



MOST IMPORTANT CIRCULAR

	रक्षा लेखा नियंत्रक कार्यालय उदयन विहार, गुवाहाटी – 781171 Office of the Controller of Defence Accounts Udayan Vihar, Guwahati – 781171 दूरभाष- 0361-2640394/2641142 2640204/2640810	 150 YEARS OF CELEBRATING THE MAHATMA
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No . PAY/ORDER/CIRCULAR/VOL.II

Dt: 04/08/202

THROUGH WEBSITE

To

1. All LAOs/ALAOs

2. All AO GEs/AGEs

Sub : Implementation of web based comprehensive pension package system for defence Civilian i.e. SPARSH (System for Pension Administration (Raksha).

Please find enclosed a copy of PCDA(Pension) Allahabad DO letter bearing No.PCDA(P)/SPARSH/CIV/2021/VOL.I dt. 14.07.2021 on the above subject, which is self explanatory.

It is, therefore, requested to submit the required data through the Head of Department of Defence Civilian Offices, endorsing a copy to PCDA(P) Allahabad on email Id pcdacpp.dad@hub.nic.in. under intimation to this office.

Matter may please be treated as MOST URGENT.

Encl: As above



(GAUTAM DOLEY)
Asstt. Controller



Copy to:

The Officer-in-charge : With a request to upload the above on CDA Guwahati Website.
IT & SW (Local)



(GAUTAM DOLEY)
Asstt. Controller

MOST IMPORTANT CIRCULAR

	<p>रक्षा लेखा नियंत्रक कार्यालय उदयन विहार, गुवाहाटी – 781171 Office of the Controller of Defence Accounts Udayan Vihar, Guwahati – 781171</p> <p>दूरभाष- 0361-2640394/2641142 फैक्स- 0361- 2640204/2640810</p>	
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(GAUTAM DOLEY)
Asstt. Contrtoller

Copy to:

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IT & SW (Local)


(GAUTAM DOLEY)
Asstt. Contrtoller



Pay Tech

राजीव रंजन भार.ले.से.
प्रधान नियंत्रक
Rajiv Ranjan IDAS
Principal Controller

कार्यालय रक्षा लेखा प्रधान नियंत्रक (पेंशन)

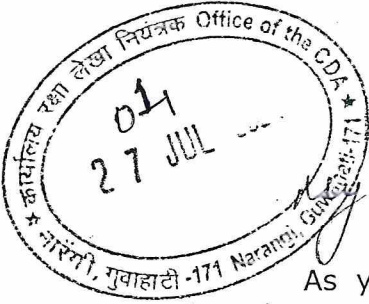
Office of the Pr. CDA (Pensions)

द्रौपदी घाट, इलाहाबाद - 211014

Draupadi Ghat, Allahabad - 211014

DO No: PCDA(P)/SPARSH/CIV/2021/Vol-I

Dated:14.07.2021



Dear Ramendra

As you are aware that our department is going to implement web based comprehensive pension package system for defence civilian i.e. SPARSH (System for Pension Administration (Raksha)). As desired by Hon'ble Defence Secretary our legacy system will obsolete by 1.8.2021.

For on-boarding Defence Civilian Organisations: Organogram of the Department, list of Head of Offices with list of concerned Pay Controllers and user details of HOO and PAO is required. For collecting the above information, a Circular no. SPARSH-01 dated 21.6.2021 has already been issued by this office. It is difficult to collect data from MES, Border Road and other Defence Civilian Organisations in a short span of time, as they are located in remote areas across the country. But we are quite fortunate that our Defence Accounts Department offices are located in close proximity with the Defence Civilian Organisation. Therefore, we can explore the possibility of collecting data through the DAD offices.

It is therefore requested that a team may be detailed who will liaise with the Head of Office of these Defence Civilian Organisation which are initiating pension's claim either through your office or your sub offices. Therefore, please have a personal liaison with the field offices under your AOR and advise them to submit the required data through the Head of Department of Defence Civilian Offices, endorsing a copy to this office on email id pcdacpp.dad@hub.nic.in.

