

## *Preface*

*The computerization momentum in the Defence Accounts Department is currently at a transitory stage, where we are moving away from centralized electronic data processing systems to de-centralized systems. Given such an environment, the Office of CGDA conceived the idea of de-centralizing the Pension Disbursement System to the DPDOs.*

*Towards de-centralization of the Pension Disbursement System, a pilot project was first undertaken at two DPDOs - DPDO Brar Square under CDA(PD), Meerut and DPDO Chennai under CDA, Chennai. The successful implementation of pilot project has encouraged the extension of decentralisation process to another 12 DPDOs; six of these DPDOs are with CDA (PD) and six fall within the administrative jurisdiction of CDA, Chennai.*

*The de-centralized DPDOs have been provided with requisite hardware and software. The staff in these offices has also been given essential training, both in PC awareness and Pension Disbursement System. The preparation of input sheets, their data entry, the RNPDS (Revised New Pension Disbursement System) processing and generation of pension schedules would now be done locally in these DPDOs; the ZOs (PD) would, under*

*the decentralised set-up, conduct post-audit instead of pre-audit of input sheets.*

*The de-centralization of pension disbursement system processing brings into effect many procedural and systemic changes. It was, hence, considered necessary to compile a set of guidelines for the concerned staff and officers for its successful implementation. The present 'Drill and DOs & Don'ts', compiled by the Pensions Group in the HQrs EDP Centre, is intended to be a general guide for the staff and officers of both de-centralized DPDOs and ZOs. This manual gives broad guidelines covering various areas of EDP working, ZO's post-audit and general DOs and Don'ts. For detailed guidelines, this document would need to be supplemented with Instruction Orders/training material/circulars issued by various agencies from time to time.*

*[Jt.CGDA (EDPS)]*

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**CHAPTER 1**

**INTRODUCTION**

1. The HQrs office in its perspective plan for automating the pension disbursement organization, including CDA (PD), Meerut, CDA, Chennai, ZOs (PD) and DPDOs, has conceived - as the first step - the project for de-centralizing processing of Pension Disbursement System to DPDOs.

2. A word about the **History of Pension Disbursement System**. Pension disbursement is computerized since early 80s. The first pension disbursement system was the OPDS, which comprised simple data files with no calculations done through program. This was followed by NPDS, which was implemented in 1988. With NPDS, the aim was to computerize the working of DPDOs to the maximum extent possible. RNPDS was introduced in April, 1998. The chief aim was to achieve **interface with the PSA's system**. For this purpose a common primary key was adopted. The **RNPDS primary key** is in two parts. The first part comprises a continuous string of 20 characters containing the PPO number. The second part indicates the pension type and is of 3 characters.

3. The RNPDS decentralisation project was first successfully implemented at 2 pilot sites - DPDO, Brar Square, Delhi and DPDO, Chennai. The 2 CsDA have now taken up a total of 12 DPDOs for implementing the decentralised RNPDS (Revised New Pension Disbursement System) processing project in the year 2000-01. The DPDOs are: Allahabad, Meerut, Jalandhar, Jaipur, Akhnoor Road Jammu and Shastri Nagar Jammu under CDA(PD), Meerut; Bangalore, Ernakulam, Hyderabad, Secunderabad, Trichur and Quilon under CDA, Chennai.

4. De-centralization of RNPDS processing to DPDOs will bring about many changes in the DPDO - ranging from part change in working environment to change in existing procedures. To list a few,

the input sheets prepared in DPDOs would in the new environment not be sent to the EDP centres, the DPDOs will be given necessary hardware, software and training, the ZOs (PD) will now conduct post-audit of DPDOs in so far as the RNPDS processing is concerned, etc.

5. It goes without saying that the above changes would necessitate orientation of the DPDOs and ZOs to gear up for the new environment. The **objective of the present manual 'Drill and DOs & Don'ts'**, therefore, is **to orient** the officers and staff of DPDOs and ZOs for performing in a de-centralized DPDO. This manual provides **guidelines** on all aspects of working of the ZO (PD) and a de-centralized DPDO which are specifically relevant to RNPDS processing. This manual does not contain exhaustive instructions in the nature of step-by-step guidelines for filling input sheets or for running the validation/ processing routines. For guidance in these areas the DPDOs/ ZOs will have to refer to Instruction Orders (issued by HQrs EDP from time to time) circulated to DPDOs. In addition, for detailed guidelines regarding the audit function of ZO, relevant circulars issued by competent authorities within the PD organization may be referred.

6. This 'Drill and DOs & Don'ts' is divided into **3 functional parts**. The first part '**EDP Operations in Decentralized DPDOs**' covers all the activities related to EDP operations within RNPDS ranging from data entry to printing of schedules and taking backups. The second part '**Post-Audit by ZOs**' covers the responsibilities of the ZOs which have a direct bearing on the RNPDS processing. The areas covered in this section are 'transposing present-day pre-audit of DPDOs to post-audit' and the 'additional checks & responsibilities' of the ZOs in a de-centralized DPDO. The third part '**General DOs and Don'ts**' is flagging the important points of guidance for the ZOs, DPDO-incharge

and EDP personnel in the form of a ready reckoner or ready reference material.

7. The 'Drill and DOs & Don'ts' also has certain **Annexures**. These are formats prescribed for various control registers/ reports to be maintained by the de-centralized DPDOs/ ZOs, only some of which are newly introduced.

8. A word about the **RNPDS software** - HQrs EDP centre is and would continue to be responsible for maintaining the RNPDS software. Whenever, any modifications are made to the software the same would be distributed to the de-centralized DPDOs by the RNPDS team of HQrs EDP centre. This application software is written in the COBOL platform and the operating system to be used is UNIX.

9. A word about the **RNPDS data files & masters** - Initially, after installation of hardware in the de-centralized DPDOs, RNPDS data files and masters would be transferred from the base EDP centres to the concerned DPDOs. Measures have been taken to ensure that clean masters are transferred from base EDP centres to the DPDOs.

10. In the 'Drill and DOs & Don'ts' monthly time-schedules have been prescribed for the functions of both the ZOs and EDP operations as a guidance. The time schedules have been prescribed keeping in view the other existing jobs/ tasks that will continue to be done by the ZOs and DPDOs even after de-centralization.



**CHAPTER 2**

**EDP OPERATIONS IN DE-  
CENTRALIZED DPDOs**

## **Section 1 - INTRODUCTION**

1.1 The de-centralized DPDO will have to carry out a number of EDP operations as part of RNPDS processing. The broad categorization of EDP-related tasks to be done are as under:

1.1.1 Preparation of input sheets

1.1.2 Data entry operations

1.1.3 Actioning data received on magnetic media from Pension Sanctioning Authority (PSA).

1.1.4 Edit list checking

1.1.5 Processing - involving validation of input sheets, updating the masters, printing the schedules.

1.1.6 Backup maintenance

1.2 In the course of the above EDP operations, the personnel of de-centralized DPDOs will have to use number of data files (both input and output), having standard and pre-defined nomenclature.

1.3 An important and sensitive aspect of RNPDS processing is corruption-free maintenance of the RNPDS masters/ database. The importance of this task evolves from the fact that entire information regarding a pensioner is kept in the five masters of RNPDS. The masters are: History master, Pay master, Payment line master, Monthly master and bank master. Layouts of all these masters are given for ready reference in **Annexure 'A'**.

1.4 Succeeding paragraphs give detailed account of all the activities of EDP as mentioned above.

## Section 2- PREPARATION OF INPUT SHEETS

### 2.1 GENERAL

2.1.1 The input sheets will be prepared by the staff of a de-centralized DPDO as hithertofore. The input sheets that are to be prepared are: transcription sheet, regular corrections, General Correction Format (GCF) and corr. PPO T.Sheets. Prescribed formats for these input sheets and guidelines for filling them have been circulated vide various HQrs EDP Instruction Orders issued from time to time. However, formats of input sheets are given at '**Annexure K**'. While filling the input sheets the following general points may be observed:

- Input sheet should be prepared immediately.
- Approval of AAO/DPDO should be taken simultaneously for both the action taken on supporting documents (file) and the input sheet prepared.

2.1.2 Important guidelines for preparing the various input sheet as relevant to a de-centralized DPDO are given in the following sub-sections.

### 2.2 TRANSCRIPTION SHEETS

2.2.1 Each month the DPDO will receive original PPOs from PSA as under:

- *Either* **only** original copies of the PPOs;
- *Or* **both** original copies of PPOs **and** printed copies of the T.sheet of these PPOs. In these cases the data pertaining to such PPOs will also be received on magnetic media.

2.2.2 T. Sheets will be prepared centrally by the task holder responsible for FIRST PAYMENT CASES.

2.2.3 In the first case where only PPO is received the task holder will prepare the manual T. Sheet in accordance with the Instruction Order (of HQrs EDP) No 01 further modified vide IO nos 09, 23, 65 and 71. In the second case he will verify the Allahabad cage on the printed copy of T.sheet with respect to Original PPO and fill the DPDO Cage only. He will not prepare the manual T-sheets in these cases.

2.2.4 T.sheet will be **signed by the DPDO** after verification. Suitable **entries will be made** by the DPDO in the newly introduced DPDO's **Control Register**, format of which is given as **Annexure 'F'** and these will be returned to the task holder for handing over to data entry task holder for data entry.

2.2.5 It may be ensured that T-sheets are prepared without fail for all pensioners reporting **up to 15th of each month** so that the same can be incorporated in the current month's pension schedule.

## **2.3 ROUTINE CORRECTIONS**

2.3.1 All the routine corrections, such as deletions (Tr. code 01, 02 etc), Re-employment (Tr code 11), etc will be prepared by the concerned task holder in duplicate. Original copy will be given to data entry task holder and second copy will be retained by the Task holder.

2.3.2 For preparation of routine corrections refer IOs no 01 further modified vide IO 9, 23, 65 and use proper transaction codes. The exhaustive list of prescribed transaction codes is given at **Annexure 'G'**.

