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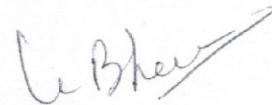
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07 Dec 16

MINISTRY OF DEFENCE  
DGQA/ADM-7B

IMPLEMENTATION OF GOVT. DECISION ON THE RECOMMENDATIONS OF SEVENTH CENTRAL PAY COMMISSION – REVISION OF PROVISIONS REGULATING PENSION/GRATUITY/COMMUTATION OF PENSION/FAMILY PENSION/DISABILITY PENSION/EX-GRATIA LUMP-SUM COMPENSATION, ETC IN RESPECT OF CIVILIANS/DEFENCE CIVILIANS OF MINISTRY OF DEFENCE AND THEIR FAMILIES.

A copy of PCDA (Pension), Allahabad circular No.C-157 (C1/C/0199/Vol-I/Tech) dated 27 Oct 16 alongwith its enclosures is forwarded further necessary action and dissemination to Estts under your control.



(K Bhanu)  
Asstt. Dir/Adm-7B

Encl: As stated

DGQA/Veh-1  
DGQA/CV Cell  
DGQA/S-1  
DGQA/L-2  
DGQA/EE-1  
DGQA/R&S Cell  
DGQA/Arm-1  
DGQA/M&E Cell

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SDCC

- with a request to upload the same on DGQA website.



6. The Leader, Staff Side, Shri MKR Pillai welcomed the Chairman Shri K Chandrasekhar, Addl DGQA(Adm), Smt. Chandana Chakravarti, Secretary, Official Side and all other members of the Official Side. He also welcomed Shri P Mohana Rao, Leader of the BPMS, Shri Amose Prabakar, CDRA Rep and other members of the Staff Side.

He thanked the Chairman for extending a warm welcome to all the members and also giving progress made during the intervening period. However, the LSS stated that the Staff Side is disappointed the way DGQA Management is dealing with JCM and its members. JCM has been formulated by the Govt. of India to create a congenial atmosphere & better understanding between the employees and the Govt. as an employer. This principle has to be followed by the DGQA Management to maintain healthy Industrial Relations.

He also brought out that Union activities, JCM Scheme, Works Committee etc. should be allowed to function properly. He requested the DGQA Management to give importance to all JCM members equally and there should not be any favoritism.

The LSS further brought out the following issues for immediate intervention of the Chairman:-

(a) **IMPLEMENTATION OF CADRE REVIEW**

The LSS brought out that implementation of Cadre Review is getting delayed which has caused the financial loss to the Group 'B' & 'C' employees. He said that order on Cadre Review was issued during the month of Mar 2016 & till today it has not been finalized for its implementation. He further reiterated that the Staff Side had demanded a meeting to discuss the various modalities before finalizing the implementation of Cadre Review. DGQA Management has not consulted the Staff Side despite demand & request made vide letter dated 16 Apr 2016 addressed to the officiating DG, DGQA. He expressed unhappiness and pain that the DGQA Management has not bothered to reply which shows how the Management respect the forum.

**Action : Dir(Pers)**

(b) **RECOMMENDATIONS OF RAMAN PURI COMMITTEE**

Shri MKR Pillai, Leader, Staff Side stated that the Raman Puri Committee recommendations have not been discussed with the Staff Side even though some of the recommendations are going to adversely affect the DGQA Organization. In this regard, he said that the Staff Side had demanded a meeting to discuss this issue but the Management refused the same. However, today morning there was an informal meeting without giving any written information about the recommendations of the committee and views of DGQA thereon. The outcome of the meeting held between the Official Side and the Ministry on Pilot Project in six Ord Factories, transfer of staff from DGQA to OFB and their duties & responsibilities etc. is also not known to the Staff Side.

**Action : Dir(PP&T)**

(c) **FUNCTIONING OF JCM, UNIONS IN THE ESTABLISHMENTS**

The LSS stated that, despite discussing the issue on functioning of JCM in several meetings, there is no positive approach in many Establishments. He said that the HOEs are not interested in JCM Scheme and Union activities in their respective Estts as they are afraid of these forums out of the fear of being exposed for violation of Recruitment Rules, corruption in out-sourcing etc. In few Establishments, the meetings are taking place as mere ritual, minutes are not recorded as per guidelines, decision taken in the meetings is not implemented and so on. The HOEs are violating the



guidelines issued by the Ministry and no action has been taken for the same. He further stated that they are trying to divide the Unions, encouraging certain section of the people to write anonymous letters against the Unions and its leadership.

**Action : All Tech Dtes**

(d) **FAVORITISM IN ROTATIONAL TRANSFER**

The LSS stated that the DGQA Management had reiterated that it will follow the rules strictly and favoritism of any kind will not be shown to anybody. However, it has been noticed that four people from Electronic Discipline were exempted from Rotation Transfer, which is a clear-cut case of favoritism, and nepotism, since none of them had any special qualification or outstanding contribution to any work/project. He further stated that in one of the case, documents were fabricated in favour of an officer to help him get the exemption.

**Action : Dir/DQA(L)**

(e) **ANONYMOUS/ PSEUDONYMOUS COMPLAINT**

He stated that on the basis of the anonymous/ pseudonymous complaint, an investigation has been ordered in the alleged multi-crore scam in CQAL, Bangalore. Despite CVC guidelines, not to take cognizance to such complaints, the DGQA Management got the approval of the Ministry to form a fact finding committee of four senior officers to investigate the complaint. He said that hundreds of pages of Xerox copies from official files were incorporated in the complaint filed by an outsider. The CQAL Union had demanded through the JCM that the case may be referred to CBI for a proper investigation in order to find out the authenticity of the allegations and also to find out how this sensitive official information had been leaked out to outside agencies. He also said that report of the fact finding committee is not yet known even after a second inquiry/ investigation done by the Cyber Crime team which visited CQAL campus. The LSS further stated that the DGQA Management had not referred the case to CBI since they wanted to protect the people who have indulged in these nefarious activities as they are doing it at the behest of someone at the higher level. The Staff Side still expects that DGQA Management change their biased mindset and take the initiative to create a congenial atmosphere to make everyone feel that they are one family and bound to work as a team. In the interest of the Organization and its sustained growth, the entire Staff Side is prepared to extend their full support & co-operation. He hoped that the Offg. DG, DGQA will reciprocate.

**Action : Dir(Vig)**

(f) **FORMATION OF DGQA RECRUITMENT BOARD**

The LSS stated that in the last JCM meeting a point regarding formation of Recruitment Board on par with OFB & DRDO was discussed. He requested to take up the case for formation of DGQA Recruitment Board with the Ministry as MoD has approved the case of OFB for the Recruitment Board.

**Action : Dir(Pers)**

(g) **WOMEN HARASSMENT**

In response to the statement of Shri Mohan Rao on women harassment in few Estts, the Leader, Staff Side stated that a case of women harassment exists in DIQA, Bangalore also. He further stated that the affected individual is afraid to make a written complaint and requested that the same may be enquired.

**Action : Dir(PP&T)**



7. Thereafter, Shri A Sampath, rep of INDWF welcomed the Chairman, Shri K Chandrasekhar, Addl DGQA(Adm), Smt. Chandana Chakravarti, DDG(A&HR) & Secretary, Official Side. He also welcomed Leader, Staff Side Shri MKR Pillai, Rep BPMS Shri P Mohana Roa, Rep CDRA Shri Amose Prabakar and all other Official as well as Staff Side members. He expressed his sincere thanks to the Chairman for his warm welcome to the Staff Side and allowing him to attend the meeting. He also thanked the General Secretary, INDWF and Secretary, Staff Side for giving opportunity to raise the issues of DGQA employees in this forum.

Shri A Sampath on behalf of the Indian National Defence Workers Federation (INDWF), supported the issues raised by the Leader, Staff Side and requested the Chairman for early action thereon. However, he also submitted the following few more important issues to the notice of the DGQA Management for consideration and their early redressal :-

(a) **EARLY RELEASE OF VACANCIES FOR DIRECT RECRUITMENT**

He stated that the post of Pharmacist of CQA(GS), Kanpur (vacant since Oct 2015) and one post of CMD (vacant since March 2015) in CQA(T&C) Kanpur have not been released so far. An early action may be taken to release these vacancies alongwith other posts vacant during the last year in the DGQA establishments.

**Action : Dir(Pers)**

(b) **CHANGE OF DESIGNATION OF CMD**

This issue was raised in the last Steering Committee Meeting held on 10 Feb 2016. It was requested to re-designate CMD of DGQA organization at par with other organizations of Central Govt. But no action seems to have been taken in his regard. The Chairman was requested to kindly examine the issue for the change of designation of CMD and other Categories since the recommendations of 7<sup>th</sup> CPC have already been accepted by the Govt.

