

MP/VIP REFERENCE
MOST IMMEDIATE

Tele: 23014150

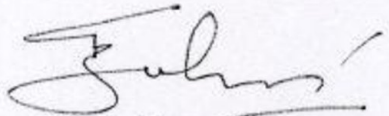
A/96525/MP/VIP/DGQA(COORD)

19 Mar 2014

MINISTRY OF DEFENCE
DGQA (COORD)

PROCEDURE FOR PROCESSING MP/VIP REFERENCES

1. Detailed guidelines for processing MP/VIP reference in the DGQA have been laid down vide this office letters of even number dated 17.10.2008 and 10.10. 2013 (Copies enclosed).
2. However, it is observed that the same are not being followed strictly and there is no uniformity in dealing with MP/VIP references which at times lead to delays and late submission of replies to Ministry of Defence. This has been viewed very seriously by the DGQA as well as MoD and the DGQA has desired that from henceforth the MP/VIP references shall be dealt with on most priority basis and action taken strictly as per the procedure laid down vide our letters quoted above.
3. It has further been decided that the DGQA (Coord) shall be the nodal agency for dealing with MP/VIP references and if any reference is received directly by any Directorate in the DGQA from MoD, the Coord shall also be kept in picture and a copy of the reply being sent to MoD shall invariably be marked to DGQA (Coord) for complying the required report and return.
4. Please ensure strict compliance.


(CP Gusia)
Director
DGQA(COORD)
o/c

All Tech Dtes

All DDGs/Dirs/JDs in Adm Dte

TS to DGQA

NOO

Copy to:

Dir (Q-1)/MoD/D(QA)}
MoD/D(QA)

You are requested to please mark all the MP/VIP references to DGQA (Coord) directly for action in DGQA.

MINISTRY OF DEFENCE
DGQA (COORD)

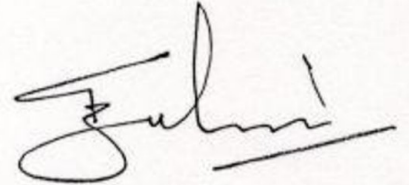
REPLACEMENT OF OLD AND MUTILATED PENSIONER'S IDENTITY CARD
FOR DGQA EMPLOYEES

The competent authority has considered the requirement for replacement of old (prior to 01 Jan 2015)/mutilated Pensioner Identity Cards of retired employees / officers of DQAS Cadre in DGQA organization and it has been decided that the old pensioner Identity Card will be replaced with a new Plastic Coated Laminated Identity Card on remitting of Rs. 100/- through MRO in the Govt exchequer. The Pensioner I-Card shall be replaced/issued centrally by the DGQA HQ through the respective Tech Dtes. The procedure is laid down in the succeeding Paras :-

- (i) The Pensioner's I-Card will be prepared / purchased centrally by the DGQA / Adm/ RMD / GA section at DGQA HQ.
- (ii) The duly filled Application Form in prescribed proforma to replace the existing card (old and mutilated) in respect of the retired employees will be forwarded through the establishments from where the old Pensioner's cards were issued. Copy of amount remitted through MRO be also enclosed with the application.
- (iii) It would be incumbent upon all the establishments of DGQA, to ensure that particulars of the retired employees/officers of their Office / Estt on the prescribed Proforma be duly verified by them is forwarded to respective Tech Dte at DGQA HQ.
- (iv) On receipt of duly filled proforma from the establishment, the Tech Coord Sections of DGQA HQ will forward the same to RMD / GA section (Dte. of Adm). RMD/GA section will get the I-Cards prepared and handover the I-Cards to all the respective Dtes for onward dispatch to the concerned establishment.
- (v) The expenditure on I-Card will be debitable to " Major Head 2076 Minor Head 109 C (Misc Exp) Code Head 382/30" of Defence Services.

2. Proper record of I-Cards replaced along with signature of the recipient as well as a photocopy of the I-Card will be maintained by all the respective Estt/section from where the employee retired.

3. All Tech Dtes are requested to disseminate these instructions, along with the proforma, to all outstation establishments / sections under their control for compliance.



(CP Gusia)
Director
DGQA (Coord)

Encl : Application Form

All Tech Dtes / Wings,

DIQA, Bangalore

RMD/GA Section : for information and necessary action, please.

Copy to :-

TS to DGQA : For info pl.

PPS to Spl DGQA : For info pl.

All recognized Association of DGQA : For info pl.

SDCC:- For uploading the letter on DGQA website, please.

PROFORMA FOR ISSUE OF PENSIONER'S INDENTITY CARD
TO THE EMPLOYEE OF DQAS CADRE

(TO BE FILLED IN BLACK INK & CAPITAL LETTERS ONLY)

SL No _____

1. Name :
2. Residential Address :
3. Telephone No :
4. Blood Group :
5. Date of Birth :
6. Date of Superannuation :
7. Substantive Rank held on Retirement :
8. Pay Band :
9. Grade Pay :
10. Last Pay Drawn :
11. Pension Originally Sanctioned :
12. Qualifying Service :
13. PPO No. & Date/PRAN No. :
14. Aadhar No. :
15. Office from where retired :
16. Old/Mutilated Pensioner's I Card No- and Date of Issue

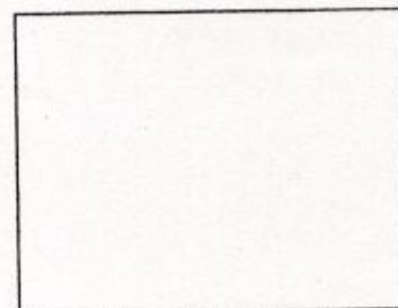
Paste
Recent
Passport Size
Photograph
here

Place:

Date:

Verified by concerned Admin Section

Countersigned by



Signature of Applicant

(to be signed in the middle of the box)

Enclosure:

1. Two Passport size Photographs of the employee
2. Attested copy of MRO for Rs. 100/-, in case of Old/Mutilated Card