2.3.3 All the corrections will be **signed by the DPDO** after verification. Total of adjustment amounts, demands and recovery

amounts will be **noted** in the **DPDO's Control register** by a central task holder identified by the DPDO (preferably AAO) given as **Annexure 'F'** and these will be returned to the task holder for handing over to data entry task holder for data entry. However, the final responsibility of the entries recorded in the DPDO's Control Register would be that of the DPDO.

2.3.4 It may be ensured that routine corrections are prepared concurrently and up to **15th of each month** so that the same can be incorporated in the current month's pension schedule.

## **2.4 GCF CORRECTIONS**

2.4.1 GCF is an input sheet to be used only for rectifying the RNPDS masters. As the master and corresponding monthly entitlements can get changed through GCF, it is cautioned that this is a very sensitive tool. It **SHOULD NOT** be used for routine corrections/ transactions, for which trans codes and other formats have already been prescribed.

2.4.2 GCF corrections will be prepared by the concerned task holder as per IO no 08 further modified by IO 19 and 76.

2.4.3 Corrections will be **signed by the DPDO** after verification and will be **noted** in the **DPDO's Control register** given as **Annexure 'F'** and these will be returned to the task holder for handing over to data entry task holder for data entry.

## **2.5 CORR PPO T.SHEETS**

2.5.1 Corr PPO T. Sheets will be prepared centrally by the task holder responsible for maintaining corr PPO register. Each month he will receive the hard copy of all corr PPOs issued by the PSAs. In addition,

this central task holder will receive, from the local EDP group, printout of some of those corr PPOs sent by PSA on mag. media. He will check for hard copies of the corr PPOs in r/o cases given in the printout. If the printout is available, he will verify the facts given in the print out and return the same to the local EDP group. Otherwise he will prepare the manual transcription sheet for Corr PPO as per IO no 21 further modified vide IO no 40, 42, 44, 47, 55, 58, 60, 67 and 69.

2.5.2. It may be ensured that corr PPO T-sheets are prepared without fail for all corr PPOs received **upto 15th of each month** so that the same can be incorporated in the current month's pension schedule.

2.5.3 Corr PPO T-sheets will be **signed by the DPDO** after verification and will be **noted** in the **DPDO's Control register** given as **Annexure 'F'** and these will be returned to the task holder for handing over to data entry task holder for data entry.

### **Section 3 - DATA ENTRY**

3.1 After preparation and approval of input sheets next step is data entry of these corrections.

3.2 Data entry is done using two aid tools: one, the bought-out Data entry software package; and two, customized data entry formats using the above bought-out DE package. HQrs will supply the bought-out DE package and required DE formats will be prepared by the DPDO staff. Creation of the customized format is a one-time job. Once created, these formats will be used each month for data entry.

3.3 Data Entry formats for the different input sheets are given in **Annexure 'B'**.

3.4 Data entry should be done accurately with reference to manually-filled input sheets. Care should be taken in data entry because the data entry operator would be accountable for any omission/ commission in data entry. After completion of data entry, the data entry operator will save the data entered in a separate input file as per prescribed procedure. These files will be given standard meaningful names. For example, data entered from input sheet for "DELETE" format (Tr. Code 01,02,03,05 and 88) should be saved in a file named "DELCOR".

3.5 Data Entry Register will be maintained by the data entry task holder as per **Annexure 'D'**. The purpose of this register is to keep a record of input sheets generated and submitted for DE.

3.6 Data Entry Task holder will record date-wise receipt of every input sheet in the register and compile the figures on the last date of the cycle of each month. The final figures will be reconciled by the data entry task holder with the task-holders and their initials will be obtained in the Data Entry Register as token of correct receipt of input sheets for that month.

3.7 The compiled figures will be signed by the AAO.



## **Section 4 - DATA RECEIVED ON MAGNETIC MEDIA FROM PSA**

4.1 Ideally PPO/Corr PPO data sent on magnetic media by the PSA should reach the DPDO by 10<sup>th</sup> of each month.

4.2 Number of PPO/ Corr PPO data received on magnetic media from PSAs will be recorded in the registers prescribed in IO-63 for PPO and IO-67 for Corr PPOs.

4.3 Action on PPO data will be taken as prescribed at para 2.2.

4.4 Action on print out of Corr PPOs will be taken as prescribed at para 2.5.

## Section 5- PROCESSING

### 5.1 GENERAL

5.1.1 Processing involves various functions:

- Validation of input sheets - Generation of edit list by executing prescribed program for checking the correctness of each field of the data entered file.
- Checking of edit lists - Comparing the edit list with the manually prepared input sheet to remove data entry errors.
- Master updation - Updating the RNPDS Master with the cleaned input/correction file by executing prescribed program
- Master priming, schedule & compilation printing - Calculation of monthly entitlements and arrears, printing schedules and printing of punching Media from updated Master.
- Backup of data files and masters - Taking a copy of all files on some storage media like floppy, CD etc.

These activities have been described in detail below. **General steps**, however, for processing are as under:

5.1.1.1 Processing should, preferably, be done by the AAO/SO.

5.1.1.2 First the processing staff will obtain details of files created during data entry from the DATA ENTRY TASK HOLDER.

5.1.1.3 A separate directory should be created for the processing of each month. For example, for the month of February 2001, a directory as 'run022001' would be created.

5.1.1.4 There is a set of separate programs for validation and updation of masters for each type of input sheet. List of module-wise

programs is given at **Annexure 'C'** for ready reference. Nomenclature of program signifies the function of the program in general. For example, the name of program suffixed with "VAL" is meant for validation/ edit-listing of the file.

5.1.1.5 All the activities under **processing** can be completed **in a time span of two days**. However, it should be ensured that **pension schedules are printed latest by 20<sup>th</sup>** of each month.

## 5.2 VALIDATION/ EDIT LIST GENERATION

5.2.1 After Data entry of input sheets is over, AAO/ SO will pickup required data file from the system and generate the edit list after executing the necessary validation program. This edit list will be checked by the person who has not been involved in the preparation of input sheets for that month. The amendment proposed in the edit list will be carried out by the processor. The amended data file will go through validation program again. This cycle of running validation program will be repeated till the data file is clean i.e. error free.

5.2.2 For example, such a cycle of input file, program for validation and output file would be as follows:

\*\*\*cor      →      PDCORVAL      →      \*\*\*corprt

In the above example '\*\*\*cor' is the data entry file i.e. input file. The \*\*\* stands for the first three characters of the DPDO e.g. for DPDO Jaipur it will be 'jaicor'. '\*\*\*corprt' is edit list and will be given for checking.

## 5.3 EDIT LIST CHECKING

5.3.1 Edit lists are the output of the Validation programs. While checking edit listings the following points should be looked into.

### 5.3.1.1 Transcription Sheets :

- Total number of records should tally with the number of records given in DATA ENTRY Register maintained by Data entry task holder.
- Fields of edit list should be checked 100% w. r. t. Transcription sheets.
- Special attention should be given to fields having financial effect, PPO numbers and pentype and Ho numbers.
- Ideally, no T. sheet should get rejected in a decentralised DPDO. However, star-marked fields of invalid records should be investigated in the current month itself and get rectified.
- Any other point of unusual nature, if comes to notice, should be discussed with DPDO in-charge and matter sorted out in consultation with HQrs, if required.

### 5.3.1.2 Corrections

- Total number of records of each trans code in the validation list should tally with the total number of records of each trans codes in DATA ENTRY Register.
- Fields of edit list should be checked 100% w. r. t. input sheets.
- In a de-centralised DPDO it is supposed that there will not be any master missing case as well as rejection. There may be some rejections because of in-built audit checks in the software, which gets activated in the event of a omission/ error on the part of DPDO staff in preparing the input sheet.

#### 5.3.1.3 Resumption of pension Tr code 09

- Month of adjustment indicated should be the month of schedules.
- Payment of arrears through Tr code 91 should not be proposed for such cases because arrears are calculated through program.

#### 5.3.1.4 Re-employment Tr code 11

- Demand through Tr code 71 should not be proposed along with Tr 11 but should be proposed in the relevant column of the format for Tr code 11.

#### 5.3.1.5 Discharge Tr code 12

- Payment of arrears through Tr code 91 should not be proposed for such cases because arrears are calculated through program.

#### 5.3.1.6 Paid /Not-paid list Tr code 51.

- Payment of arrears through Tr code 91 should not be proposed for such cases because arrears are calculated through program.
- Transfer from "cash to bank" corrections should not be proposed at the time of printing of cash schedules as this may result in non printing of pension schedule of that pensioner in that month.

#### 5.3.1.7 Demands Tr code 71,72

- Total no cases, the total demand amount and total amount of instalment for which demand intimated tallies with the computer printed controls at the end of edit list.

#### 5.3.1.8 Adjustment Tr code 91

- Total number of cases, the total arrear amount for which Tr 91 has been initiated tallies with the computer printed controls at the end of edit list.

## 5.4 MASTER UPDATION

5.4.1 **Before Updation** of Masters, **keep a back up** of Masters for ready retrieval **in a different directory in the computer**. This caution should be necessarily exercised so that in case of wrong updation/ corruption of Master at updation stage, original clean Masters are intact and available and can be copied from the specially created separate directory.

5.4.2 Once all the files are clean, updation of masters will be carried out in a sequential manner as given in **Annexure 'E'**.

5.4.3 Figures to be reconciled during updation are:

### 5.4.3.1 Master Creation Module

- Note the number of records in history master and pay master in processing register before and after execution of master creation module and ensure that additions are equal to number of T.sheets appended in the history master and paymaster.
- Sample check to be carried out by executing program PNMASVIEW, to see whether masters are created for the T.sheets proposed during the month.

### 5.4.3.2 Corrections Module

- Check that number of Total corrections in sorted edit list tallies with total no of correction in the updation list.
- Check that total number of records, number of master missing records, number of valid records, number of invalid records should be noted against the name of the print-files mentioned in the Monthly Processing Register **Annexure 'E'**.
- Check that total amount of adjustments, demands and recoveries in edit list tallies with those in updation list.

