



**Office of the Principal Controller of Defence Accounts(Pension),
Draupadi Ghat, Allahabad – 211014**

Email : pcdapcpp.dad@hub.nic.in

Circular no.- SPARSH(CIVIL)-10

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

Dated: 06th January, 2022

To,

(All HODs/ /PCsDA/CsDA)

Subject:- Nomination of Departmental Admin for SPARSH (Defence Civilian) – regarding

A number of change requests in various components such as change/amendment in mobile, email of existing SPARSH users, replacement of existing SPARSH users with new one on account of transfer/retirement, amendment in Office address etc. are being received regularly from various organizations onboarded of SPARSH Portal to process the pension claims of Defence Civilian.

It is mentioned here that Admin Module is available with this office for facilitating the aforementioned changes. Presently, all the requests of changes received from various organizations are centrally processed in this office and concerned offices are intimated accordingly after their requisite changes. These exercises become time consuming in transmission of data as well as because of capacious number of changes/amendments received regularly from different organizations which also causes inconvenience to concerned offices in smooth processing of their pension cases.

In order to avoid delay in facilitating these changes such as new employee creation, editing of employee details and swapping of employee etc., it has been decided to provide the Admin Module to all the Head of Departments to carry out the requisite changes of their organisations at their own end. Therefore, it is requested to provide details of officer who will serve as Departmental Admin for Head of offices under your organizations in the enclosed Annexure-F (Copy attached for reference). The details may be forwarded to the mail of this office at the earliest for our further necessary action. It is also mentioned here that in case of transfer/superannuation of Departmental Admin, a separate details in the Annexure-F may please be furnished well in advance to this office duly approved by concerned Nodal Officer to cancel the right of previous Admin and assign the right to new Departmental Admin.

**Abhishek Singh, IDAS
Dy. Controller**

ANNEXURE-F

FULL NAME OF HOD/ORGANISATION	ABBREVIATED NAME OF HOD/ORGANISATION	GPF OR PRAN NUMBER	FIRST NAME	MIDDLE NAME	LAST NAME
(1)	(2)	(3)	(4)	(5)	(6)

MOBILE NUMBER	NIC EMAIL ID	RANK/POST	DATE OF BIRTH
(7)	(8)	(9)	(10)