Your kind cooperation will be highly appreciated.

with best wishes

yours sincerely

Rajiv Ranjan

Sh. R N Biswas, IDAS

CDA

Office of CDA

"Udyan Vihar" Narangi

Guwahati-781171

urgent action pl

Also show figures on the inner

AAH GP-I

26/7/2021

AO Pay Tech
Pl forward the copy of this letter to AAO Shillong for further mfg

25/7

23/7

GO SAO/AO

कार्या./Off. : 0532-2421866, फैक्स/Fax : 0532-2421869, 2423549

वेबसाइट/Website : <http://pcdapension.nic.in>, ई-मेल/e-mail : cda-albd@nic.in

पेंशन काल सेंटर : Pension Call Center : Toll free No : 1800-180-5325



Office of the Principal Controller of Defence Accounts(Pension),

Draupadi Ghat, Allahabad – 211014

Email :pcdacpp.dad@hub.nic.in

Circular No. : SPARSH-01

No. PCDAP/SPARSH/CIV/2021/VOL-1

Dated: 21st June 2021

To,

(As per Annexure-“X”)

(All Head of Department under Min. of Defence)

Sub:- Roll Out of all Defence Civilian Organization on the web based comprehensive pension package system for Defence Civilian i.e **SPARSH** (System for Pension Administration (Raksha)).

Ref:- HQrs. Office D.O. letters of Shri Kanwaldeep Singh, IDAS, Jt CGDA, HQRs Office Delhi Cantt bearing no. . 5702/AT-P/PPP/Vol-IX dated 26.11.2018 & PENS /5702/3/2020-PENS dated 25.02.2021.

Ministry of Defence has directed that all defence civilian organizations should be rolled out on the web based comprehensive pension package system for Defence Civilian i.e **SPARSH** (System for Pension Administration (Raksha)) latest by **01.08.2021**, hence competent authority has decided to **stop sanction of pension through Legacy system after 31.07.2021**.

2. To achieve the target following information/data in prescribed format may be forwarded through email to this office mail i.d pcdacpp.dad@hub.nic.in with subject caption “CIVIL SPARSH/ _____ (HODs Name) latest by 30.06.2021. It may be ensured that all information should be completed and be only in prescribed format. In case of any query HODs (as per Annexure –X) may only contact to this office Nodal Officer Shri **S.J.C. SINGH**, Mob no. 09451260600 email i.d. sjyotishsingh.dad@hub.nic.in

- i. Details of Nodal officer of HOD (Annexure-A)
- ii. Organogram/ rank hierarchy/ pay structure (Annexure-B)
- iii. Details of HOD(s) and their mapping with respective PAO (Annexure-C).
- iv. Registration of users for NIC VPN by following the procedure mentioned in the instructions attached as (Annexure – F).
- v. The present status of notification of pension for the retirees in your organization in format attached as (Annexure – E).
- vi. User details of all your HODs in the excel file attached as (Annexure – F). It may be ensured that all users should have NIC or Government ID only to work on SPARSH.

vii. Procurement of Class 3 DSC (Digital Signature) for Order, Service and Medical (for EOP cases) Approvers (individual DSC for signature only), if the identified approver do not already have the same.

3. Ministry of Defence is monitoring rollout of SPARSH as per a strict deadline. Please ensure that the requisite information mentioned above is submitted positively by 30.06.2021. **Nodal Officer Detail at your end as mentioned in point 2 (i) is submitted latest by 23.06.2021 by return email to nodal officer of this office Shri S.J.C.Singh.**



(Abhishek Singh)
Dy. CDA (P)

No: PCDAP/SPARSH/CIV/2021/VOL.-01

Dated:- 21/06/2021

Copy to:-

The CGDA, Ulan Batar Road Palam, Delhi Cantt-10

(Alok Srivastava)
AO (P)



Office of the Principal Controller of Defence Accounts(Pension),
Draupadi Ghat, Allahabad – 211014

Email :pcdacpp.dad@hub.nic.in

Circular No. : SPARSH-02

No. PCDAP/SPARSH/CIV/2021/VOL-1

Dated: 25th June 2021

To,

(As per Annexure-“X”)

(All Head of Department under Min. of Defence)

Sub:- Roll Out of all Defence Civilian Organizations on the web based comprehensive pension package system for Defence Civilian i.e **SPARSH** (System for Pension Administration (Raksha)).

Ref:- In continuation of this office circular no. SPARSH-01, Dated: 21st June 2021

Please refer to point 2(iv) & Annexure “D” of above referred circular no. SPARSH-01 dt. 21/06/2021 under which guidelines were mentioned regarding “**Registration of users for NIC VPN**”. Now it has been decided that “Consolidated HOOs user details may be shared with CGDA IT &S Wing through email for applying their NIC Web VPN, for accessing SPARSH application by the users through internet.”

