

DEFENCE ACCOUNTS DEPARTMENT

OFFICE MANUAL PART-IV



PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS (PENSIONS)

VOLUME-II

GRANTS (CIVIL) SECTION

Revised Edition (2006)

Issued by Authority of

**THE CONTROLLER GENERAL OF DEFENCE
ACCOUNTS**

PREFACE

This is the third edition of Office Manual Part-IV. The second edition was published in 1972 (Superceding the 1931 edition of "Office Manual Part-IV, 'Military Pension Accounts').

2. This Manual contains detailed procedure of work done in the office of PCDA(P) Allahabad, for the grant, audit and accounting of pension/family pension in respect of Commissioned officer, PBOR, Defence civilians and their dependants. The specific function of different sections of PCDA(P)'s are covered in the following volumes of this Manual.

Vol-I	Administration, Records, Accounts, PPO, O & M Cell, Legal Cell, Hindi Cell, Post Audit, EDP Centre and Pension Adalat Cell
Vol-II	Grants (Civil) in respect of Defence civilians
Vol-III	Grants (Military) in respect of Commissioned Officers.
Vol-IV	Grants (PBOR)
Vol-V	Audit

3. A series of major changes have taken place in the pension procedures since 1972 i.e. year of publication of the second edition. A large number of provisions made in these volumes have become obsolete and redundant due to frequent amendment of Rules, Government decisions in implementation of the successive Pay Commissions and extensive computerization of pension work. A need was, therefore, felt to review and update this Manual with reference to various Government orders, instructions, rulings, interpretations and clarifications etc. issued over past 30 years which are scattered over a number of letters, communiqué, memoranda etc.

4. An attempt has been made to update this manual by incorporating the latest Government orders, instructions and clarifications. The existing Government orders which are still operative and which are not easily available, have also been accommodated in this Manual.

5. References to the relevant Regulations/Instructions/Orders etc. obtaining on the army side only have been mentioned in this manual. In dealing with case of personnel serving with the Navy and Air Force units/formations corresponding orders obtaining on Navy/Air Force side may please be referred to.

6. The instructions in the Manual are supplementary to the Rules in the Civil and Defence Audit and Accounts Code, Civil Service Regulations, CCS(P) Rules 1972, Pension and Financial Regulations etc. These are intended to serve as a guide to those employed on the work relating to the pension and should not be quoted in correspondences with officers outside the Defence Accounts Department.

7. Nothing in this Manual will be held to supercede any rule or orders of the Government of India with which it may be at variance.
8. Any addition or alterations which may be necessary to this manual will be notified periodically by the PCDA (P) Allahabad with the prior approval of Controller General of Defence Accounts.
9. I hope that with the help of this manual the work and functions of the office of the PCDA (P) will be better understood and followed to save time and effort in disposal of cases. Ignorance of provisions will not be accepted as an excuse for any departure from the rules or failure to comply with them

(V.K.MISRA)

Controller General of Defence Accounts

New Delhi

Dated : 01.03.2006

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ABBREVIATIONS

AAO	Area Accounts Officer/Assistant Accounts Officer
ADA	Additional Dearness Allowance
AHI	Ad-hoc Increase
AHR	Ad-hoc Relief
AI	Army Instruction
AIWCPI	All India Workers Consumer Price Index
AO	Army Order/Accounts Officer
BAO	Branch Accounts Officer
CCS (EOP) Rules	Central Civil Service (Extra-Ordinary Pension) Rules
CCS (EP) Rules	Central Civil Service (Extraordinary Pension) Rules
CCS(P) Rules 1972	Central Civil Service (Pensions) Rules 1972
CGS	Coast Guard Service
CPC	Civil Procedure Code/Central Pay Commission
CP Fund	Contributory Provident Fund
CPI	Consumer Price Index
CPRO	Civilian Personnel Routine Order
CSD	Canteen Store Department
DA	Dearness Allowance
DCRG	Death Cum- Retirement Gratuity
DDP Centre	Distributed Data Processing Centre
DEA Head	Defence Exchange Account Head
DEO	Data Entry Operator
DIDS	Defence Inter-Departmental schedule
DP	Dearness Pay
DP and PW	Department of Pension and Pensioners' Welfare
DPDO	Defence Pension Disbursing Officer/Office
DR	Dearness Relief
DS NO	Data Sheet Number
EDP Centre	Electronic Data Processing Centre
EOL	Extra Ordinary Leave
EPF	Employees' Provident Fund
ETA	Extra Temporary Appointment
ETE	Extra Temporary Establishment
FIR	First Information Report
FPS-64	Family Pension Scheme-64
GCRC	Government Contribution Resumption Certificate
GIMF	Government Of India Ministry of Finance
GOI /GI	Government of India
GO	Group Officer
GPF	General Provident Fund
GREF	General Reserve Engineer Force
HBA	House Building Advance
HGS	History of Gazetted Service
H.O.O.	Head Of Office

IE	Industrial Employee
INDWPF	Indian Naval Dockyard Workers Provident Fund
IO Cell	Input-Output Cell
IODPF	Indian Ordnance Depot Provident Fund
IOFWPF	Indian Ordnance Factory Workers Provident Fund
L.A.O.	Local Audit Officer
LS/PC	Leave Salary/Pension Contribution
LPR	Liberalised Pension Rules
Min of PPG & Pen	Ministry of Personnel, Public Grievances and Pensions
MNS	Military Nursing Service
MOD	Ministry of Defence
NCC	National Cadet Corps
NC(E)	Non Combatant (Enrolled)
NIE	Non-Industrial Employee
NPA	Non Practicing Allowance
ORs	Other Ranks
PC/PPO	Pension Circular/Pension Payment Order
P.M	Punching medium
P.A.O.	Pay Audit Officer
PDA	Pension Disbursing Authority/Agency
PPO	Pension Payment Order
PSU	Public Sector Undertaking
RAO	Regional Audit Officer
RDR	Revenue Debt and Remittance
SGSC	Senior Government Standing Counsel
SB	Service Book
SAO	Senior Accounts Officer
SO	Special Order/Section Officer
TE	Temporary Establishment
TI	Temporary Increase
WC Act-1923	Workmen's' Compensation Act-1923
WEF	With Effect From
ZO (DPD)	Zonal Officer (Defence Pension Disbursement)