



'हर काम देश के नाम'
रक्षा लेखा महानियंत्रक
Controller General of Defence Accounts
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आज़ादी का
अमृत महोत्सव

No. Coord/Estt./3012/Restructuring

Date: 24.01.2022

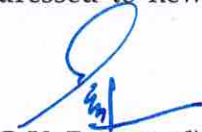
To

All PCDAs/PCA(Fys)/PIFAs/
CDAs/IFAs/RTCs
(Through cgda website)

Sub: Restructuring of Wings and Sections of DAD HQrs.

The Competent Authority has accorded approval for restructuring and renaming of Wings and Sections of HQrs. Office as per Annexure 'A' and B' attached. The work allocation to the restructured new Wings and Sections has been described against each Wing and Section.


2. It is requested that all correspondence to HQrs. Office may be addressed to new Wings and Sections as per new assignment of work.


(G.K. Baranwal)
Sr. Dy. CGDA (Estt.)

Copy to:

Estt(Pay & Allowances) Local

: For information.


(KSP Srivastava)
Accounts Officer(Coord-Estt)

New Wing	Erstwhile Sections	Name of Proposed Section	Works to be dealt by the wing
Establishment wing	AN(Pay) AN (IDAS)	Pay & Allowances	<ul style="list-style-type: none"> • Payment of Pay & Allowances other payments to officers & staff of HQrs. Office. • Sanction of HBA and GPF Advance/ withdrawal • Accounts Section of CGDA Office, • 'D' Section of CGDA Office, • Maintenance of Service Book & other Misc. work
	AN(Pay Tech)	Pay Tech	<ul style="list-style-type: none"> • All matters relating to clarification on Pay & Allowances, Medical, Leave and other service matters. • Clarification relating to MACP issues/matters
	AN(Gen Admin)	General Management	<ul style="list-style-type: none"> • Housekeeping, Security and payment of contingent bills • Library of HQrs. Office, • R&D Section • Disposal of time barred records
	AN(Budget and Project)	Budget	<ul style="list-style-type: none"> • All work related to allocation & monitoring of budget in revenue head viz salary office contingency etc. and capital and maintenance of budget of DAD. • Preparation of RE/BE and allotment of funds to all controllers and monitoring thereof • HBA, PC advance, Staff Car / Utility Vehicle. • Regularization of losses due to TFN.
		Project & Works	<ul style="list-style-type: none"> • Construction of DAD project viz. officials buildings / residential buildings. • Monitoring of DAD Project viz official buildings/residential buildings. • Estate related matters and DAD Pool Residential Accommodation Rules • Matter related to hiring / re-appropriation of building • Sanction related to addition/alteration/ special repairs etc.
	AN(Legal)	Legal	<ul style="list-style-type: none"> • Monitoring of all legal cases in respect of DAD/Non-DAD.

	AN(Coord)	Coord (Establishment)	<ul style="list-style-type: none"> • Coordination, RTI & Official language • Opening/Closing of DAD Offices, • Works related to JCM/Associations, • Parliament Questions
Personnel	AN (IDAS) AN(RR &Estt)	Recruitment & Appointment	<ul style="list-style-type: none"> • Demand for Establishment, Distribution of Dossiers to Controllers • Compassionate Appointment and Works related to Recruitment Rules in respect of all employees of DAD & Amendment in RRs and SROs • Key Map of India(KMI)
	AN(IDAS) AN(Estt- Officers) AN(SAS) AN(Estt-AAO) AN(Estt-others)	Promotion	<ul style="list-style-type: none"> • Promotion, Confirmation, MACP and updation of rosters • All matters related to SAS & other Examinations
		Retirement	<ul style="list-style-type: none"> • VRS/ Retirement/ Superannuation
		Transfer/Posting	<ul style="list-style-type: none"> • Transfer/Posting • Provisioning of SAS passed candidates
		Deputation	<ul style="list-style-type: none"> • Deputation/ Attachment
	AN(IDAS) AN(Dis & Vig)	Discipline & Vigilance	<ul style="list-style-type: none"> • All matters related to conduct, discipline • Probity Report to be rendered to DoPT which also includes 56- J report • All matters related to Vigilance Clearance etc.
		APAR	<ul style="list-style-type: none"> • Annual Performance Appraisal Report
	HRD	Training	<ul style="list-style-type: none"> • Framing of Training and Development Policy for DAD • Matters related to all types of trainings • Distribution of Training Budget