- Sample check for each Module of corrections (For each Tr code in routine Correction Module) to be carried out by executing program PNMASVIEW. To check whether masters have been updated for the corrections proposed during the month.

5.4.4 The checks to be exercised **by the DPDO i/c** at the master updation stage and **before printing the pension schedules** should be **with reference to the entries** made **in the DPDO Control Register (Annexure 'F')**. These are as under:

- He will check for adjustment amounts, total of demands and recoveries.
- He will ensure that corrections have been prepared for the observations raised during previous month by ZO's post audit/DPDO register.
- He will ensure that ZO has given due Audit Clearance Certificate (Annexure 'I') for printing of Schedules.

## **5.5 MASTER PRIMING, SCHEDULE PRINTING & COMPILATION**

5.5.1 The first step (leading to schedule printing), after master updation and audit clearance, is **master priming**. Master priming activity involves reading of data in the updated masters, working out of monthly entitlements and calculation of arrears, if any, for every pensioner. The priming program to be run at this stage is "PDMASPRM".

5.5.2 The next step involves generation of bank/ cash schedule files for which the program 'PDWFGEN' is run.

5.5.3 The next and final step, in this module, is printing of pension schedules and provisional PM.

5.5.4 Following checks will be exercised during execution of programs mentioned above:

- When PDMASPRM program is executed, the number of active pensioners (including NID pensioners) is displayed on the computer screen. This number is to be noted in the Monthly Processing Register. This number should tally with last month's figure + additions in this month - (minus) deletions in this month.
- Total amount shown in the schedules is justifiable and comparable with previous month's amount taking into account various arrears shown in this month.
- Test check should be done with reference to Updation list to see that various transactions have been incorporated in the schedules. This would be done by viewing the scheduling file in the computer.
- At the time of any wide ranging change/ Govt. ruling affecting all pensioners like DR, the amount must be checked by viewing the schedule print file in the computer.

5.5.5 At this stage **DPDO i/c** will **check** the DPDO **controls printed** at the end of **the bank/cash schedules** and **provisional compilation** and will see the following:

- He will ensure that total number of pensioners for which schedules (both bank and cash) are printed is equal to last month's figure + additions (newly inserted cases & resumption cases) - (minus) deletions (death/ transfer and NID cases)
- Check test should be done at this level to ensure that corrections have been incorporated in the schedules.
- In the rare eventuality of manual correction in printed schedule, corresponding manual corrections should also be made in the computer generated Punching media. The compilation printed



during processing should be therefore compared with the final compilation (manually modified), if any.

- Manual corrections made to printed schedules will be noted in DPDO control register for monitoring preparation of requisite input sheet in the next month cycle.

## **5.6 MONTHLY PROCESSING REGISTER**

5.6.1 Processing steps will be recorded in the Monthly Processing Register mentioned at **Annexure 'E' every month without fail**. The entries in the Monthly Processing Register comprise of three columnar parts. The leftmost columnar part shows the name of input file(s). The middle columnar part enclosed in a box contains Program name or sort parameter. The rightmost columnar part contains name of output file(s). All the three columnar parts have been linked with a forward arrow (in the Monthly Processing Register) which indicates that the processing action moves from input files to output files through programs. In other words the programs are run on the input file(s) to generate the appropriate output file(s).

5.6.2 This processing register will be maintained by the processor for recording all the activities from validation stage to updation of masters and schedule printing.

5.6.3 At every processing step, the processor should invariably note the number of records against every input and every output file.

5.6.4 **Recording of processing steps** should be adhered to **as prescribed** in this register.

## 5.7 BACKUPS

5.7.1 Backup is to be taken on portable magnetic media after processing. Medium to be used (CD/Floppy/Zip etc) will depend on the hardware installed in the DPDOs. Backup will be of 3 types: (a) Backup of system files; (b) Application Software backup; (c) Master and datafile backup. Monthly backups will be taken for all the masters, data files and work files after both bank and cash processing. **System files backup** will be taken once in an year. The **Application software backup** will be taken as and when there is any modification.

5.7.2 Following points should be necessarily adhered to as part of back-up maintenance discipline:

- Two sets of backups will always be maintained. Both the sets will be kept separately for safety reasons. One set will be kept in the computer room and another will be kept in the custody of the DPDO
- DPDO may adopt a system of recycling or reusing of the media containing backups of masters and data files after six months.
- A library of magnetic media and backups should be properly maintained. A register for this purpose (Annexure 'H') should also be maintained. This register will serve as a record of backups and magnetic media held by the DPDO. In addition the Register will also indicate whether backups have been taken as per prescribed schedule.

**CHAPTER 3**

**POST-AUDIT BY ZO (PD)**

## **SECTION 1 - INTRODUCTION**

1.1 At present the ZOs (PD) audit with respect to RNPDS processing comprises monthly pre-audit of input sheets proposed by the DPDOs. The input sheets proposed for the RNPDS Masters (by the DPDOs), are being sent to the office of ZOs for pre-audit along with personal file of pensioners. In certain cases, if the number of input sheets is voluminous the ZO's audit team visits the DPDO to avoid movement of files. The ZO after pre-audit sends the input sheets to the respective EDP centres and returns the personal files/ original documents to the DPDOs.

1.2 Under the decentralised DPDOs also the ZO's audit on input sheets with reference to original documents will continue. However, the present-day system of pre-audit will be transposed to a system of monthly post-audit.

1.3 In addition to the monthly post-audit, ZOs would have the following additional responsibilities in respect of the de-centralised DPDOs:

- On completion of post-audit of previous month, ZOs will have to render an **Audit Clearance Certificate (Annexure 'J')** to DPDO, to enable him to process the pension schedules of the current month. For this purpose he will be required to maintain a newly-introduced **Post-Audit Register (Annexure 'I')** in which he will record the results/ observations of post-audit and also monitor action on them by the DPDO.

- ZOs will be provided with some additional system-generated reports to check/ prevent malafide alterations/ omissions/ commissions.
- In due course, ZOs would be provided with PCs which could be loaded with RNPDS Masters for higher/ additional audit by ZOs.

## **SECTION 2 - TRANSPOSING PRE-AUDIT TO POST-AUDIT**

2.1 **Monthly** post-audit of decentralised DPDO is **mandatory** as Audit clearance is necessary for processing of schedule of next month. The monthly post-audit would be carried out on input sheets with reference to original documents as hitherto. The guidelines for post-audit would be as prescribed from time to time for pre-audit.

2.2 As regards **venue/ location of post-audit**, it should ideally be conducted at ZO's office as hitherto. The reason for this is that sending post-audit party to various DPDOs may not be feasible from man-power point of view and could also delay in giving Audit Clearance Certificate before next month's processing. However, wherever feasible for the ZO, post-audit may be carried out by sending audit party to DPDO.

2.3 Even though laid-down pre-audit guidelines are to be followed for post-audit, transposing pre-audit to post-audit will entail the following **procedural changes**:

- In pre-audit any modification required is being made on the input sheet itself. But in post-audit, errors noticed in input sheets should be taken as observations and noted in Post-Audit Register (Annexure 'I'). These should be intimated to DPDO for rectification action through the Audit Clearance Certificate (Annexure 'J'). Procedure for taking observations and their monitoring is given in detail in next section.
- Under post-audit the route of audit i.e sequence of documents to be subjected to audit will get changed. Unlike in pre-audit, now the ZO will commence post-audit activity on input sheets with the scrutiny of updation lists. In other words, ZO will move **from**

update list **to** input sheets and relevant original documents. ZO should, alongside, check that all inputs have been incorporated in the update list.

- **Time schedule** for monthly post-audit would **now** be from 20<sup>th</sup> of current month to 10<sup>th</sup> of the following month. Audit clearance must be given by 11<sup>th</sup> /12<sup>th</sup> for processing of that month's schedules.

## SECTION-3 - ADDITIONAL CHECKS / RESPONSIBILITIES

3.1 In a de-centralised DPDO, from generation of input sheet to payment of pension, there is no external checks i.e. all activities are being done locally in the DPDO itself. This may leave a scope for omission/ commission/ malafide modification in RNPDS Master. Such ill-intentioned modifications can be done at various stages and could be of different types:

- The modifications may be done with or without the knowledge of manual task holder.
- Fictitious input sheets could get data entered.
- The stage of data entry from valid input sheet could be bypassed entirely
- Direct online updation of masters could be done.
- These modifications could result in one-time fraudulent payment or recurring monthly fraudulent payments. For example, enhancing one-time arrear amounts; creation of a new master for a fictitious pensioner.

3.2 Considering the above examples, the earlier pre-audit transposed as post-audit would not be sufficient for preventing the above. Therefore, some additional checks/ responsibilities are to be necessarily exercised by ZOs. These are described in the succeeding paragraphs.

3.2.1 The ZOs will have to maintain a newly introduced **Post-Audit Register** as given at **Annexure 'I'**. The intention of maintaining the above register is to record and verify the control figures and to record



and monitor the observations taken during the post-audit. The rectification of these observations in the next cycle will be watched.

3.2.2 ZO will have to render **Audit Clearance Certificate** each month to the DPDO. The aim of the certificate is that it gives clearance for next month's processing and also intimates to DPDOs the observations which require rectification. Format of Audit Clearance Certificate is given at **Annexure 'J'**.

3.2.3 ZOs should pay **special attention** to following **sensitive areas**. It is cautioned that this list is not exhaustive and ZOs may take up more areas considered important.

- Ensure that all the T. sheets have been included. Further, also check that no new master has been created without a corresponding valid T-sheet.
- Ensure that total no of corrections in Data Entry Register tallies with the number of correction printed in updation lists.
- Ensure that there are no rejections (except software-related) or master missing in the updation list.
- Watch for underpayment and overpayments by checking the correctness of computations in case of TC-71, TC-72 and TC-91. Check for availability of due-drawn statement in the above cases
- Corrections have been prepared for previous month's observations.
- Ideally, there should be no manual correction in schedule (except late receipt of information regarding death of pensioner). ZO can detect this by comparing computer-generated PM with final PM. Manual corrections in the schedules, thus detected, should be reflected in the observations.

