayak Bhavan, Khan Market,
New Delhi-110003,
Dated the 16.9.2015

OFFICE MEMORANDUM

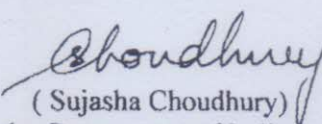
Sub : Verification of qualifying service after 18 years service and 5 years before retirement.

It has been observed by this Department that processing of pension cases of the employees retiring from the government service quite often get delayed on account of the issues relating to verification of service from time to time by the concerned authorities during the service of the concerned employee. Although detailed instructions regarding verification of service have been issued by Department of Personnel & Training and by this Department, these instructions are not meticulously adhered to resulting in delay in sanctioning of retirement benefit of the employees.

2. Rule 32 of the CCS (Pension) rules, which existed prior to December, 2012 provided for issuing of a certificate in Form 24 by the Head of Office in consultation with by the Account Officer regarding completion of qualifying service of 25 years. These rules have been amended subsequently and as per the existing provisions, a certificate regarding qualifying service is required to be issued by the HOO after completion of 18 years of service and again 5 years before the date of retirement of an employee. Rule further provide that verification done under that rule shall be treated as final and shall not be reopened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

3. It has been noticed that the certificates regarding qualifying service are not invariably issued to the government servant as required under the rules. All Ministries/ Departments etc. are therefore requested to bring these provisions to the notice of Heads of Offices and PAOs for strict compliance. Non-compliance of this statutory requirements may be viewed seriously.

4. In order to review status regarding compliance of these rules, all Ministries/ Departments are requested that the information may be collected from all establishments /office under them and the same may be compiled and sent to this Department by 15th October, 2015 in the enclosed proforma.


(Sujasha Choudhury)
Deputy Secretary to the Government of India
Tel:24635979

Encl : As above

Copy to :

1. All Ministries/ Departments of the Government of India.
2. President's Secretariat/ Vice President's Secretariat/Prime Minister's Office/ Supreme Court / Lok Sabha Secretariat/ Rajya Sabha Secretariat/ Cabinet Secretariat /UPSC/CVC/C&AG/ Central Administrative Tribunal (Principal Bench), New Delhi.
3. Estt. Section of DOP&PW-100.
- ✓ 4. NIC, DOP&PW, 3rd Floor, Khan Market, New Delhi for placing this OM on the Website.
5. Hindi Section for Hindi Version.

Copy to -- DOPT for similar action in respect of All India Services Officers.