



कार्यालय रक्षा लेखा प्रधान नियंत्रक
सं. 107, लोअर अग्रम रोड , अग्रम पोस्ट , बेंगलूर - 560 007
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NO. PAY TECH/2933/DBT/IEs

Dt. 31 /12/2020

To

The Commandant, Officer in Charge, Establishment Officer,
515 ABW, CQAL, CQA (RADARS) , Station Wksp EME B'lore,
Stn. Wksp EME Goa, SQAE, CQA BEML

Subject Procedure regarding verification of check rolls of Industrial Employees.

As per the directions issued by CGDA pay and allowances of industrial employees are being credited to their personal accounts through Direct Bank Transfer. Consequent to introduction of this procedure the earlier procedure of releasing Cash Requisition to units for disbursement of Pay to Industrial Employees is stands withdrawn.

Audit of check rolls of Industrial employees would be carried out as under:-

1. Check rolls (In duplicate) will be submitted by the unit to concerned LAO by 15th of the month for which pay is to be disbursed. LAO will carry out preliminary scrutiny of the bill and vet the bill. The bill will be sent to pay section of MO by 20th of the month for making DBT.
2. Post Audit of check rolls (for previous month) will be carried out by LAOs with reference to Daily attendance Record, Monthly attendance Register, Leave Card of each IE and Check Roll.
3. Paid check rolls will be submitted by the unit along with the above documents. Overpayment noticed by LAO will be intimated to unit and recovery will be made from the ensuing months pay.
4. Part II OO published by the unit for regulating leave, HPL, EOL, late attendance of IEs will be submitted to the LAO.

5. All claims of CEA, GPF, LTC, OTA, Supplementary claims of any other nature will be submitted to LAO for pre scrutiny before submission to this office for payment.
6. All claims related to Pay Fixation, Final settlement of GPF, Pension papers , Leave Encashment, CGEGIS payment, Immediate Financial Relief, etc., will first be submitted by the unit to LAO and LAO will vet these claims before forwarding to main office .
7. DBT for units CQA(BEML), SQAE (Veh) Kolar, Station Workshop EME Bambolim, CQAR were started from July 2020. In respect of 515 ABW and CQAL the DBT has commenced from September 2020. Tthe paid check rolls held by units may be submitted to LAO for carrying out audit.
8. The above modalities proposed for implementation of DBT in respect of Industrial Employees may be adopted from immediate effect.
9. PCDA has seen.


ASST. CONTROLLER OF DEFENCE ACCOUNTS

Copy to:-

LAO A , B, C Dickenson Road Bangalore.

LAO DAD BELGAUM & LAO (ARMY) PANAJI GOA.

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