- Keep a watch on the number of pensioners on the strength of the concerned DPDO. Total number of pensioners in a DPDO should be equal to total number of bank pensioners for which schedules have been printed + total no of cash pensioners for which schedules have been printed + total of NID cases.

3.2.4 ZO will also scrutinize the following **computer-generated exception reports**. The list given below is not exhaustive. The ZOs with their experience can seek additional computer-generated reports as and when required. These may be obtained from RNPDS Project Team in HQrs EDP.

- A listing of changes of financial nature between preceding month and month under post-audit.
- A list of new cases appended in the RNPDS Master during the month under post-audit.
- Control figures regarding strength of pensioners in the concerned DPDOs.

3.2.5 In the near future the ZOs will be provided with PCs in their offices. These would have the masters loaded on them. The ZOs will make use of the database available with them for higher audit. The audit software for the purpose will be written subsequently in consultation with ZO.

3.3 The DPDOs will facilitate ZOs post-audit by sending to him the following documents in addition to the other prescribed documents (such as input sheets, original documents/ personal files etc.)

- Forwarding memo containing the detailed transcode-wise information for the corrections proposed and incorporated during the month.
- Supplementary master

- Updation lists
- DPDO Controls printed in the last of schedules
- Computer-generated compilation and correction thereto, if any.
- NID LIST

**CHAPTER 4**

**GENERAL DOs & DON'Ts**

## **SECTION 1 - INTRODUCTION**

1.1 The earlier chapters contain detailed guidelines separately for different areas of working of a de-centralized DPDO. In this chapter the relevant DOs & DON'Ts for these areas have been flagged. These DOs & DON'Ts are intended to give at-a-glance guidance to the EDP personnel and manual staff of the de-centralized DPDO, the DPDO I/c, and the ZO(PD).

1.2 In the listings of DOs & DON'Ts in the succeeding paragraphs the tick mark denote the 'DOs' and the cross mark denote the 'DON'Ts'.

## **SECTION 2 - FOR EDP TASK HOLDER**

### **2.1 GENERAL**

2.1.1 The EDP tasks in a de-centralized DPDO would be rotated among the DPDO staff (trained). The designated EDP task holder during his period of EDP responsibility will ensure proper upkeep of hardware and software, will follow prescribed procedures at data entry stage and during processing and will ensure compliance of security measures.

### **2.2 HARDWARE UPKEEP**

- 4 Paste booting procedure on the wall of the computer room near the server
- 4 Paste contact numbers of and name of contact person of vendor and base EDP centre on the wall of computer room
- 4 Keep the hardware free from dust, dirt and moisture
- 8 Do not eat or drink tea in the computer room.

#### **2.2.1 Booting Routine**

- 4 Ensure power supply to hardware is through UPS
- 4 Follow correct procedure for booting the system.
- 8 Don't use/ repeat incorrect password

#### **2.2.2 Shutdown Routine**

- 4 Ensure all files are closed before shut down.
- 4 Ensure all running jobs have been completed before shut down

- 8 Do not shut the server before shutting down the nodes
- 8 Do not switch off the power before shutting down the server, nodes and printers.

## **2.3 SOFTWARE MAINTENANCE**

### 2.3.1 Integrity of Masters and Data Files

- 4 Ensure that masters and data files are corruption free. AAO i/c of processing to define the requisite permission for the Data files.
- 8 Do not give execute permission on RNPDS masters to any other staff including data entry task holder.
- 8 Do not tamper with master i.e do not open or input data into it outside prescribed procedure.
- 8 Do not attempt master updation module without having saved a copy of it in a separate directory on the disk.
- 8 Do not attempt to view the application or system software to avoid irreversible corruption
- 8 Do not attempt any unknown or unidentified command in UNIX or DOS. Example 'Format' command in DOS can lead to loss of data.

### 2.3.2 Backup Routine

- 4 Ensure two sets of backups of masters and data files on magnetic media.
- 4 Take backup of masters and data files without fail after schedule printing

- 4 Ensure proper record and maintenance of magnetic media containing data and RNPDS software received from PSA and HQ EDP centre.
- 4 Ensure proper labelling on backup media indicating month, year and nature of backup
- 4 Maintain proper library of backups i.e. ensure that the magnetic media are physically stored in an orderly fashion for easy retrieval
- 8 Do not mishandle the magnetic media, like stapling, touching with moist/ dirty hands, bending or scratching.
- 8 Do not expose backups to heat and magnet

#### **2.4 DATA ENTRY**

- 4 Ensure prompt and correct maintenance of Data Entry Register
- 4 Ensure input sheets bear the signature of DPDO i/c
- 4 Ensure that number of records in saved file tallies with input sheets.
- 4 Give proper and meaningful (indicating nature of input and its month/ year) names to the Data Entry files
- 8 Do not allow errors in data entry as DATA ENTRY TASK HOLDER will be accountable for any omissions
- 8 Do not use improper data entry formats



## **2.5 PROCESSING**

- 4 Paste the routine processing steps on the wall of the computer room in an appropriate place for easy visibility
- 4 Do not skip any of the processing steps
- 4 Open a fresh directory for processing with meaningful each month
- 4 Copy data entry files into new directory
- 4 Maintain Monthly Processing Register as prescribed
- 4 Ensure reconciling controls/ record totals at every step of processing i.e. accepting data entry files, validation, master updation, master priming, scheduling printing
- 8 Do not omit recording of any processing step in the processing register
- 8 Do not miss writing number of records at each processing step
- 8 Do not use vague file names for input and output files of every processing stage

## **2.6 SECURITY MEASURES**

- 4 Ensure unique secret password for each of the EDP task holder.
- 4 Change password every fifteen days
- 4 Monitor date last modified in r/o all files to detect unauthorized access to the system

- 8 Do not share the password with anyone else, particularly to avoid being held accountable for any omission/ commission
- 8 DATA ENTRY TASK HOLDER and processor to not access data files not falling in respective jurisdiction

## **SECTION 3 - FOR MANUAL TASK HOLDER**

### **3.1 GENERAL**

- 4 Adjust additional jobs introduced in de-centralized DPDO with existing tasks
- 4 Adapt to computer environment, as EDP tasks will be assigned to entire DPDO staff in rotation
- 4 Ensure prompt rectification action/ preparation of input sheet for observations taken by ZO.

### **3.2 EDP-RELATED**

- 4 Prepare input sheet accurately as per laid down norms
- 4 Ensure concurrent preparation and approval of input sheets.
- 8 Do not omit handing over input sheets to data entry task holder
- 4 Reconcile number of input sheets prepared with entries in the Data entry register on daily basis and at end of cycle
- 4 Ensure 100% verification of edit list with reference to input sheets
- 4 Reconcile number of records
- 8 Do not allow any record to become invalid
- 8 Do not postpone preparation of T-sheet to next month for new pensioners after 1<sup>st</sup> payment.
- 8 Do not meddle with computer system when EDP task not assigned.

- 8 Do not allow situation for manual corrections to pension schedules, except late receipt of death information (after schedule printing)
- 4 Reflect effect of manual correction in pension schedule, if any, in the computer-generated PM.

## **SECTION 4. - FOR DPDO I/C**

### **4.1 EXCLUSIVE RESPONSIBILITIES**

- 4 To ensure proper maintenance of newly introduced DPDO's Control Register
- 4 To ensure prompt and accurate recording of facts in DPDO's Control Register at each stage of processing activity
- 4 To reconcile controls at master updation stage and schedule printing stage
- 4 To approve every input sheet prepared in his DPDO
- 4 Assigning EDP tasks to DPDO staff by rotation.
- 8 Do not allow EDP task to be done by the same personnel month after month.
- 4 To pay special attention to sensitive areas (refer para 3.2.3 of Chapter 3 above)
- 4 To examine additional computer-generated exception reports (refer para 3.2.4 of Chapter 3 above)
- 4 Ensure safety of hardware and adherence to system of passwords
- 4 To maintain direct liaison with vendor, base EDP centre and HQ EDP centre for troubleshooting (in h/w and s/w)

### **4.2 MONITORING RESPONSIBILITIES IN DE-CENTRALIZED SETUP**

#### **4.2.1 Functioning of EDP Task Holders**

- 4 Ensure back up discipline is being adhered to.

- 4 Ensure processing register is being maintained properly and entries in it are being made promptly
- 4 Ensure Data Entry register is being maintained as prescribed
- 4 Ensure that EDP tasks being done by persons authorized by him (DPDO) only.
- 4 Ensure adherence of time schedule in processing of pension schedule
- 4 Ensure nil rejections, nil master missing, nil manual corrections

#### 4.2.2 Functioning of Manual Task Holders

- 4 T-sheet for new pensioner prepared in current month
- 4 Input sheet being prepared and getting approved concurrently.
- 4 Reconciliation of numbers on input sheets recorded in DE Register being done
- 4 Ensure proper and prompt verification of edit lists
- 4 Ensure prompt rectification action on observations raised by ZO in Audit Clearance Certificate

## **SECTION 5 - FOR ZO (PD)**

- 4 Ensure monthly post-audit, preferably in ZO's office.
- 4 Adhere to time schedule for post-audit (para 2.3 of Chapter 3)
- 4 Maintain prescribed Post-Audit Register accurately each month
- 4 Render a clear speaking Audit Clearance Certificate (Annexure 'J')
- 4 Ensure special attention to sensitive areas (para 3.2.3 of Chapter 3)
- 4 Ensure minute scrutiny of computer-generated exception reports (para 3.2.4 of Chapter 3)
- 4 Analyse complaints in DPDO's office to detect any shortcoming in RNPDS processing by EDP task holders.
- 4 Ensure prompt clearance of observations taken by him in Post-Audit Register.
- 4 Volunteer for PC awareness training

# **ANNEXURES**



**INFORMATION OF RNPDS MASTERS**

A.1 In the RNPDS the entire information pertaining to a pensioner has been stored in **four Masters** which are as under:

- History-Master (Hismas)
- Pay-Master (Paymas)
- Payment-Line-Master (Pytmas)
- Monthly-Master (Monmas)

A.1.1 **HISTORY MASTER:** This is a data base master file containing following information, which are not susceptible to frequent changes.

