

भारत सरकार  
वित्त मन्त्रालय, व्यय विभाग  
केन्द्रीय पेंशन लेख कार्यालय  
त्रिकूट-II भीकाजी कामा प्लेस  
नई दिल्ली-110066

फोन : 26174596, 26174456, 26174438



GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CENTRAL PENSION ACCOUNTING OFFICE  
TRIKOOT-II, BHIKAJI CAMA PLACE,  
NEW DELHI-110066  
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CPAO/IT&Tech/Single Window Service/2016-17/54/62

14<sup>th</sup> June, 2016

**Office Memorandum**


**Subject:- Submission of quarterly list of Government Servants retiring within next 12 to 15 months**

Attention is invited to para 5 of this office OM No. CPAO/IT & Tech/Single Window Service/ 2016-17/ 38 dated-17.05.2016 whereby all Pr. CCAs/CCAs/CAs/AGs and Administrators of UTs were requested to provide the list of government servants retiring within 12 to 15 months as on 01.04.2016 on CPAO website i.e. [www.cpaonnic.in](http://www.cpaonnic.in) by using PAO login provided by CPAO by 3<sup>rd</sup> June 2016. So far only 56 PAOs of 23 Ministries/ Departments have provided list of 2248 officials. However, in many cases columns of PAN number and Aadhaar number are incomplete.

2. Further, CPAO has developed the facility of generating PPO numbers at the stage of uploading the list of retiree government servants on CPAO website. In this context, CPAO has provided a utility on its website under the link "Entry for officials due to retire within 12-15 months as on 1<sup>st</sup> April 2016". Under this utility PAOs are required to enter the details of employees retiring in next 12-15 months, PPO number for retiring employee will be generated at the time of entry of details. For the employees retiring upto 31-Dec-2016, PAOs are required to assign the PPO numbers from unallocated pool of numbers, which will be available at the time of entry. For employees retiring after 31-Dec-2016, PPO numbers will be allocated automatically by the system itself.
3. In this context, Finance Secretary in the FA's Conference held on 3<sup>rd</sup> June, 2016 mentioned about the delays in finalizing pension matters and asked FAs to keep track of progress of cases of employees retiring within a year and requested action by FAs that "*A list of employees retiring within one year should be prepared by 15.06.2016 and their formalities should be completed so that complaints from pensioners are reduced to the minimum. Administration division of each Ministry/Department should be sensitized in this regard*". (Copy of the minutes attached at Annexure-I).
4. As this matter is engaging the highest attention, all Pr. CCAs/CCAs/ CAs/AGs and Administrators of UTs are requested to take up the matter with JS (Admn.)/Administrative Divisions of their respective Ministries/ Departments, wherever required and instruct their PAOs to submit the list of retiring government servants as per format through the new utility provided by CPAO on its website through PAOs login urgently.

This issues with the approval of competent authority.

Encl:- (Annexure-I: 5 sheets)

  
14/6/2016  
(Vijay Singh)  
Sr. Accounts Officer (IT & Tech)

To,

- 1) All Pr. CCAs/CCAs/CAs/AGs/Administrators of UTs

Copy for information to:-

1. Sr.PPS to CGA, O/o the CGA, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110 003.
2. PPS to Addl. CGA (GPG), O/o the CGA, 7<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi – 110 003.

  
Sr. Accounts Officer (IT & Tech)

F.No.23(4)/E.Coord/2016  
Government of India  
Ministry of Finance  
Department of Expenditure



North Block, New Delhi-110 001

Dated the 8<sup>th</sup> June, 2016.

Office Memorandum

Subject: Minutes of the FA's Conference held on 3<sup>rd</sup> June, 2016.

Copy of the minutes of FA's Conference chaired by Finance Secretary on the 3<sup>rd</sup> June, 2016 is enclosed for information and necessary action.

(Harihar Mishra)

Deputy Secretary to the Govt. of India

Tel: 23092907

To

All Financial Advisers

Copy to:-

1. DG (S&D)
2. O/o Controller General of Accounts
3. Chief Controller(Pensions)
4. JS(IC)/JS(PPD)/JS(PF-II)/JS(Budget)
5. Director(PF-I)
6. PSO to Finance Secretary

Copy for information to:-

1. JS(Pers)
2. PS to FM

Minutes of FA's Conference held on 3.6.2016 in Room No. 72,  
North Block, New Delhi

List of participants is at Annexure I.