2. Hence, point 2(iv) & Annexure “D” of above referred circular may be treated as deleted and consolidated list of HOOs user may be provided to this office at the earliest for onward transmission to CGDA IT&S wing for applying NIC Web VPN.

(Abhishek Singh)

Dy. CDA (P)

No: PCDAP/SPARSH/CIV/2021/VOL.-01

Dated:- 25/06/2021

Copy to:-

The CGDA, Ulan Batar Road Palam, Delhi Cantt-10

(Alok Srivastava)

AO (P)

ANNEXURE-X

Sl No.	HODs
1	DGQA
2	PIONEER DTE.
3	DG AFMS
4	DG ARTILLERY-10
5	DG INFANTRY-6
6	MILY INT.-20
7	DG AAD
8	DG NCC
9	PROVOST MARSHAL
10	DG SIGNALS
11	DG ORD. SER.
13	E-IN-C/E1A
14	DG EME
15	MILITARY FARMS
16	DG ARMY AIR DEFENCE
17	NAVAL HQrs-DoCP
18	AIR HQrs
19	BRO
20	IHQ ARMY(CAMP)
21	APS
22	E-IN -C/E-COORD-1
23	GS/MOV-D
24	AG/DGMS-3B
25	DG MECH FORCES
26	DG RECRUITING
27	DG RVS
28	DG STAFF DUTIES
29	E-IN-C 1C(MES)
30	QMG/Q-1C
31	GS/TA-3
32	AG/MP-8(I OF R)
33	MGO/S&C
34	QMG/ST-12
35	GS/DSC-2
36	GS/MT-7
37	AG/JAG'S DEPTT



Office of the Principal Controller of Defence Accounts(Pension),

Draupadi Ghat, Allahabad – 211014

Email :pcdacpp.dad@hub.nic.in

Circular No. : SPARSH-03

No. PCDAP/SPARSH/CIV/2021/VOL-1

Dated: 30th June 2021

To,

(As per Annexure-“X”)

(All Head of Department under Min. of Defence)

Sub:- Implementation of SPARSH in respect of Defence Civilians w.e.f. 01-08-2021.

*****X*****

Please refer to Circular No SPARSH-01 dated 21-06-2021 and Circular No SPARSH-02 dated 25-06-2021 regarding roll out of web based comprehensive pension package system for Defence Civilians i.e. SPARSH (System for Pension Administration (Raksha) latest by 01-08-2021.

2. The competent authority has decided that the cases of individual retiring on or before 01.08.2021 and family pension claims (fresh cases where no PPO has been notified earlier) received till 16-07-2021 may be processed through legacy system and their sanction may be completed positively by 31.07.2021. The claims received after 16-07-2021 will not be entertained.

In view of the foregoing, suitable instructions (along with copy of this circular) may be issued to all the Head of Offices under your administrative control to ensure the compliance of above provisions.

-sd-

(Abhishek Singh)

DCDA (P)

Copy to:-

1. The CGDA, Ulan Batar Road Palam, Delhi Cantt-10.
2. All Pr. CDA /CDA / C of F&A (Fys)/CDA (Fund)

(Alok Srivastava)

AO (P)

ANNEXURE-X

Sl No.	HODs
1	DGQA
2	PIONEER DTE.
3	DG AFMS
4	DG ARTILLERY-10
5	DG INFANTRY-6
6	MILY INT.-20
7	DG AAD
8	DG NCC
9	PROVOST MARSHAL
10	DG SIGNALS
11	DG ORD. SER.
13	E-IN-C/E1A
14	DG EME
15	MILITARY FARMS
16	DG ARMY AIR DEFENCE
17	NAVAL HQrs-DoCP
18	AIR HQrs
19	BRO
20	IHQ ARMY(CAMP)
21	APS
22	E-IN -C/E-COORD-1
23	GS/MOV-D
24	AG/DGMS-3B
25	DG MECH FORCES
26	DG RECRUITING
27	DG RVS
28	DG STAFF DUTIES
29	E-IN-C 1C(MES)
30	QMG/Q-1C
31	GS/TA-3
32	AG/MP-8(I OF R)
33	MGO/S&C
34	QMG/ST-12
35	GS/DSC-2
36	GS/MT-7
37	AG/JAG'S DEPTT



Office of the Principal Controller of Defence Accounts(Pension),
Draupadi Ghat, Allahabad – 211014

Email : pcdapcpp.dad@hub.nic.in

Circular No. : SPARSH-04

No. PCDAP/SPARSH/CIV/2021/VOL-1

Dated: 14th July 2021

To, _____

(All HOOs / PAOs)

Sub:- Implementation of web based comprehensive pension package system i.e. **SPARSH** (System for Pension Administration (Raksha) for Defence Civilian and their families-reg.

