

Part-I Office Order No: 125.

**Office of the PCDA (BR), Seema Sadak Bhawan,
Ring Road, Naraina, Delhi cantt.-110010**

File No. AT/BR/125/Misc/Circular

Dated: 09/09/2013

To,

- 1 The CDA (BR) Guwahati
- 2 The Jt. CDA Chandigarh
- 3 The PAO, GREF Pune

Subject: Delay in Payment of compensation Awarded by NHRC to the NoK of the deceased.

A Copy of Minutes of meeting held on 08/08/2013 under the chairmanship of Shri. Sameer Kumar Khare, JS(E) received vide Ministry of Defence, D(AG) vide their ID No. 11(28)/2005-D (AG) dated 14/08/2013 received under HQrs office memo no AT/IV/NHRC/MACT/Vol-I dated 30 August 2013 on the above mentioned subject is forwarded herewith for information, guidance and necessary action please.

It is further advised that the contents of the circular may please be communicated to all the sub-offices under your jurisdiction for their necessary action please.

Please acknowledge receipt.


Encls: As above.

Copy to:

1. Office-In-Charge: For uploading on the website of PCDA(BR) EDP Section (M.O).

—Sd—

Sr.AO (AT)


Sr.AO (AT)

Important Circular

कार्यालय रक्षा लेखा महानियंत्रक, उलान बटार रोड, पालम, दिल्ली छावनी - 110010

Office of CGDA, Ulan Batar Road, Palam Delhi Cantt. - 110010

No :-AT/IV/NHRC/MACT/Vol. I

Dated 22.08.2013

To

All PCsDA/CsDA
PCDA(BR)
Delhi cantt.

Sub :- Delay in Payment of Compensation Awarded by NHRC to the NoK of the deceased.

A copy of Minutes of meeting held on 08/08/2013 under the chairmanship of the Shri. Sameer Kumar Khare, JS(E) received vide MoD, D(AG) vide their ID No. 11(28)/2005-D (AG) dated 14/08/2013 to insure timely disbursement of compensation to NoK of the victims as awarded by NHRC, is forwarded herewith for information and guidance.

2. Accordingly competent authority has nominated following officers as Nodal Officer for compliance of NHRC orders.

CGDA	Shri. Amit Prasad, IDAS Senior Deputy Controller General of Defence Accounts Phone (O) 011-25674835 Mobile - 09810602858 FAX - 011-25674813 Email - amitprasad.in@gmail.com
CDA, Guwahati	Shri. P. Vijaya Kumar, IDAS Joint Controller of Defence Accounts Phone (O) 0361- 2640036; 2640394 Phone (R) 0361- 2642352 FAX - 0361- 2640204 Email - drvijaycu@yahoo.co.in

3. As per 3(ii) of the Minutes, in order to ensure that the contingent bill prepared by Army units are not returned by PCsDA/CsDA, a check list has been forwarded by CDA Guwahati. The same is enclosed herewith for examination & comments/suggestions. Kindly forward comments to HQrs office latest by 10/09/2013 for finalization of the same.

Please acknowledge receipt.

(A.N. DAS)

Jt. CGDA (AT-III)

Ao (An)

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5/9/13

Shri. Satyendra
22/8/13

FAX


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Ministry of Defence
D(AG)

Sub:- Meeting to discuss various issues concerning NHRC held under the Chairmanship of JS (E) on 8.8.2013.

Reference this Ministry's I.D. of even number dated 29.7.2013 on the above mentioned subject.

2. The Minutes of the above meeting held under the Chairmanship of Joint Secretary (E) on 8.8.2013 is enclosed herewith for necessary action and strict compliance.


(Praveen Kumar)
Director (AG-I)
Tel. No. 2301 1593

Encl: As above.

- (i) CGDA, Ulan Batar Road, Palam, Delhi Cantt.-110010.
- (ii) CDA, Narangi Cantonment, Udayan Vihar, Guwahati, Assam
(Fax No.0361-2640204 & 2620810)
- (iii) DDG, DV/AHQ
- (iv) Director (HR), AHQ

MoD ID No. 11(28)/2005-D(AG) dated 14.8.2013

Copy to:-

US (AG-I).



Minutes of the Meeting held under the Chairmanship of Shri Sameer Kumar Khare, Joint Secretary (E), Ministry of Defence (MoD) ON 8.8.2013 at 11.00 AM in Room No. 97, South Block, New Delhi on matters relating to NHRC.

A meeting was held under the Chairmanship of Joint Secretary(E) on 8.8.2013 at 11.00 AM to ensure timely disbursement of compensation to NOK of the victims as awarded by NHRC. The meeting was convened to streamline the system and chalk out a SOP to avoid recurrence of delay in payment of compensation awarded by NHRC to the NoK of the deceased. The meeting was attended by representatives of AHQ, CGDA, New Delhi and CDA, Guwahati. The list of officers present is annexed.

2. At the outset, Chairman [(Joint Secretary (E))] observed that during the processing of a summon issued by NHRC in the Ministry, it was seen that the contingent bill prepared by AHQ for payment to NoK of deceased Shri T. Kemprai was pending at CDA, Guwahati for long time and response from CDA, Guwahati was not forthcoming in the matter. Ultimately, JS(E) had to personally intervene to expedite the said payment. He conveyed his displeasure in the manner in which the entire case was dealt.