PPO number,	HO Number,	name of pensioner,
Address,	Record Status*,	Date of effect,
Transfer to PDA,	Original PPO Number,	cut off date,
Date commencement,	Date of birth,	Mode of payment,
Bank Branch code,	Bank Account Number,	Ro code,
Regimental Number,	Rank for pension,	Group for pension,
Qualifying service,	Pay Scale,	Original PPO No.,
Pension as on 31.12.95,	Amount commuted as on 31.12.95,	Commutation date from,
OTI as on 31.12.95,	Adhoc Exgratia as on 31.12.95.,	Personal Pension as on 31.12.95.,
Pension as on 01.01.96,	Amount commuted as on 01.01.96,	Gallantry Award Date,
Gallantry Award code,	Gallantry Award Amount,	Re-employment status,
Re-employment date,	Discharge date,	Second pension status,
2 <sup>nd</sup> pension amount,	Link PPO Number,	CGHS-Flag,
Payment line number,	Monthly master number,	Corr. PPO master number,
DCRG,	Commuted value of Pension,	Total arrears of 5 <sup>th</sup> CPC,
Arrears paid,	Arrears to be paid,	Pension debit code,
Name of Family Pensioner,	Nationality of Family pensioner,	Date of birth of Family pensioner,
Enhanced Family Pen rate,	Normal Family Pen rate,	Normal pension date from,
Office name,	Designation,	Rank for disability,
Disability PPO Number,	Degree of disability,	Disability Pension as on 31.12.95,

**ANNEXURE 'A' contd.**

Disability pension commuted 31.12.95, Disability commuted Date from,	Disability Pension as on 1.1.96, CAA Amount, Date of death, Date of birth of deceased, Relation with deceased, Name of deceased SF, Number of recipient,	Disability pension commuted 1.1.96, Date up to which CAA granted, Name of deceased, Date of birth of deceased SF, Name of guardian SF, Divided Family pension status, No. of CEA,
Date of birth of deceased, Name of guardian, Date of death SF, Relation SF,	Date of death, Name of deceased SF, Number of recipient, Relation of Children Allowance, Date up to which CEA admissible,	Name of deceased, Date of birth of deceased SF, Name of guardian SF, Divided Family pension status, No. of CEA,
Amount of combined pension, Amount of CEA,	Relation of Children Allowance, Date up to which CEA admissible,	No. of CEA,

A.1.2 **PAY MASTER:** This master file contains the current status of the entitlements of a pensioner and various arrears calculated during updation of masters.

PPO Number, Name of pensioner, Record status*, Bank Branch Code	Pension Type, DPDO code, Mode of Payment Bank Account Number, Amount commuted, Adhoc exgratia, CAA Amount, Arrears amount for Tr code 81, Miscellaneous Arrears, Recovery Installment, Revision Flag,	Ho Number, Centre Code, Payment Day Pension, Disability amount Commuted, Gallantry Award Code, Arrears amount for Tr. Code 10, Arrears amount for Tr code 91, Paid or Not paid, Installment Number, Disability date Up to,
Disability Pension, Personal pension, Gallantry Award amount, Arrears amount for Tr code 12, Adjustment code, Current Demand, recovery Credit Code, Arrears for Medical Allowance.	Amount commuted, Adhoc exgratia, CAA Amount, Arrears amount for Tr code 81, Miscellaneous Arrears, Recovery Installment, Revision Flag,	Disability amount Commuted, Gallantry Award Code, Arrears amount for Tr. Code 10, Arrears amount for Tr code 91, Paid or Not paid, Installment Number, Disability date Up to,

**\*Record Status contains following flags "ACT" for active record, "NID" for not identified cases, "TRA" for transferred out cases, "DH2" for death cases, "MAR" for marriage cases, "AST" for suspension cases & "VAL" for new case for which schedule has not been printed.**

**ANNEXURE 'A' contd.**

A.1.3 **MONTHLY MASTER:** This master file contains information in respect of monthly disbursement made to a pensioner for 15 months.

PPO Number	Pension Type,	Year and Month,
Net authorized Amount,	Paid or Not Paid,	Pension,
Disability Pension,	Amount Commuted,	Pension after Commutation,
Interim relief,	DR,	Personal pension,
Adhoc exgratia,	Award Amount,	CAA Amount,
Arrears amount for Tr. code 10,	Arrears amount for Tr Code 12,	Arrears amount for Tr code 81,
Arrears amount for Tr code 91,	Adjustment code,	Miscellaneous Arr.,
Recovery Installment for demand,	Recovery2,	Recovery3,
Pension Debit code,	Relief Arrears,	Arrears for medical Allowance

**ANNEXURE 'A' contd.**

A.1.4 **PAYMENT LINE MASTER** : This is data base file records all the changes made to the entitlement of a pensioner.

PPO Number,	Pension Type,	Number indicating the changes made,
Date from which the change made,	Pension,	Disability Pension
Amount commuted,	Disability amount commuted,	Personal pension,
Adhoc exgratia,	Award amount	CAA Amount,
Recovery Installment,	Corr PPO Number,	Corr PPO - Pension Type,
Corr PPO - date,	Change code.	

A.1.5 **BANK MASTER**: This data base file contains details of bank branches with addresses.

DPDO code	Bank branch code
Bank name	Bank branch address

**LAYOUTS FOR DATA ENTRY FORMATS**

B.1 There are 17 types of input sheets for addition/updation of RNPDS Masters. The record-length of formats is shown against the format.

**B.2 FOR ADDITIONS**

B.2.1 Manual T.Sheets. Record length is **561** Characters.

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SLNO	Numeric	05
DPDO-Code	Numeric	04
RO/Org-Code	Numeric	02
Pen-Type	Alpha	03
Orig-PPO-No	Mixed	20
Name-of-Pensioner	Mixed	35
Date-of-Birth	Numeric	08
Date-of-Commence	Numeric	08
Qualifying-Ser	Numeric	06
Scale-of-Pay	Numeric	23
Regtl No	Mixed	08
Check-Digit	Alpha	01
Rank-Pens	Mixed	01
Rank-group	Mixed	01
Basic-Pension	Numeric	05
Amount-Comm	Numeric	05
Per-Pen	Numeric	03
Med-Flag	Alpha	01
Gal-Awd-code	Mixed	02
Gal-Amount	Numeric	04
Gal-Date	Numeric	08
Adhoc-Ex	Numeric	02
DCRG	Numeric	07
CVP	Numeric	07
Demand-OS	Numeric	06
Name-FP-JN	Mixed	35
Nationality-JN	Alpha	01
Dt-Birth-FP-JN	Numeric	08
ENH-Rate-FP-JN	Numeric	05
NOR-Rate-FP-JN	Numeric	05
Designation-Civ	Mixed	25
Name-Decd	Mixed	35
Dt-Birth-Decd	Numeric	08
Dt-Death-decd	Numeric	08

**ANNEXURE 'B' contd.**

Manual T.Sheets contd.

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
ENH-Rate-FP	Numeric	05
NOR-Rate-FP	Numeric	05
NOR-Rate-Dt-From	Numeric	08
Name-Guardian	Mixed	35
Relation-FP	Alpha	01
Dispono	Mixed	20
Rank-dis	Mixed	01
Dis-degree	Numeric	03
CAA-Amt	Numeric	03
CAA-Dt-Upto	Numeric	08
Dis-Element	Numeric	04
Disability-Dt-Upto	Numeric	08
Dis-Amt-Comm	Numeric	04
Dis-Comm-Dt-From	Numeric	08
Ho-Num-Pre	Alpha	01
Ho-Number	Numeric	05
Ho-Num-Suf	Alpha	01
Pendebit-Code	Numeric	02
Centre-Code	Numeric	02
Address	Mixed	50
Mode-Payt	Alpha	01
Bank-BR-Code	Numeric	06
Bank-Account-No	Mixed	15
Date-Commutation	Numeric	08
Recover-Instl	Numeric	04
Recovery-Cr-Code	Numeric	02
Reemp-stat	Alpha	01
Date-Reemp	Numeric	08
Secpen-Stat	Alpha	01
Secpen-Amount	Numeric	05
Link-PPONO	Mixed	20
FP-Divide	Alpha	01
No-Recpt	Numeric	01
Consolidated-Amt	Numeric	05
DA-Flag	Alpha	01
Recstat	Alpha	03

**ANNEXURE 'B' contd.**

B.2.2 Computerized T.Sheet. Record length - **163** characters.