**Action : Dir(Pers)**

(c) **PAY FIXATION OF INDUSTRIAL EMPLOYEES ON RESTRUCTURING OF ARTISAN CADRES IN DEFENCE ESTTS - BUNCHING BENEFIT ON FIXATION OF PAY OF MCM**

MoD has already issued necessary instructions to provide the Bunching benefits on Fixation of Pay to MCM. The same has not been implemented in DGQA Organization. He requested the Chairman for early implementation of MoD instructions in DGQA also.

**Action : Dir(Pers)**

(d) **SPECIAL REPAIR OF RESIDENTIAL ESTATE OF SQA(E(V), BADARPUR**

It has been given to understand that the residential Estate at Badarpur belonging to the employees of SQA(E(V), Badarpur, STD Cell, Naval Estt. and SQA(E(L) is in a very bad condition. It requires special repair/renovation. He requested to examine the issue and necessary financial budget may be allotted for the purpose.

**Action : Dir/DQA(V) & Dy Dir(B&O)**

8. Shri P Mohana Rao, thanked the Chairman for extending a warm welcome to all the Staff Side and also giving updated progress made during the intervening period since last JCM meeting. He also took this opportunity to welcome Smt. Chandana Chakravarti, DDG(A&HR) who was attending the JCM meeting for the first time as Secretary, Official Side. He, on behalf of BPMS assured her of full co-operation during her tenure in DGQA. He also supported the issues raised by the Leader, Staff Side.



During his speech, Shri P Mohana Rao extended sincere condolence to the families of the soldiers those who martyred in URI terrorist attack. He prayed the almighty to give strength to their families to bear the irreparable loss.

He brought out the following few more points for consideration of the Chairman :-

(a) **CADRE REVIEW PROPOSALS**

Shri P Mohana Rao stated that Cadre Review proposals have been approved by the Govt. and necessary order for the same has been issued in Mar 2016. The process for distribution of new vacancies has been commenced without consultation with the Staff Side. He requested the Chairman to convene a meeting with all Federations reps of JCM-III to discuss the same.

**Action : Dir(Pers)**

(b) **PROMOTION OF LAB ASSISTANT**

During the JCM meeting, it was decided by the then DGQA that one time relaxation may be granted to existing Lab Assistants by promoting them as Scientific Assistants. As the same was feeder cadre of SA for promotion, after VIth CPC the same was denied to the cadre. Therefore, he requested to expedite the same and promote all SA since available Lab Assistants are nominal in strength.

**Action : Dir(Pers)**

(c) **FORWARDING PAPERS FOR RECOGNITION OF UNIONS**

Recognition papers of the Unions are not being forwarded properly to the MoD. Because of this, Govt. recognition is being delayed. He gave an example of CQA(SA), Ichapur where the establishment has not forwarded recognition papers properly of the Unions affiliated to BPMS despite clear instructions from LWC (DGQA). The same may please be enquired into.

**Action : LWC(C) & Dir/DQA(A)**

(d) **FUNCTIONING OF JCM IV LEVEL COUNCIL AT CQA(S), SECUNDERABAD**

Shri P Mohana Rao brought to the notice of the Chairman that JCM-IV Level Council is not functioning at CQA(S), S'bad due to the apprehensions against the Unions. He also stated that it is not proper on the part of HOE to stop conducting the meeting of JCM IV on silly reasons. He requested the Chairman to instruct the HOE to conduct the JCM-IV meetings regularly.

**Action : DD(JCM)**

9. Shri Amose Prabakar, Rep CDRA thanked the Chairman for extending a warm welcome to all Staff Side members and also giving latest progress on various issues made during the intervening period. He endorsed the points raised by Shri MKR Pillai, Leader, Staff Side, Shri A Sampath, Rep INDWF and Shri P Mohana Rao, Rep BPMS and requested the Chairman for early action thereon. He also brought out the following few points for consideration of the Chairman and suitable action :-

(a) **DISTRIBUTION OF VACANCIES CONSEQUENT TO CADRE REVIEW**

Shri Amose Prabakar stated that whenever the Cadre Review is implemented, there will be a marginal scope of increase in promotional opportunities to the lower cadre employees. However, in the revised PE allocation, one post of JTO(D) has been reduced in DQA(CV) Directorate, though there is a considerable increase of JTO(D) vacancies (24 vacancies) due to Cadre Review.



He requested a re-look on the draft distribution of vacancies and make suitable re-allocation to DQA(CV) Directorate.

**Action : Dir(Pers) & Dir/DQA(CV)**

**(b) ABNORMAL DELAY IN IMPLEMENTATION OF CAT ORDER IN RESPECT OF DRAUGHTSMEN FOR ACP SCHEME**

He informed that Court had directed to implement the order within 3 months during January 2014. However, 52 individuals cases are still pending with MoD. He also stated that the case for grant of 3<sup>rd</sup> MACP in the GP 4800 in respect of 78 D/Men is still not finalized. The same may be expedited.

**Action : Dir(Pers)**

**(c) REVIEW OF ROTATIONAL TRANSFER POLICY**

Shri Amose stated that the motto of RTP was to avoid corruption and to be vigilant on the categories dealing with the firms and involved in financial matters. These kinds of posts are declared as Sensitive post and come under the purview of Rotational Transfer Policy.

As per new draft RTP, Junior Technical Officer (Drawing) has been brought in the ambit of RTP, whereas in DGQA, Drawing office cadre is purely dealing with Drawings and production records. They are not involved in any activity which is considered as sensitive matters. He requested the Chairman that JTO(D) may be removed from new draft RTP.

**Action : Dir(Pers)**

**(d) REQUEST FOR CHANGE IN SRO-49 OF MTS IN DQA(N) DIRECTORATE**

As per SRO-49 issued by DQA(N) Directorate, qualification for recruitment of MTS (erstwhile Labour (USK), Chowkidar, Peon and Safaiwala) is Matriculation or ITI. Hence, MTS is being forced to perform all kind of duties like safaiwala, peon, chowkidar and labour.

Whereas in DGQA, there are separate SRO's for each cadre of MTS i.e. MTS (Office), MTS (Security) and MTS (Sanitary). Thus, MTS is performing the duties of his own cadre. In order to maintain the uniformity among DGQA and DQA(N), recruitment rule for MTS of DQA(N) may be amended at par with DGQA.

**Action : Dir(Pers)/DQA(N)**

**(e) SYSTEMATIC OVERTIME : SQAE(A), MEDAK**

In DGQA establishments, overtime should be granted at par with Ordnance Factories where these establishments are located within these factories. However, overtime to the supporting staff has been stopped which was in force since inception of these Establishments. It shows discrimination with our employees working at same premises. The employees, who are eligible to perform Systematic Overtime (SOT), may be allowed to continue the same.

**Action : Dir/DQA(A)**

**10. REMARKS OF THE CHAIRMAN ON THE POINTS RAISED BY THE STAFF SIDE**

The Chairman appreciated the issues raised by the Staff Side. He assured that suitable action would be taken by the concerned Dtes/Office on all the points concerning them. Thereafter, proposed Agenda Points were taken up for discussion.



## DISCUSSION ON PROPOSED AGENDA POINTS

### 11. POINT NO. 1 - FORMATION OF DEFENCE QUALITY ASSURANCE BOARD (DQAB)

The issue has been discussed in JCM II level and III level meetings several times in the past 05 years, but the same is pending without any solution. It was assured by the then Defence Minister Shri AK Anthony that the matter is under active consideration with the Govt. However, for the last two years there is no information about the case. In the changed circumstances the new Defence Production Policy which is being envisaged by the New Govt. including the 100% FDI in Defence, the department should seriously consider for an independent Quality Assurance Agency i.e. DQAB in accordance with the recommendations made by C&AG in its report submitted to the parliament in the year 2005. Staff Side is projecting this issue for the overall betterment of the organization. It is requested that the status of the case may be placed in the Meeting, in order to take up the case with the higher authorities.

#### DELIBERATION/DECISION

The issue was discussed in the meeting and it was apprised to the Staff Side that Raman Puri Committee in its report has not recommended to create a separate Department or a Statutory Board for Quality Assurance. However, the LSS stated that earlier DGQA Management had made a recommendation for formation of Defence Quality Assurance Board (DQAB). He requested that the same may be discussed further.

