



कार्यालय रक्षा लेखा प्रधान नियंत्रक

सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007

Office of the Principal Controller of Defence Accounts

No. 107, Lower Agram Road, Agram Post, Bangalore - 560 007

फोन नं./Phone No. - 29710474/75 फैक्स नं. /Fax No. - 26710132/33



No. Civ Pay-II/T-23/Gen Corr

Date. 16 /09/2022

To,

The Officer-in-Charge

All Units / Formations

(under Audit Jurisdiction of PCDA Bangalore)

Sub: Submission of Regular Pay Bill/Sy Pay bill: Regarding

Of late it is noticed that RPB/SPB is forwarded to this office for payment to the employee of your office without requisite documents. In this connection, it is requested to signing authority has to verify & enclose under mentioned documents while forwarding the pay bill to this office –

1. Copy of Specimen signature of authorized officer who is signing and countersigning the bill.
2. Statement of Strength authorised and posted along with authority letter.
3. If any employee found excess, regularisation action and request for provisional payment should be enclosed.
4. Copy of PE sanction. If PE is expired, request for provisional payment until revised PE is received from Head Quarter.
5. Copy of LF bill received from AAO BSO/AO GE office which has to be recovered in that month itself.
6. If LF bill is not received regularly from AAO BSO/AO GE office, provisiona Licence Fee may be recovered every month on the basis of Last LF bill. In this connection, it is advised that Fixed rate of LF bill i.e. Rent and Water may be recovered every month and amount should be shown in the column of Rent and Water respectively. On receipt of LF bill from AAO BSO/AO GE Office, only remaining part of bill i.e. electricity charge along with monthly deduction may be recovered regularly. Period of recovery may please be entered in remarks column.
7. If any employee is transferred in from other CDA/PCDA jurisdiction, their Sy pay bill may be forwarded to this office until receipt of audited LPC from CDA/PCDA. On receipt of LPC, their name may be included in RPB.
8. Supporting documents may please be enclosed for the employee whose name is deleted in RPB.
9. It is noticed that CGEIS and CGHS are being recovered from Ex-Servicemen. As per rule Re –employed Defence Personnel availing the extended insurance cover under the Group Insurance Scheme applicable to the members of Armed Forces shall not be eligible to become member of CGEIS-1980 as long as they continue to avail such insurance cover.

10. Further Armed Forces Pensioners and their families are not eligible for CGHS if they are availing ECHS facility. In this connection, it is requested to verify with supporting documents.
11. It is noticed that some office has changed CGEGIS subscription on the basis of MACPS pay fixation without changing their Group. In this connection please refer para 16 of annexure-I of DOPT letter No. 35034/3/2008-Estt.(D) dated 19/05/2009, on grant of financial upgradation under the MACPS, there shall be no change in the designation, classification or higher status. The Group to which an employee belongs, shall be determined with reference to the post held by him on a regular basis on 1st January every year. The rates of monthly Subscription is as under-

Group to which the employee belongs	Rate of Subscription	
	Before enrolment as a member	After enrolment as a member
Group "A"	40	120
Group "B"	20	60
Group "C"	10	30

Therefore it is requested to verify each individual case and ensure their correct recovery of subscription as per the Post held by him/her.

12. LTC encashment claim for ex-serviceman is being forwarded without linking their encashment during Army Service. As per DOPT OM No. 14028/1/2010-Estt(L) dt 02/03/2010, leave encashment can be availed by reemployed pensioners entitled for LTC subject to 60 days limit for the service period and re-employment period put together. In this connection, it is requested to verify the claim passed earlier in respect of re-employed pensioner and if it is found that his encashment was more than 60 days, the amount drawn by him may be recovered or deposited through MRO in favour of the PCDA Bangalore.
13. Leave Encashment of EL and HPL of re-employed person is admissible upto maximum 300 days including leave encashed during army service. In this connection, it is requested to verify the claim passed earlier in respect of re-employed pensioner and if it is found that his encashment was taken more than 300 days, the excess amount drawn by him may be recovered or deposited through MRO in favour of the PCDA Bangalore.
14. The employee whose residence area is not covered under CGHS covered area, the same should be mentioned in remarks column of pay bill.
15. Part-II office order may be submitted regularly for verification.
16. Income tax is not being recovered monthly. As per rule, Income Tax should be assessed in advance and recovery should be made in twelve month. If Income Tax is not being recovered from an employee, the same should be assessed as early as possible and recovery may be started immediately and completed by Feb 2023.