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
Orig-PPO-No	Mixed	20
Pen-Type	Alpha	03
Ho-Num-Pre	Alpha	01
Ho-Number	Numeric	05
Ho-Num-Suf	Alpha	01
Pende-bit-Code	Numeric	02
Centre-Code	Numeric	02
Address	Mixed	50
Mode-Payt	Alpha	01
Bank-BR-Code	Numeric	06
Bank-Account-No	Mixed	15
Date-Commutation	Numeric	08
Recover-Instl	Numeric	04
Recovery-Cr-Code	Numeric	02
Reemp-stat	Alpha	01
Date-Reemp	Numeric	08
Secpen-Stat	Alpha	01
Secpen-Amount	Numeric	05
Link-PPONO	Mixed	20
FP-Divide	Alpha	01
No-Recpt	Numeric	01
Consolidated-Amt	Numeric	05
DA-Flag	Alpha	01

**ANNEXURE 'B' contd.**

**B.3 FOR UPDATION OF MASTER**

**B.3.1 Routine Corrections.** Record Length is **87** Characters.

B.3.1.1 Deletion format ( Tr. codes 01, 02, 05, 03 & 88 )

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Date	Numeric	08
Name of LTA nominee/Trasfer office	Alpha	35
Rec-status	Alpha	01



**ANNEXURE 'B' contd.**

**B.3.1.2      Resumption Format - For Transaction Codes : 07 & 09**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Date	Numeric	08
Filler	Mixed	36

**B.3.1.3      Award Format - For Transaction Code: 10**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Award-code	Mixed	02
Award-Amt	Numeric	04
Award-Date	Numeric	08
Filler	Mixed	30

**ANNEXURE 'B' cond.**

**B.3.1.4      Re-emp Format - For Transaction Code: 11**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Remp-Flag	Alpha	01
Date-Remp	Numeric	08
Demand	Numeric	06
Recv-Instt	Numeric	05
Recv-Code	Numeric	02
Filler	Mixed	22

**B.3.1.5      Discharge Format - For Transaction Code: 12**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Date-Discharge	Numeric	08
Sec-Pension	Alpha	01
Sec-Pen-Amt	Numeric	05
Link-PPO-No	Mixed	20
Filler	Mixed	10

**ANNEXURE 'B' contd.**

**B.3.1.6 Bank Format - For Transaction Codes: 31, 32, 33 & 34**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Bank-Br-Code	Numeric	06
Bank-Account-No	Mixed	15
Centre-Code	Numeric	02
Filler	Mixed	21

**B.3.1.7 Non-pay Format - For Transaction Code: 51**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
PAIDORNOT	Alpha	01
Filler	Mixed	43

**ANNEXURE 'B' contd.**

**B.3.1.8      Re-marriage Format - For Transaction Codes: 61 & 62**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Date-Marriage	Numeric	08
Filler	Mixed	36

**B.3.1.9      Demand Format - For Transaction Code: 71**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Amt-Demand	Numeric	06
Amt-Instt	Numeric	05
Recv-Credit-Code	Numeric	02
Filler	Mixed	31

**ANNEXURE 'B' contd.**

**B.3.1.10 Demand Format - For Transaction Code: 72**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Amt-Man-Recv	Numeric	06
Amt-Man-Instt	Numeric	05
Filler	Mixed	33

**B.3.1.11 Restcom Format - For Transaction Code: 81**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Basic-Pen	Numeric	05
Amt-Restoration	Numeric	04
Bal-Amt	Numeric	04
Date-Comm	Numeric	08
Date-Restoration	Numeric	08
Filler	Mixed	15

**ANNEXURE 'B' contd.**

B.3.1.12 Adjust Format - For Transaction Code: 91

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
SI No.	Numeric	05
DPDO Code	Numeric	04
Batch-No	Numeric	02
Ho-Pre	Alpha	01
HO-Number	Numeric	05
Ho-Suf	Alpha	01
PPO NO	Mixed	20
Pen Type	Alpha	03
Trans-Code	Numeric	02
Adj-Type	Alpha	01
Year-Payt	Numeric	04
Month-Payt	Numeric	02
Amt-Adj	Numeric	06
Filler	Mixed	31

**ANNEXURE 'B' contd.**

**B.3.2 GCF Correction**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
Orig-PPO-No	Mixed	20
Pen-Type	Alpha	03
PPO-No-Change	Mixed	20
Pen-Type-Change	Alpha	03
DPDO-Code	Numeric	04
RO/Org-Code	Numeric	02
Name-of-Pensioner	Mixed	35
Date-of-Birth	Numeric	08
Date-of-Commence	Numeric	08
Qualifying-Ser	Numeric	06
Scale-of-Pay	Numeric	23
Regtl No	Mixed	08
Check-Digit	Alpha	01
Rank-Pens	Mixed	01
Rank-group	Mixed	01
Basic-Pension	Numeric	05
Amount-Comm	Numeric	05
Per-Pen	Numeric	03
Med-Flag	Alpha	01
Gal-Awd-code	Mixed	02
Gal-Amount	Numeric	04
Gal-Date	Numeric	08
Adhoc-Ex	Numeric	02
Diff-of-DCRG	Numeric	07
Diff-of-CVP	Numeric	07
Date-Commutation	Numeric	08
Addl-Demand	Numeric	06
Name-FP-JN	Mixed	35
Nationality-JN	Alpha	01
Dt-Birth-FP-JN	Numeric	08
ENH-Rate-FP-JN	Numeric	05
NOR-Rate-FP-JN	Numeric	05
Designation-Civ	Mixed	25
Name-Decd	Mixed	35

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
Dt-Birth-Decd	Numeric	08
Dt-Death-decd	Numeric	08
ENH-Rate-FP	Numeric	05
NOR-Rate-FP	Numeric	05
NOR-Rate-Dt-From	Numeric	08
Name-Guardian	Mixed	35
Relation-FP	Alpha	01
Rank-dis	Mixed	01
Dis-degree	Numeric	03
CAA-Amt	Numeric	03
CAA-Dt-Upto	Numeric	08
Dis-Element	Numeric	04
Dis-Amt-Comm	Numeric	04
Dis-Comm-Dt-From	Numeric	08
Disability-Dt-Upto	Numeric	08
Ho-Num-Pre	Alpha	01
Ho-Number	Numeric	05
Ho-Num-Suf	Alpha	01
Pendebit-Code	Numeric	02
DA-Flag	Alpha	01
Secpen-Stat	Alpha	01
Secpen-Amount	Numeric	05
FP-Divide	Alpha	01
No-Recpt	Numeric	01
Consolidated-Amt	Numeric	05
Reemp-stat	Alpha	01
Date-Reemp	Numeric	08
Date-Discharge	Numeric	08
Address	Mixed	50
Recstat	Alpha	03

**ANNEXURE 'B' contd.**

**B.3.3 Corr. PPO T.Sheet (Manual and Computerised)**

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
Orig-PPO-No	Mixed	20
Pen-Type	Alpha	03
Name-of-Pensioner	Mixed	35
Regtl No	Mixed	08
Check-Digit	Alpha	01
Rank-Pens	Mixed	01
Date-of-Effect	Numeric	08
Corr-PPO-No	Mixed	20
Pen-Type	Alpha	03
DPDO-Code	Numeric	04
RO/Org-Code	Numeric	02
Name-of-Pensioner	Mixed	35
Date-of-Birth	Numeric	08
Date-of-Commence	Numeric	08
Qualifying-Ser	Numeric	06
Scale-of-Pay	Numeric	23
Regtl No	Mixed	08
Check-Digit	Alpha	01
Rank-Pens	Mixed	01
Rank-group	Mixed	01
Basic-Pension	Numeric	05
Amount-Comm	Numeric	05
Per-Pen	Numeric	03
Gal-Awd-code	Mixed	02
Gal-Amount	Numeric	04
Gal-Date	Numeric	08
Adhoc-Ex	Numeric	02
Diff-of-DCRG	Numeric	07
Diff-of-CVP	Numeric	07
Addl-Demand	Numeric	06

<b>Name of Field</b>	<b>Type of Field</b>	<b>Length of Field</b>
Name-FP-JN	Mixed	35
Nationality-JN	Alpha	01
Dt-Birth-FP-JN	Numeric	08
ENH-Rate-FP-JN	Numeric	05
NOR-Rate-FP-JN	Numeric	05
Designation-Civ	Mixed	25
Name-Decd	Mixed	35
Dt-Birth-Decd	Numeric	08
Dt-Death-decd	Numeric	08
ENH-Rate-FP	Numeric	05
NOR-Rate-FP	Numeric	05
NOR-Rate-Dt-From	Numeric	08
Name-Guardian	Mixed	35
Relation-FP	Alpha	01
Rank-dis	Mixed	01
Dis-degree	Numeric	03
CAA-Amt	Numeric	03
CAA-Dt-Upto	Numeric	08
Dis-Element	Numeric	04
Disability-Dt-Upto	Numeric	08
Dis-Amt-Comm	Numeric	04
Dis-Comm-Dt-From	Numeric	08
Ho-Num-Pre	Alpha	01
Ho-Number	Numeric	05
Ho-Num-Suf	Alpha	01
Pendebit-Code	Numeric	02
Date-Commutation	Numeric	08
Flag	Alpha	01
Date-of-Receipt	Numeric	08



**LIST OF PROGRAMS USED IN PROCESSING OF  
PENSION SCHEDULES**

**C.1 MASTER CREATION MODULE**

C.1.1 PDPPOMRG: This program will merge outstanding Original PPO file with the new PPO file received from PCDA(P) Allahabad

C.1.2 PDPPODEL :- The PPO file then will be interacted with the Corr PPOs received from CCDA(P) Allahabad for cancellation of any PPO received so far

C.1.3 PDPPOUPD :- This program fills the DPDO cage of the PPO file received from CCDA(P) Allahabad with the information received from DPDO and creates TS file.

C.1.4 PDTSVAl:- It validates the TS file.

C.1.5 PDTSUPD:- It appends the validated new TS records in the main NPDS Masters.

**C.2 MASTER UPDATION MODULE**

**C.2.1 Through GCF Corrections**

C.2.1.1 PDGCRVAL:- It validates the general corrections proposed by the DPDOs.

C.2.1.2 PDGCRUPD:- It updates the NPDS Masters with the validated general corrections proposed by the DPDO.

**C.2.2 Through Routine Correction**

C.2.2.1 PDCORVAL:- It validates the routine corrections proposed by the DPDOs.

C.2.2.2 PDCORCRN:- It updates the RNPDS Masters with the validated routine corrections proposed by the DPDO, calculates arrears and posts them in pay master.

**C.2.3 Through Corrigendum PPO**

C.2.3.1 PDCPPOPRT:- This will give a printout of Corr PPOs.

C.2.3.2 PDCPPOVAL:-This validates Corr PPOs received back from DPDOs after verification.

C.2.3.3 PDCPPOUPD:-This updates the NPDS Masters with the validated Corr PPOs received from DPDOs.

### **C.3 SCHEDULE PRINTING MODULE**

C.3.1 PDMASPRM: -This program calculates the entitlement of a pensioner and creates a new monthly master and generates Monthly Master for the present month.

C.3.2 PDWFGEN: -This program extracts schedule file for printing of pension schedules.

C.3.3 PDSCHPRT: -This program generates the Pension-Schedules.