### THE POINT ADMITTED FOR MAIN MEETING

### 12. POINT NO. 2 - DELAY IN OUTSOURCING

There is an abnormal delay in according sanction for outsourcing particularly in the cases of CQAL, Bangalore. Due to the demands of the Establishment for Safaiwalas, Labourers, Statuary Canteen Staff and Security Guards within the PE, the financial implication for according sanctions exceed the financial powers of DGQA. Hence, the Staff Side requested that the financial powers of DGQA in respect of outsourcing may be increased to Rs.25 Lakhs from existing Rs.5 Lakhs which was accepted in the JCM II meeting held on 29 Aug 2014. However, no progress has been made in this case and in many cases the sanction has not been accorded in time. This has caused difficulties in the day to day functioning of the establishments and the unhygienic condition prevailed inside the CQAL Campus and the Gunatha Vihar, Residential Complex. In this condition, there were cases of Dengue/Chikungunya and other viral fevers and few of the employees/dependents expired and many were hospitalized. It is pertinent to state that the condition of most of the Establishments is the same. It is, therefore, requested to review the whole system and take necessary action to regularize outsourcing policy.

#### DELIBERATION/DECISION

It was intimated to the Staff Side that there is no abnormal delay in according sanctions for outsourcing cases of a particular establishment. The delay occurs due to procedural and administrative reasons as many cases are forwarded to IFA (MAP) for financial concurrence and MoD for sanction. A number of cases pertaining to CQA(L), Bangalore are under process at various levels.

With regard to increase in delegation of financial power of DGQA from Rs. 5 lakh to Rs. 25 lakh, it was intimated that at present the matter is not under consideration. However, it was decided to take up the case with the MoD on the subject matter in the line of OFB & Army.

Action : DDG(P&B)



13. **POINT NO. 3 - FUNCTIONING OF JCM IV LEVEL COUNCIL**

MOD has clarified that meetings of JCM IV level Councils which were in existence prior to Stay Order granted by the Hon'ble High Court of Madras, may take place as usual. This was circulated by the DGQA/JCM vide their letter dated 19 Mar 2014. However, HOEs are not interested in any of the forums viz. Recognized Union, Works Committee and JCM to function in the establishment due to the fear that these forums will highlight violation of Government orders and financial irregularities taking place in the establishments. HOEs are also not at all serious about the points raised in the meeting. It is, therefore, requested that necessary instructions may be issued to allow the JCM to function in letter & spirit.

**DELIBERATION/DECISION**

The Staff Side members were apprised that JCM IV Level Councils are functioning in the DGQA establishments wherever applicable as per existing rules. Clarifications have already been issued to all concerned for compliance. However, in case of any specific instance, necessary instructions, if required, can be issued based on complaints received.

**Action : DD(JCM)**

14. **POINT NO. 4 - RESTORATION OF POSTS SURRENDERED UNDER ADRP**

In accordance with the decision taken in the JCM II Meeting held on 29 Aug 2014, it was decided that all the vacancies surrendered under ADRP should be restored, provided the concerned Directorates project the requirement with proper justification of the work load. The Staff Side is not aware about the projection of the requirement, the vacancies released etc. Hence, it is requested that the entire process viz. number of vacancies projected and number of posts restored may be placed in the meeting for discussion. There is a need for complete transparency in such cases in order to get back the posts which were surrendered under ADRP.

**DELIBERATION/DECISION**

The case for revival of vacancies surrendered under ADRP has already been initiated and submitted to the MoD. After finalization of Cadre Review proposal of Gp 'B' & 'C' posts of DGQA organization in Mar 2016, the case has been returned by MoD with request to examine the case afresh keeping in view of the said Cadre Review. Accordingly, a draft distribution of posts consequent to Cadre Review has been forwarded to all Tech Dtes for confirmation/comments. Further action will be taken on receipt and finalization of the distribution.

However, the Staff Side objected the decision of the MoD to have a re-look on the said case of restoration of posts in view of the Cadre Review of Gp 'B' & 'C' posts of DGQA. Dir(Pers) assured that the case will be put up very shortly.

**Action : Dir(Pers)**

15. **POINT NO. 5 - OVERTIME ALLOWANCE**

The 7<sup>th</sup> CPC has made the following recommendations vide Para 8.17.97 of report :-

"Hence while this commission shares the sentiments of the predecessors that Govt offices need to increase productivity and efficiency and recommended that OTA should be abolished (except for operational staff and industrial employees who are governed by statutory provisions). At the same time, it is also recommended that in case the Govt. decided to continue with OTA for these categories of staff for which it is not statutory requirement, then the rate of OTA for such staff should be increased by 50% from their current levels".



OTA rates were last revised in the year 1987, i.e. about 30 years before. Even though an arbitration award for enhancement is given, the same is also pending implementation for the last 20 years. After 7<sup>th</sup> CPC revision, one hour wage of an MTS is Rs.75/- whereas rate for one hour OTA is Rs.15.85 only. Hence, it is requested that overtime allowance wherever sanctioned must be based upon the actual basic pay of the entitled employee.

The issue was agitated before the Board of Arbitration, having settled for a disagreement at the National Council. The Board of Arbitration had categorically stated that the allowance must be linked with the Basic Pay and should not be based upon imaginary or notional amount. In contravention to the solemn assurance given at the time of setting up of the JCM, the Govt. moved resolution before Parliament, which is still pending. Therefore, as and when workers are deployed for overtime, they must be paid OTA based upon the Pay of the concerned individual worker. In other words, the OTA has to be twice the hourly duty salary of the concerned employee with the other stipulations under the Rules. Since, most of the DGQA Establishments comes under the Industrial Dispute Act, the employees are entitled to get double the rate of OTA as per Section 59 of the Factory Act 1948. Since many cases pertaining to DGQA has been rejected by the Audit authorities, the whole case may be reviewed for issuing appropriate orders.

#### **DELIBERATION/DECISION**

The issue of review of OTA has larger ramification and not only limited to DGQA. Further, post 7<sup>th</sup> CPC none of the allowances has been revised so far by the Govt. Hence, under these circumstances, such issues cannot be taken up for review at this stage in isolation by this HQ.

However, it was decided to refer the case to LWC(C) for better appreciation of the case in terms of the provisions in the Factories Act, 1948 and Industrial Disputes Act, 1947.

**Action : LWC(C)**

#### **16. POINT NO. 6 - RISK ALLOWANCE**

DGQA Civilian Employees are involved in manufacturing and repairing of Arms, Ammunition, Explosive and also they have to deal with various Chemicals, Acids and hazardous nature of operations. Recognizing this fact, the Govt. has approved 45 Risky operations in which Defence Civilian Employees are involved and are paid Risk Allowance. It is also pertinent to mention here that a committee of Ministry of Defence has already recommended for including many additional risky operations which are subsequently introduced in the Defence Establishments, however, few of our operations are left out. The committee may consider all these aspects and recommend for including the additional operations, additional categories and left out organizations including DGQA. The case may be taken up with MoD for including few of our operations so that our Employees will be eligible for Risk Allowance.

#### **DELIBERATION/DECISION**

The case regarding inclusion of few categories of Staff engaged in hazardous/risky operations etc. for grant of Risk Allowance is already under consideration of MoD/D(Civ-II). In this connection, MoD/D(Civ-II) vide their ID Notes dated 22 Sep 2016 and 07 Oct 2016 has requested to furnish the requisite information about the number and categories of Staff, proposed to be included for grant of Risk Allowance, on the basis of the direct engagement of the concerned Staff in the 45 hazardous operations identified in the DOP&T Order dated 01 Jun 1993. Accordingly, all the Tech Dtes have been requested to provide the details to Adm-7A as above from the establishments under their control for onward submission to MoD.

**Action : Dir(HR)**



17. **POINT NO. 7 - ALLOTMENT OF LAND FOR FUNCTIONING OF CGHS DISPENSARY AT GUNATHA VIHAR**

The CGHS dispensary No.9 situated at Ganganagar at Rented Building which is unable to cater to the requirement of 300 patients per day due to the lack of space for proper check-up and also waiting place for patients particularly for senior citizen. Majority of the beneficiaries are DGQA employees and their dependents. In order to have a better accessibility and also to get better treatment for our employees and their dependents, it is proposed that the vacant land available in Gunatha Vihar, Residential Complex, Bengaluru may be allotted to CGHS authorities who have agreed to construct a dispensary under the control of Ministry of Health. The requirement of the Land is 10000 Sq ft for this purpose. The CGHS authorities had a discussion with the HOE who is also Estate officer for Gunatha Vihar. The HoE has agreed to take up the matter with the DGQA HQs. It is, therefore, requested that the proposal to construct a CGHS Dispensary at Gunatha Vihar, Residential Complex, Bangalore may be taken up with the concerned Division in the Ministry for according sanction to transfer the land to CGHS authorities at Bangalore.

