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DEFENCE ACCOUNTS DEPARTMENT

OFFICE MANUAL PART-IV

PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
(PENSIONS)

VOLUME – IV

GRANTS (OTHER RANKS) 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 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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ABBREVIATION

A.I	Army Instruction
APO	Award Panel Officer
APS	Army Postal Service
BC	Battle Casualty
CVP	Commuted Value Of Pension
DEO	Data Entry Operator
D.P.D.O	Defence Pension Disbursement Office/Officer
DSC	Defence Security Corps
FD	Fatal Disability
HKSRA	Hong Kong Singapore Royal Artillery
I.O.CELL	Input Out Put Cell
ID	Invaliding Disability
IRLA	Individual Running Ledger Account
IMB	Invaliding Medical Board
LMC	Low Medical Category
LPC	Last Pay Certificate
MOD	Ministry of Defence
NCs(E)	Non-Combatants (Enrolled)
OTI	One Time Increase
ORs	Other Ranks
PAA	Pending Adjudication Award
P.D.A	Pension Disbursing Authority/Agency
PAO	Pay Accounts Officer
PPO	Pension Payment Order
PEA	Pending Enquiry Award
P.S.B	Public Sector Banks
PBOR	Personnel Below Officer Rank
PRA	Pension Regulations for the Army
RA	Reassessment Award
RAO	Regional Audit Officer
RMB	Release Medical Board/Review Medical Board
RSMB	Re-survey Medical Board
RA	Reassessment Award
RO	Record Office
SI	Substantial Increase
SRMA	Special Road Mileage Allowance
WIP	War Injury Pension