Several issues have been noticed while monitoring implementation of SPARSH. These are listed below for your information and necessary corrective action-

- i) HOO/PAO users are not completing audit of pension data well in advance causing delay in processing of cases and sanction/payment of pension.
 - ii) After generation of PPO in death cases, the HOO users are not following up with beneficiaries for completing identification. This leads in delaying release of payment to families.
 - iii) There appears to be no agreement between HOOs & PAOs regarding submission of documents for Audit of pension data by PAOs creating undue delay in processing of claims.
2. All HOOs/PAOs are therefore advised to follow the procedure to handle above issues, as follows:-
- i) All HOOs/PAOs will ensure that retirement order/Pt. II OO for death etc. and service/Medical (where applicable)/Pay details are entered in SPARSH at least 45 days in advance prior to the date of retirement, to get adequate lead time to handle issues raised(if any) in audit or during PDV. However, in all cases it must be ensured that pension is sanctioned before retirement. Similarly, HOO & PAO will ensure that PPO for death-in-service cases is sanctioned within a month after the death of the employee. To deal with point no. iii of Para 1 above, it is advised that HOO will provide all necessary documents to PAO as per their requirement on urgent basis and in case of any doubt HOO & PAO will liaise offline to short out the issue immediately to avoid undue delay processing the claims. Fortnightly discussion should be conducted between HOO and concern PAO to deal all issues of doubt regarding SPARSH. Details of issues discussed and their outcome be reported to this office as well as HQrs. Office through concern Controllers on following email id. pcdapcpp.dad@hub.nic.in and projectcpp.dad@hub.nic.in.
 - ii) To avoid delay in first payment in respect of family pensioner necessary guidelines for identification is given in **Annexure-'X'**.
3. In view of above all HOD/PCDA/CDA are requested to issue instructions for HOOs/PAOs under their administrative control for strict and time bound compliance of above procedures/instructions.

(Abhishek Singh)
Dy. CDA (P)

No: PCDAP/SPARSH/CIV/2021/VOL.-01

Dated:- 14/07/2021

ANNEXURE X

Procedure to perform Identification in SPARSH

[A] Identification through Pensioner login –

- (i) After login into pensioner account through userid & password, the link for 'IDENTIFICATION' will be available on home page. Ensure that login is done by pensioner themselves and their password are not exposed.
- (ii) Click the same and then click button 'Perform identification' after selecting radio button for MLC (Option for DLC is not working as of now).
- (iii) Thereafter click generate MLC number - a six digit number will appear in box and link for 'Download MLC' will appear below that. Download the MLC and print the same.
- (iv) Press button 'Initiate Request' available below above link. A table will appear below with an action button at last column of the table. Ensure this table is generated to upload the MLC with generated number which is available on MLC downloaded form. In case the pensioner get logout, this request will be available in their login to process further only if the Initiate Request button is clicked.
- (v) The downloaded certificate may be signed by any gazetted officer. Scan the signed certificate in PDF format. Please ensure that all fields are filled properly and completely & PDF created is legible and correctly scanned.
- (vi) Go to the action button mentioned at point (iv) above and click it. In case, the pensioner gets logout, the table will be available after completing action at point (ii) and no need to generate MLC again. Complete the details of officer who has identified the pensioner and upload the MLC at the end.
- (vii) After submitting the same, certain declaration will come along with their bank detail of the pensioner which has to be confirmed/completed.
- (viii) Please ensure that token number is generated at the end of identification. Status of this request could be viewed from link TRACK SERVICE REQUEST available on home page of pensioners' login.