### **C.4 COMPILATION MODULE**

C.4.1 PDCOMPPRT: -This program prints the provisional punching media for the current month.

### **C.5 NID MODULE**

C.5.1 PDNIDEXT: -This program extracts NID cases.

C.5.2 PDNIDPRT: -This program prints the NID cases bank-branch wise and within bank branch HO no. wise.

**DATA ENTRY REGISTER**

**DATE:**

	<b>TASK HOLDER A</b>	<b>TASK HOLDE R B</b>	<b>TASK HOLDE RC</b>	<b>TASK HOLDER D</b>	<b>TOTAL</b>
T. SHEETS					
DELCOR 01,02,03,05,88					
NID 07					
RESUMPEN 09					
AWARDS 10					
REEMP 11					
DISCHARGE FROM RE-EMP 12					
CASH TO BANK 31					
BANK TO BANK 32					
BANK TO CASH 33					
CASH TO CASH 34					
NOT PAID CASES 51					
MARRIAGE 61					
REMARRIAGE 62					
DEMANDS 71					
CLS OF DEM 72					
RESTCOM 81					
ADJUSTMENT 91					
GCF					
CORR PPO					
TOTAL					
INITIALS OF THE TASK HOLDER					

SIGNATURE OF SO/AAO

**MONTHLY PROCESSING REGISTER**

E.1 Total number of records, valid records, error record and Master Missing record should be indicated invariably against each file.

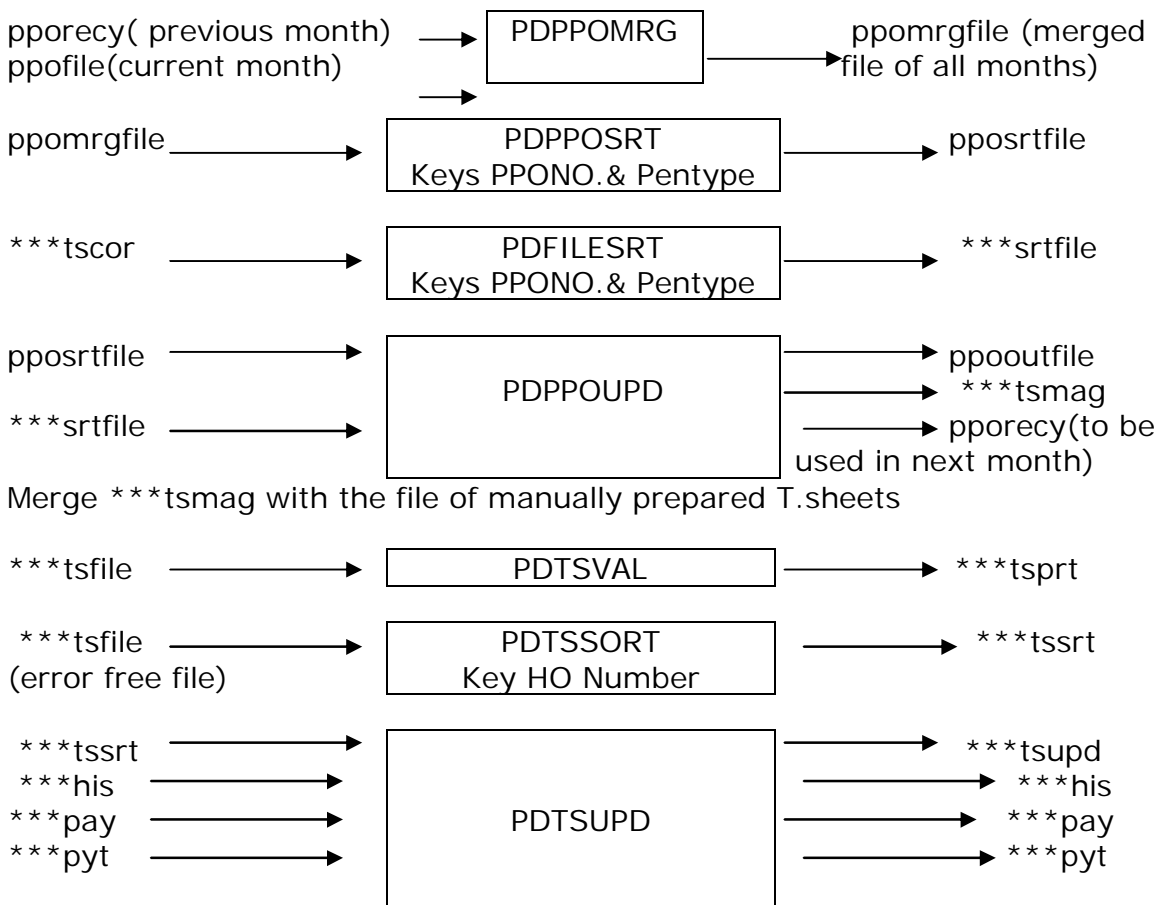
E.2 \*\*\* means first three letters of DPDO

**E.3 MASTER CREATION MODULE**

No of T.sheets: .....

Total no. of records in \*\*\*his (History Master) .....

Total no. of records in \*\*\*pay (Pay Master).....



Total no. of records in \*\*\*his (History Master) .....

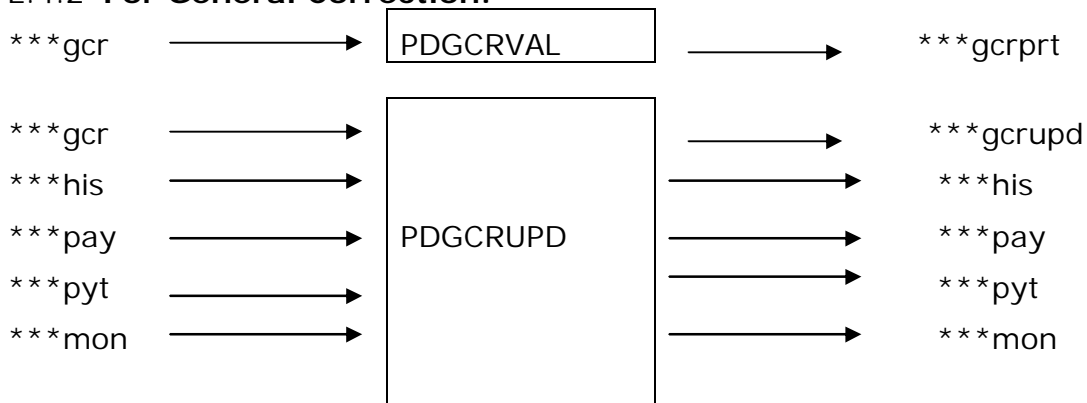
Total no. of records in \*\*\*pay (Pay Master).....

**E.4 MASTER UPDATION MODULE**

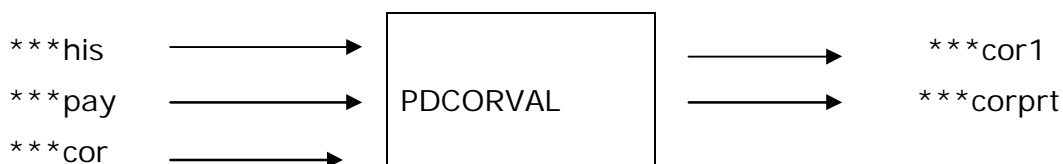
E.4.1 Number of records in the following different input files, obtained from Data entry task holder, should be noted

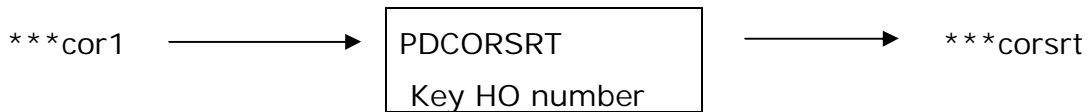
- for deletion (Tr. code 01, 02, 03, 05, 88).....
- for NID and resumption (Tr code 07,09).....
- for awards ( Tr. code 10 ).....
- for reemployment ( Tr. code 11 ).....
- for discharge ( Tr. code 12 ).....
- for bank (Tr. code 31,32,33,34 ).....
- for marriage/remarriage ( Tr. code 61, 62 ).....
- for demand ( Tr. code 71).....
- for clearance of demand (Tr. code 72 ).....
- for CVP (Tr. code 81 ).....
- for adjustments (Tr. code 91).....
  
- for GCF correction .....
- for Corr PPO T. sheets.....

**E.4.2 For General Correction:-**

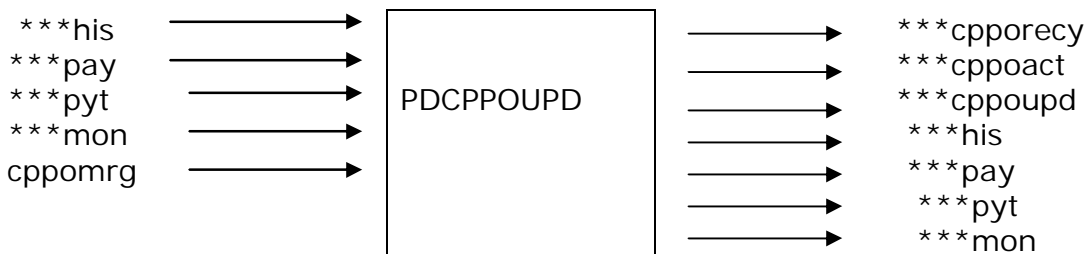
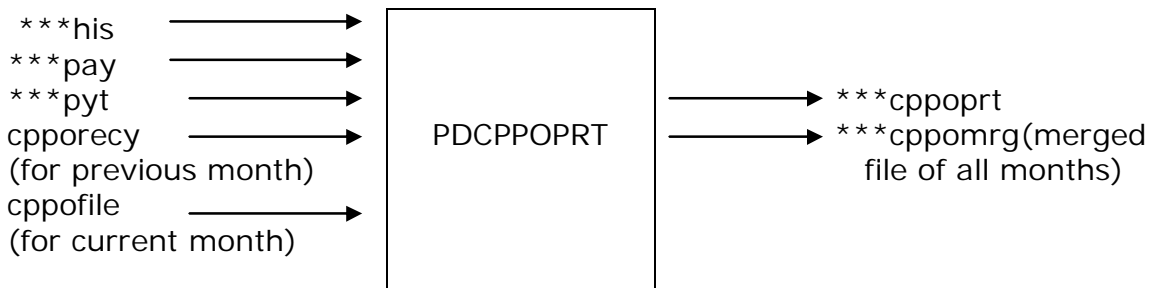