3. In order to streamline the system, the following course of action was unanimously decided by all concerned:-

(i) CDA, Guwahati and CGDA, New Delhi would separately appoint Nodal Officers for compliance of NHRC orders and they will furnish to this Ministry and AHQ, details like name, designation, landline, mobile, fax number and e-mail address of such nodal officers. US(AG-I) and Director (HR), AHQ will be nodal officers for MoD and AHQ respectively to monitor and ensure compliance of NHRC orders timely.

(ii) In order to ensure that the contingent bill prepared by Army units are not returned by CDA, Guwahati on various grounds like copy of the Court order, bank account number etc., CGDA, New Delhi /CDA Guwahati would finalise and furnish a checklist to this Ministry and AHQ which would invariably be followed and enclosed by the concerned Army units while furnishing bills to CDA, Guwahati.

(iii) The CDA would clear the bill and issue the cheque in the name of concerned Deputy Commissioner. The cheque would be collected by the concerned Army unit and handed over to concerned Deputy Commissioner with a request to make the payment to the NoK of the deceased and furnish a receipt to AHQ.

(iv) Following time frame would be followed:-

- (a) After approval of Hon'ble RM, sanction letter will be issued by AHQ within seven days under intimation to CGDA, NHRC and CDA. The sanction letter will be faxed to CGDA and CDA by AHQ for speedy compliance. A DO letter will also go to CGDA from JS (E) after issue of such sanction requesting for expediting the concerned CDA for payment.
- (b) After the issue of sanction, the concerned unit of the AHQ will raise the contingent bill within four weeks and furnish the same to the concerned CDA after enclosing duly filled checklist.
- (c) The concerned CDA will process the contingent bill and will issue cheque in the name of concerned Deputy Commissioner within one week. The concerned unit will collect the cheque from the CDA physically and not by post or other means within this time limit.
- (d) The concerned unit thereafter will deposit the cheque to the concerned Deputy Commissioner within one week. The unit will send confirmation for handing over the cheque to the concerned Deputy Commissioner and will furnish a receipt from Deputy Commissioner in this regard positively within three days to MoD and AHQ by fax. MOD will intimate to NHRC within next three days.
- (e) The concerned Deputy Commissioner will be advised to hand over the cheque to NoK of the deceased within two weeks.
- (f) The concerned unit will obtain the proof of payment from concerned Deputy Commissioner after two weeks of handing over of the cheque and fax the same to MOD/AHQ within next three days.
- (g) On receipt of proof of payment by fax, MOD will intimate to NHRC within next three days.

4. Meeting ended with vote of thanks to the Chair.

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Check list for Contingent bills (all types) in CDA Guwahati

1. Contingent bill is duly signed and also countersigned by the concerned. The name of the Bank & Public Fund Account no. of the unit is specifically mentioned in bold letters on the contingent bill.
2. Allotment of funds under charged expenditure on prescribed format, sanction of competent authority.
3. Specimen signature of the concerned officer are forwarded in advance.
4. Unit code, Task code & name of the group are also mentioned in Block letters on the Contingent bill and forwarding memo.
5. A certificate released during previous quarter have been submitted are endorsed on the forwarded letter of the contingent bill.
6. The following points are also seen during detailed audit of bills and vouchers as per Para 62 of Defence Audit Code.
 - (a) that the bills and vouchers are in the prescribed form and original.
 - (b) that they are duly receipted by the payees and that a brief abstract is given in English under the signature of the drawing officer on all purely vernacular vouchers and that vernacular signatures are transliterated, also sub vouchers contain notes of dates of payments.
 - (c) that the details works upto the total and the totals are in words as well as in figures.
 - (d) that there are no erasures, and that any alterations in the totals are attested by the officer concerned as many times as they are made.
 - (e) that no vouchers or order has been signed by the subordinates' for' an officer.

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- (f) that the bills are signed in ink, no bill or voucher signed with a stamp being accepted.
- (g) that copies of sanctions are certified by the sanctioning officer or by a gazetted officer authorised to sign for him.
- (h) that stamps are affixed to all vouchers for sums in excess of Rs5000/- if necessary, the stamps being punched or otherwise defaced at the time of audit.
- (i) In all cases in which it is prescribed that agreement should be effected between two different documents, the fact of the agreement should be noted on both the documents and initialed by the auditor who makes the payment.
- (j) that funds and Income tax deductions have been correctly made.
- (k) that claims preferred after 24 months are not proceeded with without the sanction of the competent authority as prescribed in Financial Regulations.
- (l) Necessary entries should be made in the prescribed register and in cases where audit is conducted with reference to previous bills, the bills should be linked together, notes being made in each under the auditor's initials. A suitable entry should prominently be made in the last charge, regarding the fact of payment of the next charge, indicating also the number and date of the voucher (as given by the unit), the amount involved and the month to which the charge pertains under the initials of the auditor and the SA(O)/AAO.

Payment procedure:-

This office is in process of implementing the system of making the day to day payments through Electronic mode as per the direction of HQrs Office. It has been decided to implement the system through ECS as follows:

State Bank of India has been nominated as SPONSOR BANK for NEFT payments and agreement has been made with them accordingly. Through this system, the beneficiary account is being credited on the same day via core Banking facility processed through NEFT system.



(R SINHA)

Sr Accounts Officer(M)

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