[B] Identification through Service Centre-

- (i) Pensioner will not be compelled to share their login credential to Service Centre executives. Login will be done by Service Centre executives with their own login credentials and only identifier viz. PPO number or GFP numbers should be asked from pensioners.
- (ii) An OTP will be received on the mobile number of pensioner and Service Centre will proceed after entering the same in SPARSH. The subsequent process for completing identification will be same as [A] above.
- (iii) Service Centre executive will do all action in concurrence with pensioner and also make his screen visible to them.
- (iv) The token number generated after completing the process shall be shared to the pensioners for their record.

[C] Identification through Jeevan Pramaan –

SPARSH has been incorporated as a Pension Disbursing Agency in Jeevan Pramaan. All SPARSH users are advised to perform the identification of pensioners either through MLC or Jeevan Pramaan (by selecting Pension Disbursing Agency as SPARSH) MODE. While registering the Pensioner through Jeevan Pramaan please select the following through dropdown

Sanctioning Authority Name – “Defence- PCDA(P) Allahabad”

Disbursing Agency Name:- “ SPARSH-PCDA (Pension) Allahabad”

Agency Name- “ SPARSH-PCDA (Pension) Allahabad”.

[illegible]

[illegible]

NCC Dte P H HP & C

30/6

42663006210291	42663006210079
DUF0614455	DUF0676757
29-Jun-21	29-Jun-21
TILOR SHOP 21 DOGRA UMROI	ELECTRICITY AND WATER CHARGES
UMROI MIL STN	DRDO TOWNSHIP
AO AGE I UMROI SHILLONG	AAO BSO SHILLONG
1000	2045
ADV MRO FOR PREPAID METER RECHARGE OF RS 1000.00	RENT NOV 2020 RAAPS

2

ANNEXURE B											ANNEXURE B											ANNEXURE B											ANNEXURE B										
#	HOO Name	HOO Code	HOO Address	HOO Email ID	Cadre	Date of Introduction of Cadre	Date of Cease of Cadre	Remarks	Post	Group	Industrial / Non-Industrial	Retirement Age	Date of Introduction of	Date of Cease of Post	Gazetted / Non-Gazetted	Remarks	7th CPC Pay Matrix	6th CPC Pay Band & GP	5th CPC Pay Scales	4th CPC Pay Scales	Additional Pay																						
1					DRDS (Scientist) Cadre	Not Available	Not Available		Scientist 'B'	A	Non Industrial	60			Gazetted		L-10	PB-3 (15600-39100)	8000-275-13500	700-40-900-EB-40-1100-50-1300	Not Applicable																						
2					DRDS (Scientist)	Not Available	Not Available		Scientist 'C'	A	Non Industrial	60			Gazetted		L-11	PB-3 (15600-39100)	10000-325-15200	1100-50-1600	Not Applicable																						
3					DRDS (Scientist)	Not Available	Not Available		Scientist 'D'	A	Non Industrial	60			Gazetted		L-12	PB-3 (15600-39100)	12000-375-16500	1500-60-1800-100-2000	Not Applicable																						
4					DRDS (Scientist)	Not Available	Not Available		Scientist 'E'	A	Non Industrial	60			Gazetted		L-13	PB-4 (37400-67000)	14300-400-18300	100-100-125/2-2250	Not Applicable																						
5					DRDS (Scientist)	Not Available	Not Available		Scientist 'F'	A	Non Industrial	60			Gazetted		L-13A	PB-4 (37400-67000)	16400-450-20000	2000-125/2-2500	Not Applicable																						
6					DRDS (Scientist)	Not Available	Not Available		Scientist 'G'	A	Non Industrial	60			Gazetted		L-14	PB-4 (37400-67000)	18400-500-22400	2500-125/2-3000	Not Applicable																						
7					DRDS (Scientist)	Not Available	Not Available		Scientist 'H'	A	Non Industrial	60			Gazetted		L-15	HAG Scale (67000-24050-650-75500)	22400-525-24500	2500-125/2-3000	Not Applicable																						
8					DRDS (Scientist) Cadre	Not Available	Not Available		Distinguished Scientist	A	Non Industrial	60	1.1.1996		Gazetted		L-16	HAG+ Scale (75500-80000)	24050-650-26000		Not Applicable																						
9					DRDC (Technical)	Not Available	Not Available		Technician 'A'	C	Non Industrial	60			Non Gazetted		L-2	PB-1 (5200-20200)	3050-75-3950-80-4590	950-20-1150-EB-25-1500	Not Applicable																						
10					DRDC (Technical)	Not Available	Not Available		Technician 'B'	C	Non Industrial	60			Non Gazetted		L-4	PB-1 (5200-20200)	4000-100-6000	1200-30-1440-EB-40-2040	Not Applicable																						

