

## Annexure-B

### **EDP Related Points to be Included in the Inspection Drill of Main Office/ZOs(PD)**

1. At least one AAO well-conversant with the pension rules and EDP procedure may be included in the Inspection Team. If it is not practical to include one EDP/domain expert from Main Office/ZO(PD) on all occasions, one AAO from DPDOs may be included in the team.
2. As the pension payment is being made through Pension Payment Schedules (PPS), the same should be thoroughly checked, with reference to the PC Files. The cases where payment is being made without the support of the PPO (and Corr PPO wherever necessary) should be objected to.
3. All the cases where Additional Quantum of Pension (AQP) is being paid to aged pensioners may be scrutinised with reference to date of birth/age recorded in the PPO/Corr PPO placed in the PC File.
4. The following points may be kept in mind, regarding data entry, processing and maintenance of Registers:
  - a. All EDP Instructions issued by the HQrs office are to be circulated to staff members and their signature to be obtained on them in token of their having noted them for compliance. These Instructions are to be kept in a separate file in the order of their serial number. Copies of these Instructions are to be kept in the subject file and the details thereof may be entered in the Master Note Book.
  - b. Action is to be taken in respect of all Govt Orders relating to pension and circulars issued by PCDA(P) Allahabad.
  - c. Copies of Drill of DO's and Don'ts issued by HQrs Office and "Revised New Pension Disbursement System" prepared by the Main Office, CDA(PD) Meerut are to be available in the Office of the DPDO. These are to be entered in the catalogue/list of Books available in the office.

- d. Each correction format should bear the signature of the task holder who proposed the correction, the AAO of the section/Group and the DPDO Incharge. Any data entry made without the signature of the DPDO Incharge on the correction format is highly objectionable as it would lead to mal-practices and irregularities.
  - e. It should be ensured that the following four Registers are maintained in the prescribed format:
    - i. DPDO Control Register
    - ii. Data Entry Register
    - iii. Monthly Processing Register
    - iv. Back-up Register
  - f. It may be looked into whether the number of corrections of the following categories proposed each month, as per the Edit List is reconciled with the number reflected in the first three Registers mentioned above:
    - i. T-sheets (First Payment)
    - ii. Corrections for Corr PPOs
    - iii. GCF
    - iv. Regular corrections
  - g. It may be looked into whether the Edit List is being checked by the task holders regularly.
  - h. All the EDP trained officials are to be deployed on data entry/processing on rotation basis. This aspect may be looked into. It may be verified whether the facts presented by the DPDO in this respect are being reflected in Admin/Section Orders and the Stabilisation Report being submitted by the DPDO to the Main Office.
5. Manual corrections made in the schedule may be thoroughly investigated. The position as per the monthly report on Manual Corrections submitted by each decentralised DPDO may be looked into. The corrections made in un-avoidable circumstances like death cases reported belatedly and to rectify cases where there is no provision in

the system are permitted as per existing instructions. However, it should be ensured that all manual corrections made in a month's schedule are proposed in the system through regular corrections in the next month.

6. The record of the DPDO in settling post-audit objections may be looked into. The cases outstanding for more than one year may be investigated. Efforts made by the DPDO/ZO(PD) to settle the objections may be looked into. The position of outstanding post-audit objections may be included in the Inspection Report and the settlement thereof may be monitored.