**DELIBERATION/DECISION**

It was intimated that the issue is already under consideration of CQA(L), B'lore administration and a couple of meetings have since been held with the representatives of the Addl Director, CGHS, Bangalore. In this connection, the following action has been taken/is being taken :-

- (a) HQ K&K Sub Area is being approached for permission regarding utilization of vacant land adjacent to the boundary wall of CQAL Campus for setting up a CGHS Dispensary.
- (b) DQA(L), HQ has been approached to explore the feasibility of establishing CGHS Dispensary within Gunatha Vihar in the vacant Land adjacent to the Type-V Quarters, after demarcating the area with proper boundary wall.

In this connection, RMD(CW) has also requested the Controller, CQA(L), Bangalore to forward details on the subject matter along with his comments thereon vide letter dated 28 Sep 2016. The LSS was of the view that the said dispensary may be established in the DGQA Residential Complex.

**Action : Dir/DQA(L) & Dir(Works)**

18. **POINT NO. 8 - FACILITIES FOR RECOGNISED UNION**

The Government (DoP&T) has issued instructions with regard to facilities to be provided to the Recognised Unions to carry out their day to day Union activities. In this connection Govt. Order GI, M.I. & O.M. No. 18/21/60-LRI, dated the 9<sup>th</sup> May 1961; DG, P & T, Special General Circular No. 23 dated 19<sup>th</sup> Nov 1959 and No. 16/12/71-DR dated the 15 Oct 1971 may be referred. However, the HOEs are not aware of these instructions and they question about the authority of recognized Unions functioning inside the Establishments. Further, it is also submitted that some of the Managements instigate some Associations to write letters under RTI questioning the authority under which the Unions function inside the Establishment and the Managements use this as a weapon to weaken the Union. If the Unions question about it, they get agitated. It is pertinent to mention that this type of interference in the functioning of the Unions by the HOEs is the root cause for most of unrest in various Estts. and such type of problems exists only in DGQA Establishments.

Hence, there is a need for a detailed deliberation on this subject to stop this menace once for all and to issue an appropriate direction to all the HOEs not to violate the laid down rules, and question the Union's functioning.



### DELIBERATION/DECISION

With regards to facilities available to recognized Unions/Federations/Confederation etc., necessary instructions have been issued from time to time. However, the LSS requested that appropriate direction may be issued to all establishments quoting the Govt. orders on the subject.

### THE POINT ADMITTED FOR MAIN MEETING

#### 19. POINT NO. 9 - ONE TIME RELAXATION IN QUALIFYING SERVICE - FROM LDC TO UDC

The authorized and held strength of Clerical cadre is as below:-

<u>Designation</u>	<u>Existing Strength</u>	<u>Strength After Cadre Review</u>	<u>Held Strength</u>
LDC	467	467	192
UDC	697	612	480
OS	278	278	266
AO	37	76	22

The held strength of UDC as on 01.04.2016 is 480 and deficiency is 217. After Cadre Review implementation, from the resultant chain vacancies, approx 60 UDC on the seniority list may get promotion to the post of OS. Thus, the held strength of UDC will become 420 against the authorized strength of 612 and deficiency will be 192 (approx).

As per SRO 26 dated 14-06-2010 promotion from LDC to UDC, the minimum qualifying service is 8 years. This year only 19 individuals are completing 8 years qualifying service. However, if qualifying service is relaxed by 3 years another 61 individuals will become eligible for promotion to the post of UDC. If relaxed by 4 years, another 17 individuals may get promotional opportunities. Thus, a total of  $19+61+17=97$  individuals may get promotion this year.

At present, in DGQA establishments, held strength of Clerical Staff is getting downtrend, thereby their responsibility is increasing to carry out day to day activities. It is also pertinent to mention that some of them are attached to QA activities. If the LDC's are promoted to UDC's, the morale of the promotees would be high and they could be able to discharge their duties to the satisfaction of Admin expectations. Also resultant vacant post of LDC can be recruited through direct recruitment.

It is, therefore, requested that the onetime relaxation already obtained by DQA(N) Directorate may be extended to DGQA employees also. Accordingly, the case on the subject matter may be taken up with the MoD/DoP&T for approval.

### DELIBERATION/DECISION

It was intimated to the Forum that the case will be taken up further after vacancies of LDC both existing as well as consequential on the basis of promotions already held are reconciled. In this connection, necessary action has already been initiated. Further, CQA(A), Pune has been intimated the chain vacancies totaling 40 resulting out of promotion from UDC to OS.

The LSS stated that there is a proposal in the National Council (JCM) to merge the posts of LDC and UDC. He requested the DGQA Management that this proposal may be supported as and when comments are sought by the Govt.

**Action : Dir(Pers)**



20. **POINT NO. 10 - REVIEW DPC - TECHNICIAN (SK) TO HS - II IN VEHICLE DIRECTORATE**

CQA(Veh), Ahmednagar is conducting the DPC in respect of all Industrial employees in Vehicles directorate. At present, out of 15 Vacancies, 12 HS-II vacancies exist in Vehicles Directorate and in DPC for the year 2016, no one was considered for promotion from Technician Skilled (GP 1900) to HS-II (GP 2400).

As per SRO 17 dated 17 Jan 2001 for Industrial employees, 3 years qualifying service is required for promotion from Tech(Skilled) to HS-II. However, the SRO was superseded by SRO 100 dated 19 Nov 2012, which stipulates 8 years qualifying service for promotion from Tech(SK) to HS-II. As per SRO 100, Column 11, Note 2, "The qualifying or eligibility service for promotion to Technician (HS-II) [erstwhile posts of HS-II in all trades] shall continue to be 3 years for persons holding the feeder posts of Technician (Skilled) [erstwhile posts of Skilled Grades in all trades] on regular basis on the date of notification of these rules".

Seniority Roll has been published on 30-06-2016 and as per above the following Technician (SK) are eligible for promotion to HS-II on completion of 3 years service from Technician (Skilled) but they are not being considered by the DPCs from 2014 onwards:-

S. NO.	NAME	ESTABLISHMENT	SKILLED W.E.F.
1.	Shri RD Dhadge	CQA(V), Ahmednagar	24-03-2010
2.	Shri SN Shinde	CQA(V), Ahmednagar	01-07-2010
3.	Shri B Sukumar	CQA(HV), Avadi	22-12-2010
4.	Shri SG Waghmare	CQA(V), Ahmednagar	18-07-2011
5.	Shri AM Kamble	CQA(V), Ahmednagar	18-07-2011
6.	Shri Amarjeet Kumar	SQAE (V), Kolkatta	12-11-2011
7.	Shri DV Ghuge	CQA(V), Ahmednagar	08-06-2012

As per DOP&T clarifications, if there have been grave errors in the proceedings of the DPC, review DPC should be convened also to rectify unintentional mistake such as "Where eligible persons were omitted to be considered". Therefore, it is requested that a review DPC may be convened immediately to avoid financial loss to the employees.

**DELIBERATION/DECISION**

The cases of the 07 Technician (SK) are being re-considered in the light of the provisions laid down in the SRO 100 dated 19 Nov 2012. In case, it is felt imperative, review DPCs shall be carried out.

**Action : Dir/DQA(V)**

21. **POINT NO. 11 - REVIEW DPC - MTS (S) TO SECURITY ASSISTANT 'C' IN VEHICLE DIRECTORATE**

CQA(Veh), Ahmednagar is also conducting DPC in respect of Security Asstt. 'C' from MTS(S) in Vehicles directorate. As per DPC for the year 2016-17, panel was issued vide CQA(Veh), Ahmednagar letter No. CQAV/DPC/VEH/PROM/QAV-50 dated 18 May 2016. At present, 3 vacancies are available in Vehicles Directorate. Subsequently, promotion order has been issued vide CQA(Veh), Ahmednagar letter No. CQAV/DPC/ 2016/QAV-50 dated 12 May 2016, wherein DOP&T norms are not followed and promotion orders being issued to debarred persons stating that promoted on completion of debarred period.

It is, therefore, requested to issue necessary instructions to CQA(Veh), Ahmednagar to follow DPC and promotion guidelines. If required a review/supplementary DPC may be conducted at the earliest.



### **DELIBERATION/DECISION**

The matter is being re-considered and if felt necessary, review/supplementary DPC shall be carried out.

**Action : Dir/DQA(V)**

#### **22. POINT NO. 12 - TECHNICIAN (SS) SHOULD BE UPGRADED TO TECHNICIAN (SKILLED) AT PAR WITH ORDNANCE FACTORIES**

In DGQA as per SRO 100/2012 in respect of Industrial employees recruitment qualification for Technician (SS) in the GP of Rs.1800 is "Matriculation + ITI certificate". Further, if vacancy is available in skilled grade, minimum 3 years qualifying service is required for getting promotion to skilled grade (GP-1900/-) through DPC. The same is treated as a promotion for the purpose of MACP scheme.

