



कार्यालय:रक्षालेखाप्रधाननियंत्रक

Office of the Principal Controller of Defence Accounts

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No. PayTech/SPARSHCorr/2022

Dated 11-07-2022

To

All units/formations

Under the audit jurisdiction of PCDA Bangalore

Sub: Implementation of SPARSH for Defence Civilians

Ref: This office letter of even number dated 30-06-2022

Please refer to above cited letter dated 30-06-2022, regarding procedure to be adopted for processing the Pension Claims in SPARSH

2. It has been observed that some units are publishing retirement D.O. Part-II orders and the same is being uploaded in SPARSH online immediately, without uploading the Service details and not forwarding the supporting documents to this office.

3. In this connection, it is intimated that, in the legacy system, after publishing of Retirement D.O. Part-II order and after preparing all the supporting documents submitted by the employees, the LPC Cum – data sheet along with Service book was forwarded to this office for verification and onward transmission to PCDA(P), Allahabad for processing the Pension.

4. The same criteria may please be adopted by the units/formations. The D.O. Part-II may be uploaded only after preparing all the supporting documents required for uploading of service, personal, family, bank details etc. Without the preparing the supporting documents regarding pension claims, the Order D.O. Part-II may not be uploaded in SPARSH, As uploading only "order", this office is unable to process the claim processed by this office. After uploading of "order" units/formations not able to upload "service details"(due to various factors, such as non submission of proper documents by retirees, non audit of service book etc), the submission of the Claim will have to be treated as "incomplete" submission. It has been observed that in certain cases of disputes, non-submission of proper documents by retiring personnel, units are not able to upload the same in SPARSH, there by claim is shown as Pending against as "Service" "Pay" "Audit" etc, which is viewed seriously at all levels.

5. Hence, it is suggested that, units/formations may upload the "order" only after preparing all the supporting documents ready for uploading service, personal, family, bank details in SPARSH and ready to forward the all the documents to this office for further processing the same.

Assistant Controller of Defence Accounts(Civ Pay)

Copy to : OA Cell for uploading the same in PCDA Website.