Note: -

• **Personnel Wing further categorized as under:**

- i. Personnel-1 : All the work of Personnel wing related to IDAS
- ii. Personnel-2 : All the work of Personnel wing related to Non-IDAS
- iii. Personnel-3 : Domain Wing of IT Projects – HRMS & e-office
Discipline & Vigilance – IDAS & Non-IDAS

Annexure 'B'

Wing	Erstwhile Sections	Name of Proposed Section	Work Allocated
Systems	Systems	O&M	<ul style="list-style-type: none"> • Maintenance, updation and vetting Regulations, Departmental Codes and Manuals • Analysis of Thematic audit Reports submitted by PCDA/CDAs to HQrs office • Development of Centralized/Outline training material in consultation with NADFM
		BPR Section	<ul style="list-style-type: none"> • Carrying out BPR on updation of manuals of DAD in context of fully automation scenario. • Completion of Time & Motion Study
		MIS Section	<ul style="list-style-type: none"> • Streamlining/Rationalization of periodic reports/return being submitted by various offices in HQrs office • Monitoring of Offset Audit.
IFA	Finance Wing	Policy & Query	<ul style="list-style-type: none"> • Issue of instruction orders/circulars & circulation of Govt. orders. • Examination of case studies & circulation. • Clarification of doubts raised by PIFAs/IFAs. • Review of DPM/DFPDS/IFA Manual. • Vetting of SOPs/check lists. • Clarification on procurement of Goods & Services. • IFA related work related to Civil Work • Issuing orders/circulars/instructions to PIFAs/IFAs on procurement.
		MIS	<ul style="list-style-type: none"> • Receipt/Dispatch of dak & Submission of Control Chart, Reports as & when required. • RTI, Complaint/Grievance case. • Analysis of data in SIFA system. • Analysis and submission of MPR & Quarterly Activity Report. • Monitoring of e-concurrence. • Inspection of PIFA/IFA offices, analysis of Inspection Reports & settlement of observations. • Fixing Performance targets for IFA offices & analysis of system study. • Report on overruling and Monthly Briefing Report.

		Personnel & Establishment	<ul style="list-style-type: none"> • Positioning of Manpower in PIFA/IFA offices. • Re-structuring/Review of IFA setup & Feedback Report. • Mapping of PIFAs/IFAs to the newly raised units. • Link officers arrangement in IFA setup. • TMM/SOM and CGDA Review Meeting. • Maintenance of data base of officers/staffs posted in IFA setup. • Monitoring of issues (other than clarification) raised by the PIFAs/IFAs. • Rendition of Quarterly Hindi Report, Monthly Leave Statement, APAR and other Admin & Misc Correspondence. • Conduct of Conferences & Workshops. • Providing names of officers from IFA setup to HQrs Training Div, CENTRAD and maintenance of training related data, Training Corrs.
		GeM	<ul style="list-style-type: none"> • Monitoring of GeM procurement through reports and returns • Analysis of GeM procurement reports rendered by PIFAs/IFAs offices. • GeM procurement related meetings
Accounts	Accounts & Budget	MIS	<ul style="list-style-type: none"> • GeM • Payment related works • Grievances/Complaints/CPGRAM • Blocking of Funds-Provisional payments of GeM Bill. • Integration of CDA on GeM Portal for Post Audit Bills. • Updation of payment details by CsDA/Buyers. • Preparation of SCT-Civil & Defence. • Preparation of Combined Finance Accounts. • Monthly Closing of Accounts • Annual Closing of Accounts/IGAS • Preparation of Finance Accounts • Scrutiny of AROB • Correspondence with Civil Ministries including LoA, DAVP, MEA • Monitoring of short term/long term suspense. • Aid to Civil Power • Clarification to Controller's offices on accounting issues. • Dealing with accounting observation of CGA • Dealing with Audit observation of DGADS. • Rendition of other financial reports