In Ordnance Factories, with the same qualification i.e "Matriculation + ITI certificate" employees initially appointed in the GP of Rs.1800/- and after completion of 2 years they are placed in GP of Rs.1900/- without DPC. This placement is not treated as a promotion for the purpose of MACP scheme.

This point was already discussed in the last JCM III, Progress meeting and it was informed that the proposal will be considered while framing the new RR as per the 7<sup>th</sup> CPC recommendations. This is the appropriate time to study and make a proposal for recruitment in Industrial cadre.

### **DELIBERATION/DECISION**

The issue is under examination for inclusion of a provision in Recruitment Rules of Industrial Cadre as per demand of the Staff Side.

**Action : Dir(Pers)**

#### **23. POINT NO. 13 - DGQA EMPLOYEES ARE TO BE TREATED AS TRANSFERABLE CATEGORY FOR KENDRIYA VIDYALAYA SCHOOL ADMISSION**

Newly recruited Technical/Scientific Staff and Officers are facing hardship in getting their wards admission in KV Schools. The admission in KV school is being executed based on two categories i.e. transferable and open category. Transferable category means "an employee who has been transferred at least once in the preceding 7 years shall be deemed to be transferable". Also, priority is given to transferable persons based on the number of transfers. Under these circumstances, when newly recruited above mentioned employees are seeking admission for their kids in KVs they are being treated under open category though they are liable to compulsory transfer under Rotation Transfer Policy, which has lot of complications and less scope for getting admission.

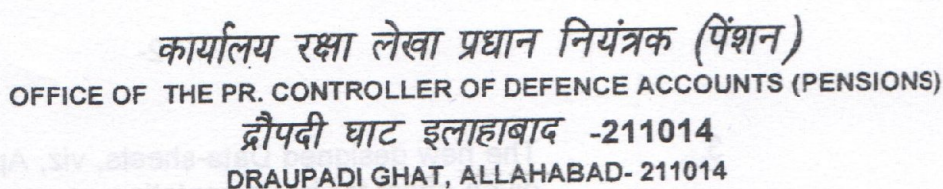
It is relevant to specify that as per DGQA RTP newly appointed Technical/Scientific employees are liable for compulsory transfer after 5 years. As such, it is requested to take up the issue with concerned authority for treating DGQA employees under transferable category in admission process.

### **DELIBERATION/DECISION**

This point was discussed in the meeting and after deliberation, it was decided to drop the point.

**THE POINT MAY BE TREATED AS CLOSED**





No:G1/C/0199/Vol-I/Tech  
Dated: - 27.10.2016.

[illegible]

(All Heads of Department under Min. of Defence)

**Subject: -** Implementation of Govt. decision on the recommendations of Seventh Central Pay Commission – Revision of provisions regulating pension/gratuity/commutation of pension/family pension/disability pension/ex-gratia lump-sum compensation, etc in respect of civilians/Defence Civilians of Ministry of Defence and their families.

**Reference:** - GOI, Min of P, PG & Pensions, Deptt. of P&PW OM No.38/37/2016-P&PW (A)(i) dated, the 4<sup>th</sup> August, 2016.

\*\*\*\*\*

The Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Deptt. of Pension & Pensioners' Welfare in their O.M. No 38/37/2016-P&PW (A) (i) dated, the 4<sup>th</sup> August, 2016 have issued orders for implementing Govt's decision on the recommendations of Seventh CPC revising provisions of pension/family pension/gratuity with effect from 1-1-2016. With a view to implement the Govt. decision, the following procedural changes are made in regard to submission of family pension claims.

2.1 Consequent on application of the C.C.S. (RP) Rules, 2016 and Deptt. of P&PW OM dated 4<sup>th</sup> August, 2016 referred to above, it has been decided that all Family Pension claims shall be submitted to this office in the revised LPC Cum Data Sheets enclosed as Appendix-'G', 'H' and 'J' to this circular.

2.2 In case of death while in service/after retirement on or after 01-01.2016, the family pension claim will be submitted alongwith the data sheet as per Appendix-'G' together with other documents as per the existing procedure. Data Sheet viz- Appendix-'H' will be used for issue of Corrigendum PPO of family pension.

2.3

For the purpose of revision of family pension and death gratuity in respect of Govt. servants who retired/ died on or after 01.01.2016 and in whose cases PPOs have been issued, Data sheet viz.- Appendix- 'J' is introduced and enclosed to this circular alongwith details instructions for filling up of the data sheet.

3027  
23/11/16

SH. L. DODD (RECTOR)  
(1990)

1666  
23/11/18

21/4/52

K 2311

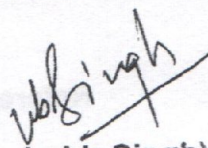
$$-(x + 3)$$



3. The new designed Data-sheets, viz, Appendix 'G', 'H' and 'J', will be given effect for implementation as soon as Pay under Seventh CPC is fixed and H.O.O. is in a position to initiate the pension cases on the revised formats. However, no case on the old Data-sheets will be accepted **after 30-11-2016**. It may please be noted that this is an essential requirement for expeditious notification of pension/revision of pension.

4. In this connection, sets of each data sheet alongwith instructions are forwarded herewith for transmission of the same to the lower formation/unit/HOO under your control. The unit/formation declared as H.O.O. may be instructed to use the data sheets alongwith supporting documents as per the revised procedure. Additional copies of data sheets and instruction, if required, may please be prepared/printed at your end for circulation.

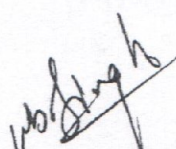
(The copy of this circular is available on the website of this office [www.pcdapension.nic.in](http://www.pcdapension.nic.in))

  
(Dr. Upinderbir Singh)  
DCDA (P)

**Enclosure: - As above**

**Copy to: -**

1. The CGDA, West Block-V, R.K. Puram, New Delhi-66
2. All Pr.CsDA/CsDA/C of F & A (Fys)/ CDA (Funds)
3. All G.M. Fys
4. All CE/Nodal CE of various commands.

  
(Dr. Upinderbir Singh)  
DCDA (P)



# DATA SHEET FOR SANCTION OF FAMILY PENSION AWARDS TO DEFENCE CIVILIAN

## PART - A Service Particulars of Deceased Govt. Servant

1. Organisation Code	<input type="text"/>	2. ORG. Group for GPF No.	<input type="text"/>	3. GPF No.	<input type="text"/>
4. Office/Unit Formation	<input type="text"/>				
5. Head of office Address	<input type="text"/>				
6. Name	<input type="text"/>	7. Nationality Code	<input type="text"/>	8. Sex	<input type="text"/>
9. Group	<input type="text"/>				
10. PPO No.	<input type="text"/>	11. Pension	<input type="text"/>	12. Nature of Pension	<input type="text"/>
13. Death Category	<input type="text"/>	14. Industrial/Non-Industrial	<input type="text"/>	15. Post Last Held	<input type="text"/>
16. Date of Birth	<input type="text"/>	17. Date of joining (Current Spell)	<input type="text"/>	18. Date of Death/ Missing	<input type="text"/>
19. Date of Retirement/ Superannuation	<input type="text"/>	20. Weather Compensation Paid Under W.C. Act	<input type="text"/>	21. Non-Qualifying Service	<input type="text"/>
22. Former Service Counted Towards (Current (Spell)	<input type="text"/>	23. Net-Qualifying Service	<input type="text"/>		

## PART - B Family Particulars

24. Name of Payee	<input type="text"/>				
25. Payee Aadhar No.	<input type="text"/>	26. Payee PAN No.	<input type="text"/>		
27. Mobile No.	<input type="text"/>	28. E-mail ID	<input type="text"/>		
29. Pensioner Address	<input type="text"/>				
30. Nationality of Payee	<input type="text"/>	31. Date of Birth	<input type="text"/>	32. Relation Payee	<input type="text"/>
33. Medical Allowance	<input type="text"/>				
34. Medical Category	<input type="text"/>	35. Family Pension Rule	<input type="text"/>	36. Family Pension Nature	<input type="text"/>
37. Whether Family Pension Payable	<input type="text"/>	38. Share Family Pension	<input type="text"/>		
39. Whether Gty. Payable	<input type="text"/>	40. Share Gratuity	<input type="text"/>	41. Date restoration	<input type="text"/>
42. Date F.I.R. Commencement	<input type="text"/>	43. Gallantry. Award	<input type="text"/>		

## PART - C Pay Particulars

44. Level In Pay Matrix	<input type="text"/>	45. Pay in Matrix	<input type="text"/>	46. NPA/MS Pay	<input type="text"/>
47. Date of Last Pay Drawn	<input type="text"/>	48. Ex- Gratia	<input type="text"/>		

