To

All HOOs / ROs / OROs / PAOs............

Sub:- Provisioning of Legal Utility(Administrative Privilege) in SPARSH System regarding.

With reference to the subject mentioned above, it is intimated that the provision of Legal Utility(Administrative Privilege) for initiation of exceptional cases(Post 2016 migrated / sanctioned from SPARSH) which cannot be processed through existing flow of the SPARSH has been made in SPARSH system as the development of Legal Module is under process. Under this Legal Utility (Administrative Privilege) system sanction initiator has authority to fill Legal form as per the court order received under Tasks >> Legal Case Initiation.

In view of the above, all Pension initiation agencies are requested to forward such legal cases through E-Mail / DAK / Couriers to this office alongwith all connecting documents viz Court Order, Government Sanction etc till finalisation of Legal Module. The E-Mail IDs for forwarding legal cases are as follow:-

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Pension Initiating Agency</th>
<th>E-mail ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>All Directorate (cases pertaining to ICOs of Army)</td>
<td><a href="mailto:sparsharmyco.dad@gov.in">sparsharmyco.dad@gov.in</a></td>
</tr>
<tr>
<td>2.</td>
<td>All Record Offices (cases pertaining to JCOs / ORs of Army)</td>
<td><a href="mailto:sparsharmypbors.dad@gov.in">sparsharmypbors.dad@gov.in</a></td>
</tr>
<tr>
<td>3.</td>
<td>Naval Record Offices (cases pertaining to ICOs &amp; JCOs / ORs of Navy)</td>
<td><a href="mailto:sparshnavy.dad@gov.in">sparshnavy.dad@gov.in</a></td>
</tr>
<tr>
<td>4.</td>
<td>Air Force Record Offices (cases pertaining to ICOs &amp; JCOs / ORs of Air Force)</td>
<td><a href="mailto:sparshairforce.dad@gov.in">sparshairforce.dad@gov.in</a></td>
</tr>
<tr>
<td>5.</td>
<td>All Head of Departments</td>
<td><a href="mailto:sparshcivilian.dad@gov.in">sparshcivilian.dad@gov.in</a></td>
</tr>
</tbody>
</table>

User guide for processing Legal claims through Legal Utility (Administrative Privilege) is enclosed herewith in “Annexure-A”.

This issues with the approval of CDA(P)

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(R. K. GUPTA)
ACDA

Copy to:-

1. The OI/C IT&S Wing (Local) For uploading the same on website please.

SAO(P)
(SPARSH CORE)
**ANNEXURE -A**

**Legal Module(Administrative Privilege)**

**Functionality**: Legal module(Administrative Privilege) functionality is for Migrated and SPARSH cases. When Pensioner has approached Court and court order received for change in current earning elements/addition of new payment elements/Addition of Maintenance Allowance for beneficiary. In such scenarios Legal Payment initiation functionality is avail. Functionality is available to change Current earning elements as well as to add new elements for Pensioner. Rule engine will be excluded (not be called) for all legal cases. Pension needs to be defined from this utility for each corrigendum.

**Working**: For existing SPARSH or Migrated cases, Current earning/Deduction elements will be shown in Legal Form and user has to give Revised amount for elements which are already sanctioned or add elements which are not sanctioned beforehand as per the court order.

**Who will Initiate Legal Form**: PCDAP/Sanction Initiator has authority to fill Legal form as per the court order received.

**System Path**:

**Step 1**: Sanction Initiator >> Tasks >> Legal case Initiation Node

**Step 2**: Enter Regimental/Personal/Gpf/Pran Number/ PPO No and search the case.
Step 3: After search Legal form will open where User can add Revised amount for current earning elements/Deduction Elements(Non Mandatory), Add current earning elements/Deduction elements(Non Mandatory), Add Lumpsum Arrear Amounts, Add Maintenance Allowance for beneficiary(Non Mandatory).

Order No, Order Date, Attachment (Mandatory).
Step 4: After filling all the data Submit the form to Sanction verifier.
Step 5: In Sanction verifier Form will be in Read only Mode, So verifier can Verify Data and Approve/Reject/Return by clicking on Approve/Not Approve/Return button.
Step 6: After approval Corrigendum PPO will get generated for defined amount.

Step 7: Search Corrigendum PPO in pensioner search with personal No/PPO no. Earning elements changes will be shown in Old and new value in Corrigendum PPO. Lumpsum elements/Maintenance allowance effect will be shown in Monthly Payment.

NOTE: Currently legal Initiation functionality is available only for SERVICE PENSIONER.