

Working Drill

G1/C/047/VOL-VII/Tech
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After introduction of PHP system working procedure of G1/Civil Section has been modified/changed to deal with the computerized cases. The procedure is as follows:

Detailed procedure for generation of computerized PPO of Service Pension claim in PHP Software

Receipt of Claims

1. Pension claim processed through data sheet will be received in Record Section. On receipt of the pension claim, it will be entered in the computerized Central Pension Claim Diary System through which a Central Diary Register No. (CDR No.) will be allotted to it. On allotment of CDR No. from the "Central Pension Claim Diary System", the CDR No. will be noted down on the pension application and data sheet by concerned task holder in Record Section. After allotment of CDR No., hard copy of claims will be sent to Claim Control Group of G1/Civil section.

Computer Processing Group(s)

2. On receipt of hard copy of claims from Record Section and list through computer system, Claim Control Group of G1/Civil section will check the claim with the list. After checking, concern group will prepare Batch consisting not more than 25 claims through system. These Batches will be sent to EDP Centre for data entry. For this purpose a date wise Batch Register will be maintained in which all the claims of batch will be noted with complete details. The Batch Register will be maintained in the following proforma:

Batch No.			Date:	
Sl. No.	CDR No.	Name	Date of retirement	Diary Date

3. After data entry, hard copy of claims will be received by control group of G1/Civil alongwith soft copy of data sheet through system from EDP Centre. After receipt of soft copy of data sheet, G1/Civil Claim Control Group will distribute the claims to task holders of operative groups randomly through system and would send hard copy to concerned task holders with top sheet.

4. On receipt of data sheet through system and hard copy from control group concerned, task holders will audit the claims 100%. *The SO(A)/AAO will audit 10% claims cent percent with checking of following columns 100% in each claim i.e Organisation code, Name and spouse name, Net qualifying service, Pay particulars ,*

Date of receipt of commutation, PDA code, Bank Code and Account number The AO/SAO will audit 5% claims cent percent with checking of Pay particulars 100% including commutation in each and every claim.

5. After audit of the claim, the task holder will edit the data online and rectify errors through the system where necessary, and forward the data to AAO concerned online along with hard copy. AAO will verify the work done by task holders and forward the data to AO online along with hard copy. After receipt of data from AAO, AO will check the data randomly to ensure correctness and will generate PPOs. Hard copy of the claims will be sent to the Dispatch Group. During Edit procedure task holders will edit the claims

6. Generated PPOs will be transmitted to the EDP Centre through the system. On receipt of the generated PPOs through the system, EDP Centre will print 6 copies each of the PPO and would sent the printed PPOs to Dispatch Group for further action.

7 The **Dispatch Group** will remove the carbons, segregate the printed copies of the PPO, and will make separate sets; each set would be consisting of 6 copies of the PPOs bearing the same number.

8 The **Dispatch Group** will also prepare a Pension Certificate on IAFA-376. This certificate is meant for the pensioner.

9 Six copies of the PPO are printed for different parties as under:

- (i) Original copy for PDA
- (ii) Duplicate copy for Audit Section
- (iii) Triplicate copy for **EDP**
- (iv) Quadruplicate copy for Head of the Office
- (v) Quintuplicate copy as Draft copy
- (vi) Sextuplicate copy for the pensioner

10 The **Dispatch Group** will prepare three copies of the forwarding memo, emboss the original copy of the PPO with the uncoloured payment authority seal and will forward the same along with the original copy of the memo, to the H.O.O. along with the following documents with an instruction to check the awards as notified in the PPO and make an endorsement regarding the details of pensionary award and PPO No in the service documents before transmitting them to the PDA:

- (i) Original copy of the PPO meant for the PDA
- (ii) Quadruplicate copy of the PPO for H.O.O.
- (iii) Pensioners' copy of the PPO
- (iv) Pension certificate
- (v) Descriptive Roll
- (vi) Photograph/Joint photograph of the pensioner
- (vii) Nomination for life time arrears of pension

(viii) Nomination for commuted value of pension

- 11 The duplicate copy of the forwarding memo will be addressed to pensioner intimating him the pensionary entitlements
- 12 Third copy of the forwarding memo will be retained as office copy.
- 13 The other copies of the PPO will be disposed of as under:-
 - (i) Duplicate copy of the PPO will be sent to Audit section on monthly basis by the 10th of the following month.
 - (ii) Triplicate copy meant for EDP will be bound with not more than 200 PPOs in each volume for record in Old Records Section.
 - (iii) Draft copy of the PPO will be stitched together with the data sheet and pension claim for ultimate binding and record in Old Records Section.
- 14 Dispatch Group will enter dispatch details of each PPO in the system.