## Amount of Demand/Refund/Interest

49. On A/c of RDR Head	<input type="text"/>	50. On A/c of other than RDR Head	<input type="text"/>	51. Interest on RDR Demand	<input type="text"/>	52. Interest Payable	<input type="text"/>	53. Prov. F.P. Paid	<input type="text"/>
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## PART - D PDA DETAILS

54. PDA Code	<input type="text"/>	55. DPDO Code	<input type="text"/>	56. PDA Station	<input type="text"/>	57. PDA State Code	<input type="text"/>
58. Bank/Sub Try Code	<input type="text"/>	59. BSR Code of CPPC	<input type="text"/>	60. IFSC Code Paying Branch	<input type="text"/>		
61. Bank A/c No.	<input type="text"/>	62. Dual Family Pension (D/S)	<input type="text"/>	63. Gty. Withheld (Y/N)	<input type="text"/>		



**PART-E (DETAILS OF DEPENDENTS)**

64(I). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

64(II). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

64(III). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

64(IV). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

64(V). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

**PART-G FOR PCDA (P) USE ONLY**

65. Letter receipt date  66. CDR No.

H.O.O.	*CDA/AAO/PAO	# PAO/LAO
	Part-C- Checked & Found Correct.	Part-A,B,D & E- Checked & Found Correct.
	Auditor AAO Sr.A.O.	Auditor AAO Sr.A.O.

CDA (P)		
Auditor	AAO	Sr.A.O.

\*Should be checked by LAO/PAO responsible for payment of Pay & Allowances and recovery of demand.

#Should be checked by LAO responsible for audit of service record & verification of qualifying service.

Note:- If authority for \* and # is same, both may be signed by same authority.







# **PART-E (DETAILS OF DEPENDENTS)**

64(I). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

64(II). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

64(III). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

64(IV). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

64(V). Name

Whether Handicapped ☐ Relation with Ind. ☐ Date of Birth  Aadhaar No.

## **PART-G FOR PCDA (P) USE ONLY**

65. Letter receipt date  66. CDR No.

H.O.O.	*CDA/AAO/PAO	# PAO/LAO
	Part-C- Checked & Found Correct.	Part-A,B,D & E- Checked & Found Correct.
	Auditor AAO Sr.A.O.	Auditor AAO Sr.A.O.

**CDA (P)**

Auditor AAO Sr.A.O.

\*Should be checked by LAO/PAO responsible for payment of Pay & Allowances and recovery of demand.

#Should be checked by LAO responsible for audit of service record & verification of qualifying service.

**Note:-** If authority for \* and # is same, both may be signed by same authority.



**DATA SHEET FOR REVISION OF FAMILY PENSION AWARDS IN RESPECT OF DEFENCE CIVILIAN  
POST 01-01-2016 (As per 7th CPC)**

### Personal Details

[illegible]

## Revised Pay Details as Per 7th CPC

**7. Level In Pay Matrix**

[ ] [ ] [ ]

**8. Pay in Pay Matrix**

[ ] [ ] [ ] [ ] [ ] [ ]

**9. NPA/MS Pay**

[ ] [ ] [ ] [ ] [ ]

**10. (10 Months Average)**

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**11.IFSC Code**

[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**FOR PCDA (P) USE ONLY**

[illegible]

H.O.O.	*CDA/AAO/PAO	CDA (P)
	Checked & Found Correct.	
	Auditor AAO SAO	Auditor AAO SAO



[Type text]

**COLUMN WISE INSTRUCTIONS FOR FILLING UP OF LPC CUM DATA (Appendix-'G' Post-2016) SHEET FOR FAMILY PENSION AWARDS TO DEFENCE CIVILIANS**

**Column 1:- (Organisation Code)**

Organisation Code will be filled with reference to the **Annexure-1** to Data Sheet.

**Column 2(ORG. GROUP for GPF-NO.)**

This column will be filled with reference to the **Annexure-2** to Data Sheet.

**Column 3(GPF-NO.)**

This column will be filled with 9 digits GPF NO. of the individual. If the GPF NO. is less than 9 characters it should be prefixed by sufficient no of zeros to make it of 9 characters.

**Column 4(Office/Unit Formation)**

This column will be filled with 36 characters office name of the individual

**Column 5(Head of office)**

This column will be filled with 50 characters Head of office of the individual.

**Column 6(Name)**

The name of the individual as recorded in the Service Book may be filled in this column. One box may be left blank between first, middle and surname etc.

**Column 7(Nationality Code)**

The nationality of the individual may be filled in as under:-

Indian -I  
Nepalese -N  
Bhutanese -B

**Column 8(SEX)**

The Sex of the individual may be filled in as under:-

Male -M  
Female -F

**Column 9 (Group)**

This Column should be filled with 'A' for group A officer, 'B' for Group B officer/staff, 'C' for Group C staff.

**Column 10 (PPO No.)**

This Column should be filled with the Original PPO No. of the pensioner, in cases, where the death occurs after the date of retirement.

**Column 11 (Pension)**

This Column should be filled with the amount of pension of the deceased pensioner from the original PPO/Corr. PPO (for post retiree cases.)

**Column 12 (Nature of Pension)**

This Column should be filled with as per the codes for Pen-Nature attached with the **Annexure -3** ( for the post retiree cases)



[Type text]

**COLUMN WISE INSTRUCTIONS FOR FILLING UP OF LPC CUM DATA  
(Appendix-'G' Post-2016) SHEET FOR FAMILY PENSION AWARDS TO  
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[Type text]

**Column 23 (Net- qualifying service) (YY MM DD)**

Total Net- qualifying service, may be filled in this column.

**Column 24 (Name of Payee)**

The name of payee may be filled with reference to family details as per Service Book. On space may invariably be left blank between first, middle and last portions of the name.

**Column 25 (Aadhaar No.)**

This column may be filled with 12 Digit Aadhaar No. of the claimant.

**Column 26 (PAN No.)**

This column may be filled with PAN No. of the claimant

**Column 27 (d) (Mobile No.)**

This column may be filled with **Mobile No.** of the claimant.

**Column 28 (E-Mail Id.)**

This column may be filled with **E-Mail Id.** of the claimant.

**Column 29 (Pensioner Address.)**

This column may be filled with **Residential Address** of the claimant.

**Column 30 (Nationality of Payee)**

The nationality of the spouse may be completed as under:

<u>Nationality</u>	<u>Code</u>
Indian	I
Nepalese	N
Bhutanese	B

**Column 31 (Date of birth of payee)**

If the officer married and spouse is alive, the date of birth of spouse may be entered in this column. The data will be filled as under:

(DDMMYYYY)

**Column 32 (Relation payee)**

This column should be filled with relation.

Relation	Code
Wife	W
Husband	H
Son	S
Daughter	D
Divorced Daughter	R
Unmarried Daughter	U
Widowed Daughter	V
Mother	M
Father	F
Brother	B
Sister	T

**Column 33 (Medical Allowance)**

This column may be filled as under.

If individual want Medical Allowance:- Y

If individual does not want Medical Allowance:- N

**Column 34 (Medical Category)**

Where FP is granted to handicapped child for life, this column should be filled with alphabetical code "H".



**Column 35 (F.P. Rule)**

The codes for this column are

- "E" For Extra ordinary F.P
- "O" For ordinary F.P.
- "L" For liberalised F.P.

**Column 36 (F.P nature)**

The filling codes for this column are

- "P" For parents pension (single parent)
- "B" For both parents alive
- "T" For transfer of F.P
- "R" For restoration of F.P
- "G" For other (General) F.P.

**Column 37 (Whether FP payable)**

This column may be filled with yes or not (Y/N).

**Column 38 (Share F.P)**

This column may be filled as numeric data e.g. if there are three shares (3) then it should be filled as

For 2/3<sup>rd</sup> Share

1	0	3
---	---	---

For single share

2	0	3
---	---	---

For single share

1	0	1
---	---	---

**Column 39 (Whether Gty payable)**

This column may be filled with yes or not (Y/N).

**Column 40 (Share gratuity)**

Same as column 38 above.

**Column 41 (Date restoration) (DDMMYYYY)**

This column is to be filled when restoration of F.P. is required.

**Column 42 (Date of F.I.R./commencement) (DDMMYYYY)**

This column is to be filled in case of missing pensioner/employee or for the continuance of F.P. In case of missing pensioners/employee the date of F.I.R. and in case of continuance of family pension the date of commencement of family pension should be filled in this column. In other cases this Column should be left blank.

**Column 43 (Gal Award)**

These columns may be filled with reference to the codes provided for different Gallantry Awards in **Annexure-5** to the Data Sheet. In first box gallantry awards code and in second box bar code will be filled.