2. Joint Secretary (Pers) briefly welcomed the Financial Advisors and thereafter Finance Secretary made his opening remarks, in which he emphasised the need for timeliness by the FAs in their day-to-day functioning.
3. As scheduled, Shri Binoy Kumar, DG (S&D) gave a presentation on Government e-Marketplace(GeM). Besides highlighting the basic features of the Government e-Marketplace(GeM), he stated that procurement through GeM would be more transparent & efficient and will be easy to use and that Government Departments/PSUs will also get competitive rates from the suppliers. He also clarified some of the points raised by FAs on the presentation.
4. JS (PF-II) mentioned that following rationalisation of schemes in the 2016-17 (BE), Secretaries were requested to further rationalise Schemes and submit tree diagrams relating to the rationalised Scheme and sub-Schemes. Response from most of the Ministries / Departments was awaited on rationalising of the Schemes administered by them. This needed to be expedited. Further, he mentioned about Finance Secretary's letter sent to Secretaries on high Cap-Ex spending by Ministry needed to be followed up every month.
5. Chief Controller (Pensions) gave a brief presentation on "Single Window Service for Central Civil Pensioners". The presentation covered issues such as pensioner profile, digital record of pension and revision orders, pension processing status tracking system, monthly details of pension payment, download facility of pension / revision orders sent to banks, grievance redressal mechanism and tracking of pension processing status of retiring employees. In this regard Finance Secretary mentioned about the delays in finalising pension matters and asked FAs to keep track of progress of cases of employees retiring within a year.
6. JS (Pers.) gave the status of implementation of EMC recommendations on Autonomous Bodies (ABs) and the position on uploading of primary and secondary data by Ministries / Department on the web portal. The five Ministries / Departments, who were yet to upload primary and secondary data are Atomic Energy, Defence Production, Pensions and Pensioners Welfare, Parliamentary Affairs and Petroleum & Natural Gas. Further, it was clarified that FAs are the Nodal Officers and responsible for uploading and authentication of the data on ABs and that this should not be left to individual ABs.

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7. Regarding FVMS, JS (Pers.) acknowledged that almost all Ministries have uploaded legacy data on FVMS portal. FAs were requested to regularly update the data. Further, it was conveyed that none of the Ministries / Departments have uploaded the "Outcome of visits undertaken". Position of C&AG Audit Paras and PAC paras was discussed and FAs were requested to be proactive in their resolution.

8. JS (PPD) pointed out that the Department of Expenditure is in the process of revision of three manuals of Public Procurement, i.e., (i) Manual on Policies and Procedures for purchase of goods; (ii) Manual on Policies and Procedures for procurement of works; and (iii) Manual on Policies and Procedures for employment of Consultants. In the last week of May, 2016, DoE had written to all the Secretaries and FAs to send their inputs / suggestions with regard to the improvement in these manuals. To facilitate inputs by the Ministries / Departments, three questions on each para had been prepared which have already been sent to the Ministries / Departments by email / regular mail. The last date for sending the comments is 15<sup>th</sup> June, 2015.

9. JS (PPD) also mentioned about the training on Public Procurement being organised by National Institute for Financial Management (NIFM), Faridabad and requested the FAs to nominate officers from Section Officer to Deputy Secretary / Director level for attending this training. The fees for this programme is being paid by DoE under a MoU with the NIFM.

10. JS (Budget) briefed the gathering about the proposed merger of Plan / Non Plan in the next Budget. DoE has already completed discussion with some of the Ministries in this regard and in the next 15 days this exercise is expected to be completed with the remaining Ministries. Regarding revised sanctions and enhancement of the financial limits vested with FAs, JS (Budget) asked FAs to suggest the limit of expenditure proposals beyond which the sanction may be referred to MoF for concurrence for the purpose of cash management and also come up with suggestions on DFPRs.

11. Thereafter each of the FAs gave status on uploading of data on ABs and pendencies of CAG and PAC paras and other issues they felt important to flag.

12. Summing up, Finance Secretary wanted action by FAs on the following points:-

a. At the outset, Finance Secretary emphasised the need to plan every financial activity and adhere to time limits judiciously.

b. Implementation of every scheme (Centrally Sponsored Schemes & Central Sector Schemes) should have clear outcomes and measurable parameters.



