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NO. : AN/1A/1004/Gen.

Dated: 24 /12/2018

Admin Order No.:- 191

Subject: Streamlining the system of disbursement of Pay and allowance to DAD Employees of main office and sub-offices under PCDA(CC)

With a view to ensure seamless disbursement of pay & allowances to employees of Main Office & sub offices under PCDA(CC) and to avoid any over/unauthorized payments, following process is to be adopted without any disregard to the procedure laid down in Office Manuals on Pay Bill and necessary checks related to audit and payment of Pay and Allowances:-

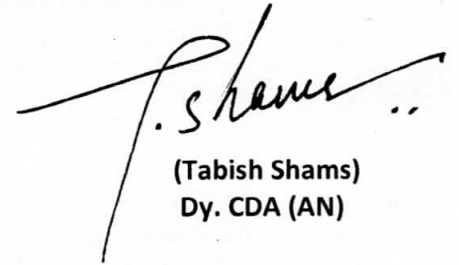
Sl. NO.	Casualty	Procedure to be followed	Action by section
i)	New appointment or Transfer -in	On joining,the name of individual will be included in the establishment register by AN-1A Section and intimated to AN-III section to fill the personal details of the individual, which is necessary to update the establishment register	AN-1A
		AN-III section will fill the personal details of the individual to update the establishment register and confirm to AN-1A section.	AN-III
		Thereafter the AN-IV section will fill in the details of Pay & allowances. In case LPC has not been received, provisional Pay & Allowances will be admitted based on request of the individual after obtaining undertaking to the effect that he has not received the Pay & allowances from the previous office for the period for which pay has been requested for. If needed,a confirmation on phone may also be obtained from the previous office that the name of the individual has been struck off from their pay bill before making payment.If after the receipt of the LPC ,it is found that the undertaking is FALSE,penal interest may be recovered from the individual in addition to administrative action,if felt necessary	AN-IV
(ii)	Relief on account of Transfer –out on or after 18 th of any month, or resignation.	Immediately on receipt of copy of relieving order in respect of any individual either from Sub offices or section in Main office, AN-1A will inform the AN-IV section beforehand to release the individual's last pay and allowances of the month, or whatever is due in case of resignation. AN-1A may go ahead with publication of Part II O.O and mark the date of relief (SOS) in Tulip on last day of the month so that the individual is struck off strength after the release of pay	AN-1A
		AN-IV would make payment of pay & allowances for the month or whatever is due in case of resignation through a Supplementary Pay bill (if not possible with regular Pay Bill owing to time gap) on TULIP by marking the last date of the month as "Not Payable Before" date in the CMP file	AN-IV

		AN-IV in all such cases will issue a letter by mail/fax to the office to which the individual has been transferred out stating that the pay for the month of the individual has been authorized. In Resignation cases, AN-IV section will intimate to AN-IA section to close the account of the individual after releasing his dues	
iii)	Relief on account of Transfer out before 18 th of any month.	The individual may draw his/her pay and allowances from his/her next office, and AN-IV will not pay P&A of the month. AN-1A Section should immediately strike off the name of TULIP on the date of relief of the individual. On receipt of request for payment from this office, we may consider it at appropriate level and procedure mentioned at (ii) above will be followed	AN-1A & AN-IV
iv)	Issue of LPC	LPC is to be issued within 10 days of the relief/resignation of the individual. The officer approving /issuing LPC must ensure that all the above instructions have been complied with and the LPC reflects the true and up-to- date position of payments/advances etc.	AN-IV
v)	Relief on account of retirement	AN-III section will inform to AN-V section about number of days to be Encashed latest by 20 th of the month. AN-V will issue a letter to AN-IV authorizing the amount of CGEIS and Leave encashment latest by 24 th of the month. All pensionary benefits i.e. CGEIS. Leave salary etc. should be disbursed on the very next day i.e. on the 1st date of next month and accordingly AN-1A would strike off the name of the individual on 1 st evening	AN-III, AN-V, AN-IV & AN-1A
vi)	Role of OA Cell	The copy of Part-II office orders for joining/relieving should be marked to OA Cell also, who would also verify the aspect that the name of the individuals have been included /struck off from the Pay Roll. If any discrepancy is noticed, it should be brought to the notice of AN-IV and AN-1A sections	AN-1A, AN-IV and OA Cell
vii)	Matter of exceptional cases	The above procedure should be followed strictly in all cases, but in exceptional cases where some dues are pending after relief on account of transfer out/retirement/ resignation etc. and cannot be disbursed as per the above prescribed time limits, the AN-Pay Section should request in writing to AN-1A to wait for specific number of days before striking off the same well in time	AN-IV & AN-1A
viii)	Linking of Pay bill with Nominal Roll	AN-IV will provide a copy of the pay bill to AN-1A on first working day of each month. AN-1A will compare the pay bill with nominal roll. If any discrepancy is noticed that will be brought to the notice of SAO/GO (AN) and simultaneously should be intimated to SAO/GO (AN-IV). AN-IV will carry out necessary action accordingly	AN-IV & AN-1A
ix)	Allotment of Govt. accommodation	AN-II will endorse a copy of the allotment letter to AN-IV. AN-II section will intimate the date of possession of accommodation to AN-IV section, within 2 days from the date of possession of accommodation. AN-IV will immediately cease the HRA w.e.f. date of possession as intimated by AN-II so as to ensure that HRA is ceased in the month in which possession is taken by the allottee	AN-II & AN-IV

- 3d -
(Tabish Shams)
Dy. CDA (AN)

Copy to :-

1.	PS to PCDA (CC)	For kind information of PCDA, please
2.	IFA (CC), Lucknow	For information with a request that joining/relieving reports of the individuals in respect of your office may please be forwarded to this office by Fax/e-mail on the same day so that the above instructions can be complied with
3.	CDA, RTC, Lucknow	For information with a request that joining/relieving reports of the individuals in respect of your office may please be forwarded to this office by Fax/e-mail on the same day so that the above instructions can be complied with
4.	PA to Addl. CDA	For information please
5.	PA to DCDA (AN)	For information please
6.	All SAOs/AOs/AOs in main office	For information with a request that joining/relieving reports of the individuals in respect of your section may please be forwarded to all sections concerned on the same day so that the above instructions can be complied with
7.	All I/Cs of sub offices under PCDA (CC), Lucknow.	For information with a request that joining/relieving reports of the individuals in respect of your office may please be forwarded to this office by Fax/e-mail on the same day so that the above instructions can be complied with
8.	OA Cell	For uploading on the website of PCDA (CC)


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