Note : Dispatch Group will compare the draft PPOs with data sheet 100% at the task holder(s) level. 10 % of the PPOs will be compared 100% by the SO(A)/AAO and 5% will be compared 100% at AO/SAO level.

Detailed procedure for generation of Corrigendum PPOs in PHP Software

- 1 **Action on receipt of a pension claim of Pre-2006 retirees through Data Sheet (Rev):-**

The pension claim (rev) in respect of Pre-2006 retirees will be processed for issue of computerized corrigendum PPO in the manner as laid down in **Appendix-19A** (copy enclosed).
- 2 **Action on receipt of pension claim of Post-2006 retirees through Data Sheet (Rev):-** 1. Pension claim processed through data sheet will be received in Record Section. On receipt of the pension claim, it will be entered in the computerized Central Pension Claim Diary System through which a central diary register No. (CDR No.) will be allotted to it. On allotment of CDR No. from the "Central Pension Claim Diary System", the CDR No. will be noted down on the pension application and data sheet by concerned task holder in Record Section. After allotment of CDR No., hard copy of claims will be sent to Claim Control Group of G1/Civil section. Claim Control Group will sent the claims to Corr group. Corr group will distribute the claims to task holders. After receipt of claims task holders will audit the claims *100%. The SO(A)/AAO will audit 10% claims cent percent. The AO/SAO will audit 5% claims cent percent.* with reference to the documents in the manner as laid down in next para. After audit of the claims, task holders will punch the data and will edit it online.
3. **Detailed Scrutiny of Revision/amendment claim:-**

It will be seen that:-

- (i) In Cage-I, the basic particulars i.e. original PPO number, organization code and name of the pensioner in respect of whom the revision /amendment is to be carried out, have been filled in correctly.
 - (ii) Only the affected columns have been completed with the revised data and unaffected columns have been left blank.
 - (iii) The data sheet (Rev) having financial bearing on the original pensionary award has invariably been got verified and signed by the P.A.O./Area Accounts Officer/L.A.O. concerned in the appropriate cage of the bottom of the Data Sheet (Rev).
- 4** After Edit of the claims, task holders will forward the claims to AAO through system. AAO will verify the work done by task holders and sent to AO. AO will check he claims randomly and generate the PPOs and return the hard copy of claims to Corr group.
- 5. Printing of PPOs and their disposal:-** Corrigendum PPOs will be printed and disposed off in the same manner as laid down in next Para. A specimen format of computerized Corrigendum PPO is given in the form **GCF-28 at Annexure-C (Sl.No. 4)(copy enclosed)**.
- 6.** Generated PPOs will be transmitted to the EDP Centre through the system. On receipt of the generated PPOs through the system, EDP Centre will print 6 copies each of the PPO and sent the printed PPOs to Dispatch Group for further action.
- 7** The **Dispatch Group** will remove the carbons, segregate the printed copies of the PPO and will make separate sets; each set would be consisting of 6 copies of the PPO bearing the same number.
- 8** The **Dispatch Group** will also prepare a Pension Certificate on IAFA-376. This certificate is meant for the pensioner.
- 9** Six copies of the PPO are printed for different parties as under:
 - (vii) Original copy for PDA
 - (viii) Duplicate copy for Audit Section
 - (ix) Triplicate copy for **EDP**
 - (x) Quadruplicate copy for Head of Office
 - (xi) Quintuplicate copy as Draft copy
 - (xii) Sextuplicate copy for the pensioner
- 10** The **Dispatch Group** will prepare three copies of the forwarding memo, emboss the original copy of the PPO with the uncoloured payment authority seal and will forward the same along with the original copy of the memo, to the H.O.O. with the following documents with an instruction to check the awards as notified in the PPO and make an endorsement

regarding the details of pensionary award and PPO No in the service documents before transmitting them to the PDA:

- (ix) Original copy of the PPO meant for the PDA
- (x) Quadruplicate copy of the PPO for H.O.O.
- (xi) Pensioners' copy of the PPO
- (xii) Pension certificate
- (xiii) Descriptive Roll
- (xiv) Photograph/Joint photograph of the pensioner
- (xv) Nomination for life time arrears of pension
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11 The duplicate copy of the forwarding memo will be addressed to pensioner intimating him the pensionary entitlements.

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14 Dispatch Group will enter dispatch details of each PPO in the system.

Note : **Dispatch Group** will compare the draft PPOs with data sheet 100% at the task holder(s) level. 10 % of the PPOs will be compared 100% by the SO(A)/AAO and 5% will be compared 100% at AO/SAO level.