

Annexure - Y

Drill for Post Audit by ZOs(PD)

1. Soft copies of Drill and DOs & Don'ts issued by HQrs Office and "Revised New Pension Disbursement System" prepared by the Main Office, CDA(PD) Meerut are available in each DPDO/ZO(PD). The same are again being sent through e-mail. As a thorough knowledge of the procedure being followed in the DPDOs is necessary for the Audit authorities, the officers/staff working in ZOs(PD) may be instructed to go through this drill thoroughly. A detailed strategy for future audit may be chalked out with reference to chapter 3 of the above drill.
2. Further, the instructions laid down in this Annexure are applicable to all types of corrections proposed in all DPDOs.
3. The Audit team from ZOs(PD) may be deployed on temporary duty to DPDOs under their zone for Post-audit at least once in 3 - 4 months on rotation basis, taking into consideration the position of funds

available for TA/DA. This would help them verify the Registers, Edit List, etc. In other months, the documents from the DPDOs may be called for in their office for audit.

4. Post Audit should be conducted in local DPDOs invariably by deploying the officers/staff of the ZO (PD) every month.

5. Apart from the points mentioned in Chapter 3 of the Drill and DO's & Don'ts, the following instructions also may be kept in mind, during post-audit:

- i. It should be ensured that the total number of corrections proposed, as per the Edit List, Updation List, the Financial and Non-Financial Changes Report, DPDO Control Register and other Registers tally with the number of corrections physically produced for post-audit. Similarly, the number of T-sheets, Corrections for Corr PPOs, GCF and regular corrections should also be tallied separately.
- ii. It should be ensured that no correction format has been handed over to the EDP without the

signature of Task Holder, AAO and the DPDO Incharge.

- iii. It should be verified whether each correction proposed is supported by valid documents.
- iv. The reasons for differences between mechanical Punching Media and manually prepared Punching Media should be enquired into.
- v. If Manual corrections are being carried out in the schedule, the reasons thereof should be ascertained. It should be ensured that the DPDO proposes corrections slips in respect of the manual corrections made in the schedule during the previous month. It should also be checked as to whether the reasons for manual corrections have been included in the Manual Corrections Report and this report is being rendered to Main Office correctly and timely.
- vi. In case any of the DPDO has prepared manual pension payment schedules (other than HKSRA/PAK/BURMA/UK) the reasons for the same should be investigated and instructions should be given to bring them under the stream of RNPDS. It should be ensured that no fraudulent /unauthorized payment is being

made through manually prepared schedules. Suitable action should also be initiated against defaulters.

- vii. 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.
6. Post-audit objections may be vigorously pursued and the same may be got settled at the earliest. It should be ensured that the errors being objected each month are rectified by the DPDO in the following month itself. Continuance of payment at incorrect rates and in incorrect manner for a prolonged period may lead to irreparable losses.
7. ZO'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. Besides, the progress of important areas of work like post-audit, settlement of objections thereof, complaints, etc., may be discussed. The signature of the officers/staff present may be obtained in the register.

8. 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 them for compliance.
9. 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.

10. 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 SAO/AO In charge of Post-Audit Section or Technical Section in ZO(PD).