**E.4.3 For Routine Correction**



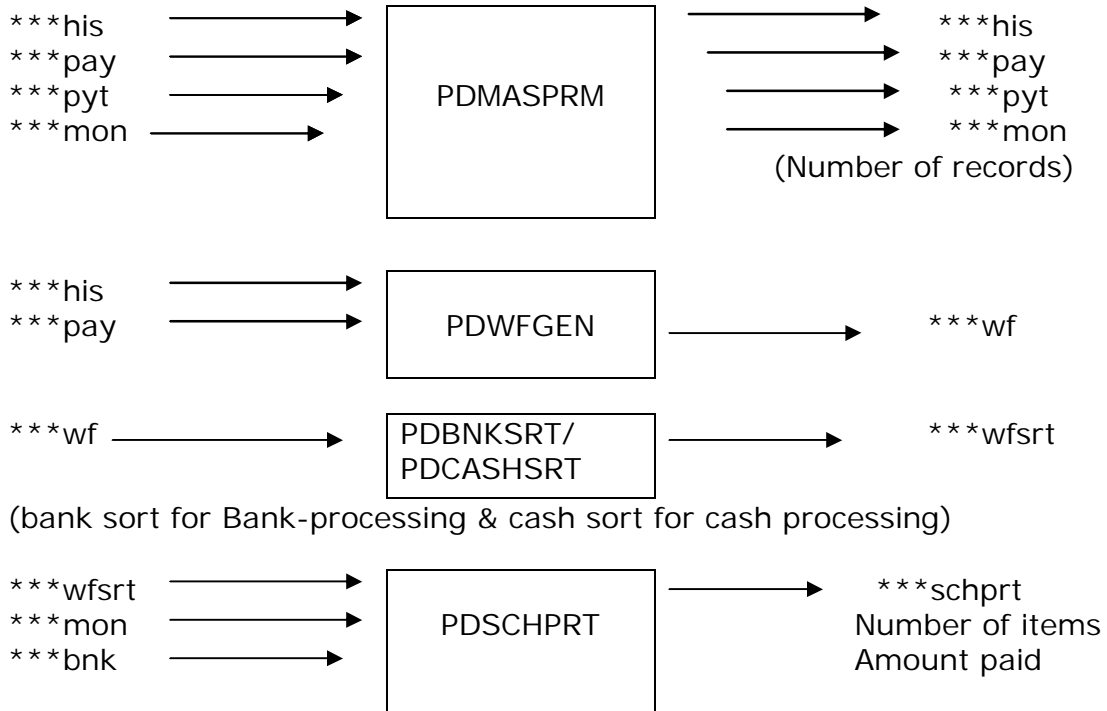


**E.4.4 for Corrigendum PPO**

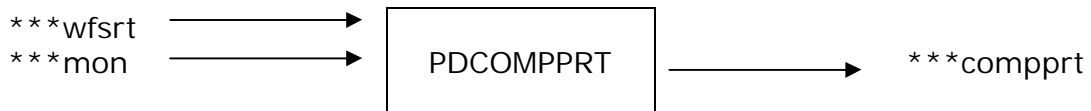


The above procedure is applicable both to Corr. PPO Sheets manually prepared by the DPDO and Corr. Sheet printed for records received on Magnetic Media from PCDA(P) Allahabad. However these programs will be run separately for manual corr. PPO and mag. media Corr. PPOs.

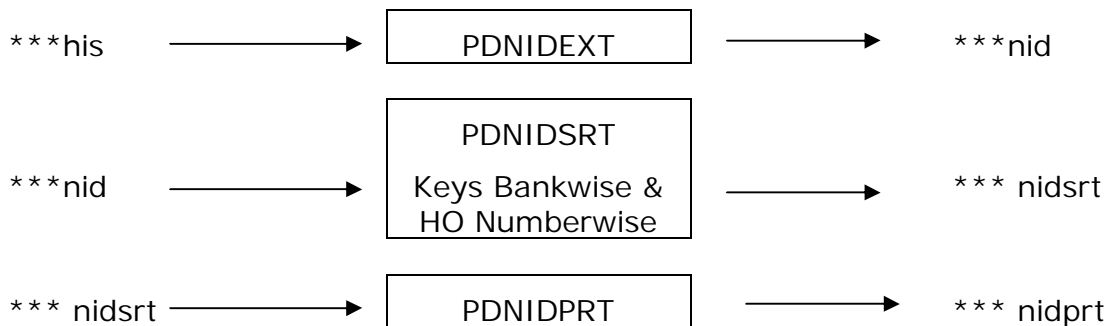
**E.5 SCHEDULE PRINTING MODULE**



**E.6 COMPILATION MODULE**



**E.7 NID MODULE**



## **DPDO's CONTROL REGISTER**

F.1 Statistics noted during the processing of cash/bank schedules for the month of .....

### **F.1.1 At the time of approving input sheet and reconciling with updation list.**

- F.1.1.1 Total number of additions (New pensioners).
- F.1.1.2 Total number of regular corrections
- F.1.1.3 Total number of GCF corrections
- F.1.1.4 Total number of Corr PPO T-sheets
- F.1.1.5 Total amount of adjustments (Tr 91)
- F.1.1.6 Total amount of demands and recovery instalment (Tr 71)

### **F.1.2 At the time of scrutiny of printed schedules**

- F.1.2.1 Total no pensioners for which bank/cash schedules printed
- F.1.2.2 Total amount indicated in the schedules
- F.1.2.3 Final amount for which compilation is prepared
- F.1.2.4 Total no of NID list

### **F.2 OBSERVATIONS:**

- F.2.1 Variation in computer-generated punching media and the final punching media prepared
- F.2.2 Results of scrutiny of sensitive areas (as defined in para 3.2.3of chapter 3)
- F.2.3 Results of scrutiny of system-generated reports (as defined in para 3.2.4 of chapter 3)

(SO/AAO/Task Holder)

(DPDO)

Responsible for recording entries



**LIST OF TRANSACTION CODES**

- TR Code 01 - For transfer
- TR Code 02 - For Death
- TR Code 03 - For Suspension
- TR Code 05 - For deletion due to any other reason
- TR Code 07 - For suspension due to non identification
- TR Code 09 - For resumption of pension after identification
- TR Code 10 - For adjustment of awards
- TR Code 11 - For re-employment
- TR Code 12 - For discharge from re-employment
- TR Code 31 - For transfer from cash to bank
- TR Code 32 - For transfer from bank to bank
- TR Code 33 - For transfer from bank to cash
- TR Code 34 - For transfer from cash to cash
- TR Code 51 - Not paid cases
- TR Code 61 - For Marriage
- TR Code 62 - For Re-marriage
- TR Code 71 - For demands
- TR Code 72 - For clearance of demands
- TR Code 81 - For restoration of commutation of pension
- TR Code 88 - For deletion due to duplicate record
- TR Code 91 - For manual arrears

**ANNEXURE 'H'**

**BACKUP REGISTER (OF SOFTWARE, MASTERS & DATA FILES)**

<b>Sl. No.</b>	<b>Source</b>	<b>Device no./ Name</b>	<b>Description</b>	<b>Date of Receipt/ Backup</b>

AAO (EDP)

**ZO's POST-AUDIT REGISTER**

I.1 Statistics noted during the Post Audit for the month of .....

**I.1.1 SCRUTINY OF UPDATION LIST**

➤ Total number of additions (New pensioners).

As proposed by DPDO :

Any variation :

➤ Total number of GCF corrections

As proposed by DPDO :

Any variation :

➤ Total number of Corr PPO

As proposed by DPDO :

Any variation :

➤ Total number of regular corrections

As proposed by DPDO :

Any variation :

➤ Total amount of adjustments( Tr 91)

As proposed by DPDO :

Any variation :

➤ Total amount of demands and recovery instalment (Tr 71)

As proposed by DPDO :

Any variation :

**I.1.2 SCRUTINY OF DPDO CONTROLS AND COMPILATION**

➤ Total no pensioners for which bank/cash schedules printed

➤ Total amount indicated in the schedules

➤ Final amount for which compilation is prepared

➤ Total number of NID list

**I.2 OBSERVATIONS:**

I.2.1 Variation in computer-generated punching media and the final punching media prepared

I.2.2 Results of scrutiny of sensitive areas (as defined in para 3.2.3of chapter 3)

I.2.3 Results of scrutiny of system-generated reports (as defined in para 3.2.4 of chapter 3)

**AUDIT CLEARANCE CERTIFICATE**

- J.1 DPDO has taken action for rectification of observations raised by ZO during last month i.e .....
- J.2 Post-audit of documents related to RNPDS processing has been conducted between .....
- J.3 Variations between number of input sheets and master updation lists is as under:
  - J.3.1
  - J.3.2
- J.4 Additional reports viz. .... have been scrutinized. Observations are as under:
  - J.4.1
  - J.4.2
- J.5 Special scrutiny of 'sensitive' areas (as defined in para 3.2.3 of Chapter3) done. Observations as under:
  - J.5.1
  - J.5.2
- J.6 Manual modification were made to the computer-generated PM as under:
  - J.6.1
  - J.6.2
- J.7 Clearance is given for current month's processing subject to.....
- J.8 Preparation of input sheets for observations as highlighted above may be expedited.
- J.9 Observations pending for past period: Month-wise details.

(ZO - PD)

DRILL

AND

DOs & DON'Ts

FOR

DPDOs & ZOs (PD)

HANDLING

DE-CENTRALIZED RNPDS PROCESSING

COMPILED BY

RNPDS TEAM OF CGDA EDP CENTRE,

MAY, 2001