ADMIN I SECTION

Objectives:

- To look after various aspects of personal management of the organization.
- To provide healthy living and working conditions for officers and staff.

Jurisdiction:

Whole administrative control of PCDA, 'G' Block, New Delhi.

Duties:

- General administration of the office including requirement of establishment, recruitment, postings and transfers, confirmations, pay, increments, promotions, leave, conditions of service and retirement of officers and establishment.
- Conduct and discipline
- Confidential reports
- Departmental examinations
- Maintenance of service documents of AOs/SAOs & IDAS officers.
- Diarisation and distribution of secret, confidential and demi-official letters and other communication received in the office

Functions:

- Establishment
- Legal cases
- Discipline cases
- RTI
- APARs
- Sports Activities
- All reports/returns concerning to AN-I Section.

FAQ’s:

NA

AN III section

Objectives:

- Preparation of Pay bills in respect of Officers and Staff of the office of the PCDA, New Delhi
• Maintenance of Service Records
• Regularization of Leave of all Sections of Office of The PCDA, New Delhi & DDO Cash (MOD), DDO Cash, DIPAC.

Jurisdiction:
• This section deals with the pay accounts of employees of PCDA, 'G' Block, New Delhi.

Duties & Functions:
• Pay & Allowances of DAD Officers & Staff.
• Grant of Annual Increment.
• Pay Fixation of Officers/Staff on Promotion.
• Settlement of Anomalies of Pay.
• Maintenance of Service Books up to AAOs.
• Recovery of Income Tax and issue of Form-16.
• Filing of IT Return in r/o DAD.
• Regularization of Leave.
• Issue of Part II O.O. of Leave.
• Payment of Encashment of Leave & CGEIS on retirement.
• Encashment of leave along with LTC.
• Revision of Pay as per RPR.
• Preparation of DP Sheet in r/o AN Section (III & IV).
• Rendition of Punching Media in r/o AN Section (III & IV).
• Reconciliation of Sectional Compilations.
• Preparation & Forwarding of Schedules to CDA(Funds) Meerut & Account Section.
• Uploading of data to NSDL in r/o NPS Staff.
• Issue of cheque for Individual/Govt. Contribution in r/o NPS Staff.

FAQs:

Q. What is the quantum of encashment of leave on LTC?
Ans. 10 days EL at a time subject to maximum of 60 days during entire service can be encashed while availing LTC.

Q. Whether encashment can be availed during Casual Leave?
Ans. No.

Q. How can I get the name of my spouse/children added to my service book?
Ans. By submission of revised family details.

Q. Is CCL admissible when EL is at credit of individual?
Ans. No.
Q. What is the maximum limit of CCL? Can it be availed in parts?
Ans. Maximum 730 days of CCL can be availed during entire service. CCL can be availed in parts.

Q. What is the procedure for increasing or decreasing my GPF Subscription?
Ans. By submitting request for increase/decrease to the section concerned.

Q. Is cost of books/dress reimbursable as reimbursement of Children Education Allowance?
Ans. Yes.

Q. Whether Children Education Allowance can be claimed monthly?
Ans. No, Children Education Allowance can be claimed quarterly.

Q. I am a fresh appointee? How can I apply for my PRAN number?
Ans. Individual will submit the prescribed application from along with passport photo in triplicate.

Q. I am drawing pay in cash. What is the procedure for drawing pay through ECS?
Ans. You are required to submit an application along with copy of a cheque for information of A/c No., MICR No. IFSC code.

AN-IV Section/IFA Cell

Objectives:
To look after various aspects of personnel management of the organization and Offices of PIFAs/IFAs for which this office is working as Proforma Controller.

Jurisdiction:
Staff and Officers employed in this organization and Offices of PIFAs/IFAs for which this office is working as Proforma Controller.

