

Annexure 'X'

The Drill for DPDOs to be followed while proposing corrections under RNPDS.

1. The detailed instructions to be followed during Data Entry, updation, validation, processing and printing of pension payment schedules have been laid down in the Drill and DOs & Don'ts issued by HQrs. Office to all decentralized DPDOs. These instructions are to be strictly followed in all respects by the officers and staff posted in DPDOs. A soft copy of the same is again enclosed with e-mail copy of this letter.
2. Each time a correction is proposed, the task holder should sign the correction slip and submit it to the AAO, alongwith the original PC File and related documents.
3. The AAO should scrutinize all the entries in the correction format with reference to the PC file and related documents.
4. The DPDO Incharge should verify the correction format and ensure that no correction has been proposed without the support of proper documents.
5. The GCF is a very sensitive correction format. Hence, no GCF should be proposed without the support of any document.
6. The DPDO should sign the correction format as a token of authentication. No correction format should be handed over to the EDP Cell of the DPDO without the authentication of DPDO Incharge. If the DPDO is on leave or Temporary Duty, the correction format should be authenticated by the officer who holds the charge of DPDO.

7. Thorough scrutiny should be exercised by the AAO and the DPDO In charge before signing each correction slip.
8. The corrections proposed by each task holder may be forwarded to the EDP Cell of the DPDO under a top sheet wherein the total number of the following types of corrections proposed are to be mentioned separately:
 - a. Fresh Cases (T-Sheets) :
 - b. Corrections for Corr PPOs :
 - c. GCF :
 - d. Regular Corrections
(Tr-01 to Tr-91) :
 - e. Total No. of TR-91 cases and
total amount :
 - f. Total demand :
9. The top sheet should be signed by the DPDO and AAO of the Section/Group.
10. The top sheets can be prepared in convenient batches, i.e., daily or weekly. Also, if the situation warrants, the corrections proposed in a section/group can be forwarded to the EDP Cell under a single top-sheet.
11. While signing the top sheet, the DPDO should enter the number of corrections involved in each case (T-sheets, Corr PPOs, GCF, Tr-01, Tr-02, Tr-03, Tr-05, etc) in the DPDO Control Register. Also, the amount of arrears involved and the recoveries proposed should be entered therein in the specified columns.

12. After completion of updation of all corrections in the Master, the DPDO i/c should scrutinise the Edit List with reference to the DPDO Control Register and reconcile the total number of corrections approved by the DPDO and updated in the Master. He should also ensure that only the corrections approved by him as per the DPDO Control Register have been updated and adjustments/demands/recovery effected during the month are correct. Any irregularity noticed should be immediately investigated and action taken against defaulters.

13. The DPDO in charge should get the DPDO Control Register updated in his presence and the same should be got signed by the AAO in charge of EDP processing.

14. The DPDO Control Register should be kept in the personal custody of the DPDO In charge under lock and key.

15. Edit List Checking should be carried out meticulously. Each task holder should personally check the edit list and ensure that all corrections proposed by him /her are correctly updated and all of them accepted. The Edit List should be checked with reference to the corrections proposed during the month. The following aspects should be checked:
 - a. All corrections proposed are data entered.
 - b. All data entries are supported by corrections slips and no data entry has been carried out without correction slips.
 - c. Data has been entered exactly as it is proposed in the correction slips. (All entries including PPO No., Pen Type, Name of Pensioner, Basic Pay, Address of the Pensioner, etc., should be checked.)

16. The signature of each AAO/Task Holder who carried out Edit List Checking in token of having checked the corrections should be invariably obtained in the specified portion of the Edit List.
17. The AAO responsible for data entry/updation should not be deployed for Edit List checking, if another AAO is posted in the office. Similarly, the Clerk/Auditor/Sr. Auditor who did the data entry and assisted the AAO in data updation during the month should not be deployed for Edit List checking during the same month.
18. All the Clerk/Auditor/Sr. Auditor trained on PC Based RNPDS work should be deployed for the above work on rotation basis. The details of this work distribution should be available in Admin Order Register. Also, the signatures of the individuals deployed on data entry/updation should be obtained invariably in the Data Entry Register. This is necessary to keep the trained work force in the office ready to take up the work at any given time and to avoid the presence of any officers/staff becoming indispensable.
19. Two soft copies of the RNPDS Master back up may be taken. One of them may be kept in the EDP Room and the other in the DPDOs' Room after properly marking the month and year of the Master. The details thereof may be recorded in the Backup Register.
20. During schedule checking, the new cases where additional quantum of pension to aged pensioners have been admitted in the schedule for the current month, even on the basis of the age/date of birth fed to the computer earlier, may be verified. It should be ensured that the payment of additional quantum of pension is duly supported by prescribed documents. Also, the cases where increased rate of additional quantum of pension is admitted from the current month may be verified in the same manner. It is the duty of the AAO in charge of

the section/group to verify these cases with reference to the PC Files and ensure their correctness.

21. When the correction slips are received from the ZO(PD) after post-audit, the corrections proposed for individual pensioner cases like T-sheets, Corrections for Corr. PPOs and GCF should be kept in the PC File. Regular corrections should be kept along with the Edit Lists and preserved at least till next inspection by HQrs Office in the DPDO or three years, whichever is later.

22. All Govt Orders and EDP Instructions, important letters and circulars relating to pension issued by HQrs Office, PCDA(P) Allahabad and CDA(PD) Main Office should be circulated among all officers/staff and their signature should be obtained thereon in token of their having noted for compliance.

23. HQrs EDP Instructions should be kept in a single file in the order of serial number. Similarly, the circulars from PCDA(P) Allahabad should be kept in a single file, in the order of their serial number. All the other letters relating to pension received from the higher offices should be kept in the subject files. Copies of Govt orders, EDP Instructions and Circulars of PCDA(P) Allahabad should also be kept in the subject files.

24. A Master Note Book may be maintained in the office where the details of orders/EDP Instructions/circulars and letters received are entered immediately, under the signature of the DPDO In charge.

25. DPDO's Staff Conference should be convened each month. The important orders/EDP Instructions/circulars and letters received during the month may be discussed in the above conference. The proceedings of the Conference may be recorded in the Staff Conference Register. The details of the orders/EDP Instructions/circulars and letters

discussed may be recorded therein. The signature of the officers/staff present may be obtained in the register.

26. The copies of missing PPOs/ Corr PPOs should be obtained immediately from the PSA and all the missing files should be re-constructed. During the Annual Census of PC files for 2010, a thorough list of the missing PC Files, PPOs, Corr PPOs and other important documents like D-Roll may be prepared. One copy of the above list may be submitted to the Technical Cell of this office.

27. Strict measures should be taken to ensure that no further file/document missing cases occur in your DPDO. The recurrence of such cases in future will be viewed seriously and dealt with as per rules.