		Expenditure Monitoring	<ul style="list-style-type: none"> • Appropriation Accounts • Defence Pension • Defence Pension Budget • Civil Pension Budget • Receipt Budget • MoD (Civil) • Correspondence Relating to Appropriation Accounts • DSE and DDG • Correspondence with FP Directorated of Services (Defence), other organizations (Civil) on budget related issues. • Correspondence with all PCDA/CDAs on Budget Related issues • Monitoring of BRO Expenditure • Cash Requisition Estimates. • Annual Review of Works Expenditure.
		PRABAL	<ul style="list-style-type: none"> • PFMS • (a) instruction and orders related to PFMS • (b) Correspondence with controllers. • Rectification of errors in accounts due to parallel run of PFMS and TULIP • PFMS/PRABAL related work • Correspondance/Liaison with CGA/NIC • Preparation of URS for various Modules • Correspondence with WIPRO team with respect to SRS on various modules • Correspondence with FP Directorates (Services) reg on boarding PRABAL & follow up action • Interaction with portal developers at CENTRAD • Review and follow up activities related to TULIP-GeM, TULIP-NCS integration etc. • Correspondence related to meetings, communication to all concerned & uploading of presentation, preparation of minutes of meeting & circulation of the same. • Meetings and correspondences related to BPR of Defence Accounts Code

	Factory/CSD Wing	Miscellaneous	<ul style="list-style-type: none"> • Establishments • Dak Receipt and dispatch • Misc. work • Charged Expenditure • Parilimentary Questions • GASAB • Fund Matters • SHB • Manuals • SBI/SBI CMP • RBI (Cash reconciliation and meeting of APEX level etc.) • Commercial Accounts (CSD, MF, OFB) • Banking issues of Public Sector Banks & private sector Banks. • e-MRO • GST Report • GST clarification • Defence Proforma Account and Reconciliation issues • Contributions Grant-in-aid Report
		Coding & Classification of Accounts	<ul style="list-style-type: none"> • NCS & e-Lekha • NCS TULIP integration • DIDS • RDR (Review & correction of RDR Heads) • CHB (Review & correction of CHB Heads)
Audit Coord	Coord Wing	MIS section	Consolidation of MPR, Personal Target Report, Monthly Briefing Report, Change of audit jurisdiction amongst PCsDA/CsDA, Examination of proposal for opening of new office, Delegation of Financial powers, Updation of CGDA's Procedure Manual, RM Awards, Senior Officers' Meeting, CGDA Review Meetings, Controllers' Conference, Synergy Conferences with Services.
		Inspection	Inspection of PCsDA/CsDA/Sub-offices and Updation of Inspection Manual.
		Internal Audit	<ul style="list-style-type: none"> • All matters relating to AAC, PAC, MFAI, Draft Paragraph, Audit Paragraph and Appropriation Accounts etc. • Preparation of Internal Audit Report • Work related to civil works