ANNEXURE C

#	HOO NAME	HOO SHORT NAME	HOO ADDRESS	HOO EMAIL ID	REMARKS
1					
2					

ANNEXURE-A

HOD DETAILS IN FULL	NAME OF NODAL OFFICER	CORRESPONDING ADDRESS OF NODAL OFFICER	MOBILE NO. OF NODAL OFFICER	TELEPHONE NO. & FAX NO. OF NODAL OFFICER	EMAIL ID OF NODAL OFFICER
PCDA PENSION ALLAHABAD, DRAUPADI GHAT ALLAHABAD UP-211014	HIMANSU TRIPATHI, IDAS, DY.CDA(P)	HIMANSU TRIPATHI, IDAS, DY.CDA(P) O/o The PCDA PENSION ALLAHABAD DRAUPADI GHAT ALLAHABAD UP-211014	9999999999	0532-2624444	Abcd@22.dad@hub.m

ANNEXURE C

INSTRUCTION

NOTE	
A	Organization Name = Full Name of Organization/Department
B	SPARSH Office Name = Full Name of HOO/PAO
C	Office Address = City of Office Location
D	Office Section = Order, Service, Medical, Pay or Audit. Dropdown value to be selected
E	Section in HOO/PAO = Whether Office to be created is part of HOO or PAO. Dropdown value to be selected
F	Parent HOO/PAO = Parent Office handling Sub-Offices/Section if applicable
G	Parent HOO/PAO Address = City of HOO/PAO Address
H	Parent HOO/PAO Email ID = Email ID of HOO/PAO for communication
I	Mandatory fields have been marked as *
J	Copy Previous row to enter new set of data

ORGANIZATION NAME

LIST OF OFFICES & SUB OFFICES FOR PROCESSING CLAIMS IN SPARSH

Coast Guard Headquarters

#	SPARSH Office Name	Office Address	Office Section	Section in HOO/PAO	Parent HOO/PAO	Parent HOO/PAO Address	Parent HOO/PAO Email ID
1	Bureau of Naviks	Mumbai	ORDER	HOO	Bureau of Naviks	Mumbai	hooemailid@nic.in
2	Bureau of Naviks	Mumbai	SERVICE	HOO	Bureau of Naviks	Mumbai	hooemailid@nic.in
3	Bureau of Naviks	Mumbai	MEDICAL	HOO	Bureau of Naviks	Mumbai	hooemailid@nic.in
4	Bureau of Naviks CPPC	Mumbai	ORDER	HOO	Bureau of Naviks	Mumbai	hooemailid@nic.in
5	Bureau of Naviks CPPC	Mumbai	SERVICE	HOO	Bureau of Naviks	Mumbai	hooemailid@nic.in
6	Bureau of Naviks CPPC	Mumbai	MEDICAL	HOO	Bureau of Naviks	Mumbai	hooemailid@nic.in
7	CGPAO Noida	Noida	PAY	PAO	CGPAO Noida	Noida	paocemailid@nic.in
8	CGPAO Noida	Noida	AUDIT	PAO	CGPAO Noida	Noida	paocemailid@nic.in

ANNEXURE C

INSTRUCTION	
NOTE	
A	Fill this sheet with the list of offices who will be dealing with the specific portion of processing the claim data
B	Use values under header = OFFICE DESCRIPTION in Worksheet = OFFICE LIST to fill the columns for Office Lateral Mapping
C	Refer sample data shared. Example: If Pay Details are handled by Pay Section of CGPAO Noida, Office Name = PAO, CGPAO Noida PAY

OFFICE LATERAL MAPPING FOR PROCESSING CLAIMS IN SPARSH					
#	ORDER	SERVICE	MEDICAL	PAY	
1	HOO, Bureau of Naviks ORDER	HOO, Bureau of Naviks SERVICE	HOO, Bureau of Naviks MEDICAL	PAO, CGPAO Noida PAY	PAO, CG
2	HOO, Bureau of Naviks CPPC ORDER	HOO, Bureau of Naviks CPPC SERVICE	HOO, Bureau of Naviks CPPC MEDICAL	PAO, CGPAO Noida PAY	PAO, CG

(Name of the organisation)

[illegible]