Duties:

a. This section deals with following aspects of this organization.
   • Scrutiny and countersignature of travelling allowance claim of officers and establishment.
   • Preparation of Pension claims of gazetted and non gazetted staff of the office.
   • Bills on account of reimbursement of medical expenses.
   • Payment of advances of Pay and travelling allowances/LTC ,temporary advances from G.P.Fund and withdrawals from G.P.Fund for financing insurance policies.
• Advances for purchase of conveyances in respect of gazetted and non-gazetted staff.

b. This section deals with following aspects of Offices of PIFAs/IFAs for which this office is working as Proforma Controller.

• Maintenance of service books.
• Nomination CGEIS/G.P. Fund/Gratuity.
• Providing of Service book extracts Deputations.
• Maintenance of Leave Accounts.
• Payment monitoring of Contingent Expenditure.
• Issue of CGHS Card.
• Payment for purchase of Conveyance advance (Motor Cycle/Scooter, Motor Car, Computer and Cycle Advance, Festival Advance).
• Payment of Honorarium/OTA.
• Processing cases for allotment of Govt. accommodation.
• Payment of salary bills, Pay Fixation arrears etc.

Functions:

a. Functions of this section in respect of this organization.

• This section scrutinizes TA/DA, LTC, Medical Bills, GPF Claims which are got countersigned before making final Payments.
• Pension papers are prepared and forwarded to PCDA(P) Allahabad.
• Application for other Conveyance Advance are processed and same is granted to deserving applicants on the condition of availability of budget. The application for motor car advance are processed and after acquiring sanction of competent authority the budget projection is made to Hqrs Office. The advance is paid on receipt of budget from Hqrs Office.
• Application for SLIC, DAC, Vehicle stickers are forwarded to Security Office 'H' Block, New Delhi.
• CGHS Cards (Smart Card) are processed.

Application for allotment of accomodation, technical acceptance, acceptance are forwarded to Dte of Estate Nirman Bhawan New Delhi.

b. Functions of this section in respect of Offices of PIFAs/IFAs for which this office is working as Proforma Controller.

• The section processes salary bills, Demand registers are maintained.
• Service book, leave accounts are maintained.
• Payment is issued against Contingent bills, Conveyance advance, festival advance, TA/DA and LTC advance and final settlement cases already countersigned by their respective IFAs. All relevant registers are maintained in the section.
• CGHS Cards (Smart Card) are processed.

FAQs:

Q. Can I travel by Private Airlines to J&K in lieu of home town.
Ans. Yes, travelling by private Airlines to J&K in lieu of hometown is permissible.
Q. Can I get Temporary advance from G.P.Fund for children's education.
Ans. Yes Temporary advance and Final Withdrawal both can be availed for Children's education on production of necessary documents.

Q. What are the documents required to take prior permission to undergo tests from a recognized Centre?
Ans.
- The documents required are prescription slip by CGHS/Govt.Hospital (in original along with one photocopy of the same). Original prescription slip is returned along with permission letter.
- Copy of CGHS Card of the patient.

An application clearly indicating the name of the Centre from where the permission to carry out tests is sought for.

PAO section

Objectives:
To maintain accounts and make payment of authorities under accounts jurisdiction of PAO.

Jurisdiction:
- Ministry of Defence
- Ministry of Defence (Finance)
- Army Purchase Organisation
- Armed Forces Tribunal, New Delhi

Duties:
- Payment & Audit of Pay Bills, Medical Bills, TA/DA, GPF Bills, Telephone Bills, OTA, Honorarium and all contingent expenditure of MoD/MoD(Fin)/APO/AFT
- Cheques preparation
- Maintenance of Accounts for AO DAD (MOD, Civil), adjustment of inward and outward settlements.
- Pension

Functions:
- Grant of Pension Family Pension
- Issue of PPO
- Checking of Service Verification after 25 yrs of service
- Audit of service books
- Preparation of Daily Payment Sheet
- Payment of Gratuity & Commutation bills
- Preparation and processing of cheques
- Audit & Payment of all kind of bills
- Forwarding of Schedule of PLI/Estate Office