			<ul style="list-style-type: none"> • MES Works/Border Road Works • Revenue Matters, Married Accomodation Project Works and related complaints / grievances/RTIs.
		Local Audit	<ul style="list-style-type: none"> • All matters concerning Local Audit, Performance Audit and Super Review. War System of Accounting and related complaints & fixing of Cantonment Board Audit Fee & Local Audit. Losses pertaining to Army, Navy, Air Force etc. • IMMOLS, AUDOLS, CICG, ILMS etc
Pay & Allowances	Pay Army/BR/AF/DRDO/Navy /CG/ Factory/CSD & SFC/ IDS (Service & Civilians)	Pay & Allowances (Services)	All matters (including complaints) concerning Pay and Allowances of all Service Officers and JCOs/ORs.
	Allowances Army/BR/AF/DRDO/Navy /CG/ Factory/CSD & SFC/ IDS (Service & Civilians)	Pay & Allowances (Civilians)	<ul style="list-style-type: none"> • All matters (including complaints) concerning Pay and Allowances of Defence Civilians, Civilian personnel of Border Roads. • National Pension System. • Comprehensive Pay System(CPS)
	NPS		
	TA/DA/LTC	Personal Claims	All matters (including complaints) concerning TA/DA & LTC and other Miscellaneous cases including Professional and Municipal Taxes etc.
	ECHS	Miscellaneous Section	All matters (Including complaints) related to ECHS & CGHS and medical bills related to services All matters (including complaints) concerning Fund Cell etc.
	Funds Army/BR/AF/DRDO/Navy /CG/ Factory/CSD & SFC/ IDS (Service & Civilians)		

Pension	Pension Wing	SPARSH	<ul style="list-style-type: none"> • All matters related to Project SPARSH.
		Policy	<ul style="list-style-type: none"> • All matters related to policy issue on pension.
		Grievance	<ul style="list-style-type: none"> • All grievances related to pension.
IT&S	IT&S Wing	IT-Administration	<ul style="list-style-type: none"> • General Administration including rendition of different reports and returns including Monthly Leave Statement IT&S Training related works, E-procurement Portal, IT Manpower (DAD) Transfer/ Posting, Outsourcing of IT Manpower for HQrs IT&S Wing • Dak-Diary, CPGRAMS • Content Updation of CGDA Website • Procurement for IT Division (Local) • Accounting and Maintenance of IT Assets • AMC of IT Hardware of HQrs Office
		IT-Budget	Allotment of IT Budget (BE&RE), Budget Monitoring and related MIS, Release of funds to PCsDA/CsDA/IFAs for procurement of IT Hardware/Software (All India)
		Network Systems & IT-Security	<ul style="list-style-type: none"> • DAD WAN (MPLs VPN)/LAN • DNS Server, Video Conferencing • Coordination with NIC-NOC • All Co-ordination and issues pertaining to the NIC& Cloud excluding NIC-NOC related issues • Matter related to Cyber Security & NOC-SOC • Security issues of all DAD Websites & Maintenance of CGDA Website • Management of Social Media Accounts of CGDA
		Miscellaneous Section	<ul style="list-style-type: none"> • Action Plan for short term and long term targets (IT Development) • Allotment of Unit Code and issue to PAO(Ors) • Inspection Report • All Legal issues pertaining to IT wing including MEIT • Matters on Synergy Conf. Controller Conf. & DAD Day • Data entry related work and any other work not assigned • All matters other than those dealt with by other division of IT&S • NIC Mail Creation & Changes

		Systems/Projects	<ul style="list-style-type: none"> • Defencepension.gov.in & Mobile App & SUVINAY • Comprehensive Pension Package (SPARSH) • All matters related to IT Support & Monitoring for Project PRABAL developing by WIPRO • All matters related to DTS (Rail & Air) • Comprehensive Pay System • Maintenance of Honey Bee server • Server and Data base related work for all projects, CGDA Mail Server (Zimbra) creation and Maintenance. • PRABAL with Legacy NCS, Budget Module, eMRO • GP Fund Systems (NIDHI) • SIFA • E-Suchna • Any other new projects • e-office • TULIP & Gem Intehration with Tulip • Misc. Projects SBICMP, DSC, DAD Pay System, Bhawan, Viswak, NISC Developed Projects (CCMS, GHMS, VOICE, SPARROW) and other In-house developed Projects developed by sub-offices. • Study and effective utilization of systems developed by services in Audit and Accounting functions of DAD.
Grievances		Grievances	Grievance