**Column 44 (Level In Pay Matrix)**

This column may be filled with **Level In Pay Matrix** as per **Annexure-4**.

If **Level In Pay Matrix** is less than 3 characters it should be prefixed by sufficient no of zeros to make it of 3 characters.

The same will be completed as under.

L	0	1
---	---	---

For Pay Level 13A



A	1	3
---	---	---

**Column 45 (Pay in Pay Matrix)**

Pay in Pay Matrix drawn in the Pay Level by the individual at the time of retirement should be filled in this Column. In no case it should be left blank or filled with zeroes.

**Column 46 (NPA/MS Pay)**

NPA/MS PAY - In case of Doctors employed as Defence Civilians, Non practicing allowance drawn at the time of retirement should be filled in this Column. In case of MNS LOCAL Officers, MS PAY drawn at the time of retirement should be filled in this Column.

**Column 47 (Date of Last Pay Drawn)(DDMMYYYY)**

This Column should be filled with date of Last Pay drawn by the individual.

**Column 48 (Ex-gratia)**

This Column should be filled with amount of Ex-gratia.

**Column 49, 50 & 51 (On A/c of RDR Head, On A/c of other than RDR Head, Interest on RDR Demand)**

These columns may be filled with demands if any to be recovered from the pensionary benefits.

**Column 52** This columns may be filled with interest payable, if any.

**Column 53** This columns may be filled Provisional Family Pension paid, if any.

**Column 54 (PDA Code)**

In this column codes are given as under, may be filled for different pension disbursing agencies.

PDA	CODE
DPDO	1
Post Office	2
Treasury	3
Indian Embassy, Nepal	4
PAO	5
Directorate of Accounts, Panaji, Goa	6
Finance Secretary, Gangtok	7
Political Officer, Thimpu	8
Public Sector Banks	9

**Column 55 (DPDO Code)**

This column may be completed only if the PDO code in the column 29 is 1 i.e. the officer desires to draw his pension from DPDO. A list of codes for all the DPDOs is given in the Annexure-6 to the Data Sheet. The appropriate code for the DPDO concerned may be ascertained and filled in this column.

**Example-** If the individual desires to draw his pension from DPDO, Gurgaon Column 30 will be filled as under

1	8
---	---



**Column 56 (PDA Station)**

PDA Station Field will be used for bank station also. The station where the paying bank branch is located may be entered in this column. If pensioner desires to draw his pension from a Sub Treasury, then it should be filled Sub Treasury name after then PDA station name. One box may be left blank between Sub Treasury name and PDA station.

For example: Sub Treasury is Meja and PDA station is Allahabad.

M	E	J	A		A	L	L	A	H	A	B	A	D
---	---	---	---	--	---	---	---	---	---	---	---	---	---

**Column 57(PDO State Code)**

The station from where the officer desires to draw his pension may be entered in this column. Alphabetic codes assigned to various states as per Annexure-7 to the Data Sheet may be used to fill up this column.

**Column 58(Bank /sub-treasury code)**

Three digital alphabetic codes assigned to various public sector banks as shown in Annexure-8 to the Data Sheet may be used to fill up this column. Abbreviation of sub treasury as SUB may filled up in this column, if the individual desires to draw his pension from a sub treasury.

**Column 59(BSR Code Link Bank/CPPC)**

The code allotted by RBI to each bank branch. (Annexure-9)

**Column 60(IFSC Code Paying Branch)**

The code allotted by RBI to each bank branch. Please also attach a cancelled cheque for verifying Bank A/c no. and IFSC code.

**Column 61(Bank account Number)**

The bank account number of the paying branch may be entered in this column.

**Example:** If the account number of the officer is SB/4502 It should be filled as under

S    B    /    4    5    0    2

**Column 62(Dual Family Pension)**

In the dual family pension case, the code 'D' should be filled in this field otherwise the code 'S' should be filled in this field. 'D' denotes for Double and 'S' for single.

Where government employee died after retirement but before 24/09/2012, the Dual family pension will not be notified/processed through Civil pension Data Sheets. Such cases will be processed through Civil F. P. Data sheets. Where employee retired before 24/09/2012, before processing of Dual F. P. case through civil pension Data sheets it may be ensured that the individual was alive on 23/09/2012.

**Column 63(Gratuity withheld)**

If any 'Government dues' on a/c of Government accommodation are outstanding then in this column 'Y' should be filled otherwise it should be filled with 'N'.



If 'N' is required to be filled in the revised data sheet i.e. in case Retirement/death gratuity is not to be withheld for the purpose of recovery of outstanding Government dues.

**Column 64 (i) to 64 (v)**

**Name Column**

The name of the dependant members of officer may be filled in these columns. One box may be left blank between first middle and surname etc.

**Whether Handicapped**

This column may be filled with "Y" if the officer is having a handicapped child otherwise it should always be filled with "N" and in no case it should be left blank.

**Relation with Individual**

This column may be filled as under.

RELATION	RELATIONSHIP CODE
Son	S
Daughter	D (less 25 year)
Divorced Daughter	R
Unmarried Daughter	U (above 25 year)
Widowed Daughter	V
Mother	M
Father	F
Brother	B
Sister	T

**COLUMN WISE INSTRUCTIONS FOR FILLING UP OF LPC CUM DATA(Appendix-'H' Post-2016) SHEET FOR CORR FOR FAMILY PENSION OF DEFENCE CIVILIANS**

**CAGE I -** Basic particulars in the column "A" (original PPO number), Column B (organisation Code) and Column C (name of pensioner) will be invariably completed in all cases while initiating a Corr claim on data sheet.

Column D (Action Code) will be filled as under ;

Original PPO to be cancelled – C

Where Original PPO is not to be cancelled this column should be left BLANK.

**CAGE – II amendment/revision proposed.**

The existing data sheet for family pension in respect of Defence civilians has been reproduced in cage II with suitable changes here and there. It should be kept in mind for strict compliance that only affected Column (s) in cage II will be filled while initiating a Corrigendum Claim. All other column should be left blank



Annexure-1

org_no	org_code
01	FYS
02	AOC
03	ENG
04	AOC
05	AOC
06	MISC
07	MISC
08	MISC
09	MISC
10	NAVY
11	AF
12	REF
13	DAD
14	MISC
15	REF
16	MISC
17	MISC
18	CGO
19	MISC
20	MISC

Annexure-2

organisation	grp_code
AIR FORCE	AF
ARMY HEAD QUARTERS	AHQ
ARMY SUPPLY CORPS	ASC
COAST GUARD	CGO
DEFENCE ACCOUNTS DEPARTMENT	DAD
ELECTRICAL MECHANICAL ENG	EME
FACTORIES	FYS
REF	REF
MILITARY ENGINEERING SERVICES	MES
MISCELLANEOUS	MISC
MNS(LOCAL)	MNS
NAVY	NAVY
NCC(OFFICERS)	NCC
ORDNANCE DEPOT	AOC
PRE COMPULSORY(GPF UPTO 65999)	COMP
RESEARCH AND DEVELOPMENT	RDE
TECHNICAL DEVELOPMENT EST	TDE

ANNEXURE A4

Pay Level	Pay Code
1	L01
2	L02
3	L03
4	L04
5	L05
6	L06
7	L07
8	L08
9	L09
10	L10
11	L11
12	L12
13	L13
13A	A13
14	L14
15	L15
16	L16
17	L17
18	L18

Annexure-3

DEPTCODE_V	NATUREOFPENSION_V
A	COM ALLOWANCE
C	COMPULSORY
D	DISCIPLINARY
E	SUP (EXTENDED)
G	COMPENSATION
I	INVALID
K	RETIRING
L	SUP(LATE)
P	PRO RATA
Q	RETIRING
R	RETIRING
S	SUPERANNUATION
V	VOLUNTARY



Annexure-5

gall_code	gall_award_name
A0	Ashok Chakra
A1	Ashok Chakra with one Bar
A2	Ashok Chakra with two Bar
A3	Ashok Chakra with three Bar
G0	Sena medal for gallantry
G1	Sena medal for gallantry with One B
G2	Sena medal for gallantry with Two B
G3	Sena medal for gallantry with Three
K0	Kirti Chakra
K1	Kirti Chakra with one Bar
K2	Kirti Chakra with two Bar
K3	Kirti Chakra with three Bar
M0	Maha Vir Chakra
M1	Maha Vir Chakra with one Bar
M2	Maha Vir Chakra with two Bar
M3	Maha Vir Chakra with three Bar
P0	Param Vir Chakra
P1	Param Vir Chakra with one Bar
P2	Param Vir Chakra with two Bar
P3	Param Vir Chakra with three Bar
S0	Shaurya Chakra
S1	Shaurya Chakra with one Bar
S2	Shaurya Chakra with two Bar
S3	Shaurya Chakra with three Bar
T0	Tat Rakshak Medal
T1	President Tatrakshak Medal
V0	Vir Chakra
V1	Vir Chakra with one Bar
V2	Vir Chakra with two Bar
V3	Vir Chakra with three Bar
FS	FIRE SERVICE MEDAL