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- c. FAs should examine and study the resources required by them to run scheme before coming up with budget requirements. FAs should have fair idea of outcome of new schemes in the long run (in next 3/7/15 years).
  - d. No new scheme should be proposed for the same purpose as the existing ones.
  - e. On merger of the Plan and Non-Plan, Budget Division should organise a short training programme for all FAs and IFD staff to explain and clarify all issues relating to the transition.
  - f. For Capital spending during the year, preparatory work is required and the same should be initiated well in advance. FAs as representatives of Ministry of Finance should ensure that Non-Tax Revenue is realised without fail. FAs may review the CAPEX Plan of their Ministries within June with a view to accelerating the pace of preparatory activities.
  - g. On EMC, FAs should complete uploading of data on all ABs (both primary and secondary) by 15.06.2016. This will enable the review of Autonomous Bodies to be taken up expeditiously.
  - h. FAs should communicate feedback on the reports of FAs Committee on MoU and User Charges by 15.06.2016. Thereafter, policy on User Charges will be formulated and procedures codified so that all ABs can undertake periodic review.
  - i. A list of employees retiring within one year should be prepared by 15.6.2016 and their formalities should be completed so that complaints from pensioners are reduced to the minimum. Administration division of each Ministry / Department should be sensitized in this regard.
  - j. As the GFR and DFPRs need to be reviewed, FAs should formulate suggestions to modify these instructions to address the changing scenario. FAs are expected to provide their well considered implementable suggestions thought on the subject within one month (by 04.07.2016).

The meeting concluded with Vote of Thanks to the Chair.

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**LIST OF PARTICIPANTS**

1. Shri Ashok Lavasa, Finance Secretary – In Chair
2. Shri Binoy Kumar, DG (S&D)
3. Shri Kumar Sanjay Krishna, AS&FA, Agriculture / Culture
4. Shri Vijay Anand, AS&FA, Space
5. Shri Anant Kumar Singh, AS&FA, P&NG
6. Shri Sanjeev Ranjan, AS&FA, MoRTH
7. Dr. S.C. Pandey, AS&FA, DIP
8. Dr. S. Sharma, AS&FA, I&B / Law & Justice
9. Shri Nikhilesh Jha, AS&FA, Consumer Affairs
10. Ms. Bharathi S. Sihag, AS&FA, Steel / MSME
11. Ms. Seema Bahuguna, AS&FA, RD
12. Ms. Sanjeevane Kuty, AS&FA, MHA
13. Ms. Vijaya Srivastava, AS&FA, Health & FW / AYUSH / NITI Ayog
14. Dr. Sumeet Jerath, AS&FA, MEA
15. Shri J.K. Dadoo, AS&FA, Commerce / Textiles
16. Shri S.K. Singh, AS&FA, DARE
17. Ms. Annie George Mathew, JS (Pers.), DoE
18. Shri R.K. Chaturvedi, JS, (IC), DoE
19. Shri Arunish Chawla, JS (PF-II), DoE
20. Shri Vivek Joshi, JS (PPD), DoE
21. Shri Prashant Goyal, JS (Budget), MoF
22. Shri Sanjay Singh, Chief Controller (Pensions)
23. Shri Jagmohan Gupta, JS&FA, Water Resources
24. Ms. Gargi Kaul, JS&FA, Civil Aviation
25. Ms. Saroj Punhani, JS&FA, Post
26. Ms. Darshana M. Dabral, JS&FA, HRD
27. Ms. Sumita Mukherjee, JS&FA, DSIR / CSIR / DBT
28. Ms. Sarita Mittal, JS&FA, WCD / Minorities Affairs / Tribal Affairs
29. Shri J.B. Mohapatra, JS & FA, DST
30. Ms. Meera Swarup, JS&FA, Finance
31. Ms. Jhanja Tripathi, JS&FA, UD / HUPA / DoNER
32. Shri Pradeep Kumar, JS&FA, Power
33. Shri Bhupal Nanda, CCA, Mines
34. Ms. Neelam S. Kumar, CCA, Commerce
35. Ms. Rupa Dutta, EA, DoC
36. Shri A.N. Das, AFA & JS, Defence Finance
37. Shri N. Radhakrishnan, Director (E. Coord), DoE
38. Shri Rakesh Kumar, Director (IFD), MOEF&CC
39. Ms. Dakshita Das, Director, Railways
40. Shri Anurag Srivastava, Director MEA
41. Shri Harihar Mishra, DS (EMC), DoE
42. Ms. Priyanka Chauhan, DS MEA
43. Shri Bhaskar Choradia, Director, Railways
44. Shri T.D. Diwivedi, Railways
45. Shri Rakesh Singh Lal, Social Justice & Empowerment
46. Shri Davinder Kumar, NIC, CPAO
47. Shri N.M. Jha, Director, DEA
48. Shri H.K. Srivastav, DEA
49. Ms. Sigy Thomas Vaidhyar, Director, DEA
50. Shri Saurabh Shukla, Budget Division, DEA
51. Shri R.V.S. Mani, DS (Finance), Textiles
52. Shri V.K. Saksena, M/o Skill Development & Entrepreneurship
53. Shri M. Pande, Ministry of Defence