Annexure-7

state_code	state_name
AN	ANDAMAN & NICOBAR ISLA
AP	ANDHRA PRADESH
AR	ARUNACHAL PRADESH
AS	ASSAM
BH	BHUTAN
BI	BIHAR
CG	CHHATTIS GARH
CH	CHANDIGARH
DE	DELHI
DN	DADAR & NAGAR HAVELI
GD	GOA, DAMAN & DIU
GU	GUJARAT
HA	HARYANA
HP	HIMACHAL PRADESH
JK	JAMMU & KASHMIR
JR	JHARKHAND
KA	KARNATAKA
KE	KERALA
LD	LANKSHADWEEP
MA	MAHARASHTRA
ME	MEGHALAYA
MN	MANIPUR
MP	MADHYA PRADESH
MZ	MIZORAM
NA	NAGALAND
NE	NEPAL
OR	ORISSA
PB	PUNJAB
PO	PONDICHERY
RS	RAJASTHAN
SK	SIKKIM
TL	TELANGANA
TN	TAMILNADU
TR	TRIPURA
UP	UTTAR PRADESH
UR	UTTARAKHAND
WB	WEST BENGAL



### Annexure-6

dpdoCode	dpdoName
1	CHANDIGARH
10	YOL
11	MANDI
12	SIMLA
13	KARNAL
14	AMBALA
15	BHIWANI
16	JHAJHAR
17	SONEPAT
18	GURGAON
19	ROHTAK
2	RED-FORT-I
20	NARNAUL
21	HISSAR
22	REWARI
23	AKHNOOR ROAD JAMMU
25	JAMMU-CANTT(SHASTRI NAGAR)
26	UDHAMPUR
27	SRINAGAR
28	RAJOURI
29	LEH
3	RED-FORT-II
30	BANGLORE
31	ERNAKULAM
32	KOTTAYAM
33	TRICHUR
34	TRIVENDRUM
35	KOLLAM
36	AMRITSAR
37	KAPUTHALA
38	BATALA
39	LUDHIANA
4	BRAR SQUARE
40	MOGA

dpdoCode	dpdoName
51	JAIPUR
52	CHENNAI
53	VELLORE
54	MEERUT
55	KANPUR
56	GORAKHPUR
57	ALLAHABAD
58	KOLKATA
59	UNA
6	SECUNDERABAD
60	PATHANAMTHITTA
61	JHUNJHUNU
62	DASUYA
63	VISHAKHAPATNAM
64	DEHRADUN
65	SUBTRO PARK
66	KANNUR
7	PALAMPUR
8	HAMIRPUR
9	DHARAMSHALA
41	JULLUNDHER
42	JAGRAON
43	PATIALA
44	BHATINDA
45	ROPAR
46	HOSHIARPUR
47	FEROZEPUR
48	SANGRUR
49	PATHANKOT
5	HYDERABAD
50	GURDASPUR



Annexure-8

bankCode	bankName
ALB	ALLAHABAD BANK
ANB	ANDHRA BANK
BOB	BANK OF BARODA
BOI	BANK OF INDIA
BOM	BANK OF MAHARASHTRA
CBI	CENTRAL BANK OF INDIA
CNB	CANARA BANK
COB	CORPORATION BANK
DEB	DENA BANK
HDF	HDFC BANK
ICI	ICICI BANK
IDB	IDBI BANK
INB	INDIAN BANK
IOB	INDIAN OVERSEAS BANK
OBC	ORIENTAL BANK OF COMMERCE
PNB	PUNJAB NATIONAL BANK
PSB	PUNJAB AND SINDH BANK
SBB	STATE BANK OF BIKANER AND JAIPUR
SBD	STATE BANK OF INDORE
SBH	STATE BANK OF HYDERABAD
SBI	STATE BANK OF INDIA
SBM	STATE BANK OF MYSORE
SBP	STATE BANK OF PATIALA
SBS	STATE BANK OF SAURASHTRA
SBT	STATE BANK OF TRAVANCORE
SYB	SYNDICATE BANK
UBI	UNION BANK OF INDIA
UCO	UNITED COMMERCIAL BANK
UTB	AXIS BANK
UTI	UNITED BANK OF INDIA
VJB	VIJAYA BANK

Annexure-9

LINK_BSR	bankCode	LINK_BSR	bankCode
0004464	SBI	0306380	PNB
0004465	SBI	0306381	PNB
0004466	SBI	0306382	PNB
0004467	SBI	0306383	PNB
0004468	SBI	0306384	PNB
0004469	SBI	0306385	PNB
0004470	SBI	0306386	PNB
0004471	SBI	0311690	UTI
0004472	SBI	0322345	UCO
0004473	SBI	0332440	SYB
0004475	SBI	0341400	ANB
0004476	SBI	0351119	COB
0004477	SBI	0391167	VJB
0010385	SBI	0510645	HDF
0111009	SBH	6360002	UTB
0120689	SBM		
0130772	SBP		
0150908	SBT		
0170878	SBB		
0203244	BOB		
0212424	ALB		
0223222	BOI		
0231471	BOM		
0242962	CNB		
0261721	INB		
0272409	IOB		
0283760	CBI		
0293137	UBI		
0306377	PNB		
0306378	PNB		
0306379	PNB		



**COLUMN WISE INSTRUCTIONS FOR FILLING UP OF LPC CUM DATA(Appendix-'J' Post-2016) SHEET FOR REVISION OF PENSIONARY AWARDS IN R/O OF FAMILY PENSION OF DEFENCE CIVILIANS POST 01-01-2016 (AS PER 7<sup>TH</sup> CPC)**

**Column 1:- (Organisation Code)**

Organisation Code will be filled with reference to the **Annexure-1** to Data Sheet.

**Column 2(Original PPO No.)**

It should be filled with original PPO No. of individual.

**Column 3(Payee Name)**

The name of the payee as recorded in the Service Book may be filled in this column. One box may be left blank between first, middle and surname etc.

**Column 4(PAN No. of payee)**

This column may be filled with PAN No. of the claimant

**Column 5(Aadhaar No. of payee)**

This column may be filled with 12 Digit Aadhaar No. of the claimant.

**Column 6(Mobile No. of payee)**

This column may be filled with **Mobile No.** of the claimant.

**Column 7 (Level In Pay Matrix)**

This column may be filled with **Level In Pay Matrix** as per **Annexure-2**.

If **Level In Pay Matrix** is less than 3 characters it should be prefixed by sufficient no of zeros to make it of 3 characters.

The same will be completed as under.

L	0	1
---	---	---

For Pay Level 13A

A	1	3
---	---	---

**Column 8 (Pay in Pay Matrix)**

Pay in Pay Matrix drawn in the Pay Level by the individual at the time of retirement should be filled in this Column. In no case it should be left blank or filled with zeroes.

**Column 9 (NPA/MS Pay)**

**NPA/MS PAY** - In case of Doctors employed as Defence Civilians, Non practicing allowance drawn at the time of retirement should be filled in this Column. In case of MNS LOCAL Officers, MS PAY drawn at the time of retirement should be filled in this Column.

**Column 10 (10 Months Average)**

**10 MONTHS AVERAGE:**

The average pay which includes sum of Pay in Pay Band, Grade Pay and non-practicing allowance(NPA)/MS Pay actually drawn by the individual during the last 10 months period preceding the date of his retirement will be shown in this Column.

This field contains 5 boxes for rupee and 2 boxes for paise. This field should not be left blank.

**Column 11(IFSC Code Paying Branch)**

The code allotted by RBI to each bank branch. Please also attach a cancelled cheque for verifying bank A/c No. and IFSC Code (Applied only for bank pensioner).



## ANNEXURE - 2

Pay Level	Pay Code
1	L01
2	L02
3	L03
4	L04
5	L05
6	L06
7	L07
8	L08
9	L09
10	L10
11	L11
12	L12
13	L13
13A	A13
14	L14
15	L15
16	L16
17	L17
18	L18

## Annexure-1

org_no	org_code
01	FYS
02	AOC
03	ENG
04	AOC
05	AOC
06	MISC
07	MISC
08	MISC
09	MISC
10	NAVY
11	AF
12	GRAF
13	DAD
14	MISC
15	GRAF
16	MISC
17	MISC
18	CGO
19	MISC
20	MISC