
	<p>कार्यालय रक्षा लेखा महानियंत्रक उलान बटार रोड, पालम, दिल्ली छावनी -110010 Controller General of Defence Accounts Ulan Batar Road, Palam, Delhi Cantt - 110010 Fax- (011) : 25674806, 25674821 e-mail: atcoord.cgda@nic.in</p>	
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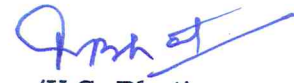
(Coord/Regulation)

Subject: Rewriting/Updation of Office Manual Part II.

Reference : CDA(Army)Meerut letter no. O&M/01/13/Updation/Vol-III (Year 2021) dated 24.09.2021

Copies of correction slip Nos. 01/2021, 02/2021, 03/2021 (regarding OM-II) issued by CDA(Army)Meerut are enclosed herewith for necessary action.

This issues with the approval of Addl.CGDA(PK).



(V.G. Bhat)

Sr.Accounts officer (Regulation)

The Officer-in-Charge

✓ 1. IT&S Wing(Local) :

For uploading the Correction Slips, under the folder of the e-version of OM part-II.

2. General Management Section
(Library)(Local) :

For updation of the old printed versions.

U.O. No. Coord/Regulation/66018/Codes & Manuals/OM Part II dated 08.11.2021.

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Correction Slip No. 01/2021
Office Manual Part - II Volume - I (2014 Edition)

Consequent on implementation of Direct Bank Transfer (Direct payment of Pay & Allowance in to the Bank Accounts of Defence Civilians) the following amendments are made in following Paras

At Para 329 Note 4(a)(i)

FOR:-

Where Disbursing officers have a banking account, crossed cheques in favour of the banker may be issued for credit to the Personal Deposit Accounts/ Public Fund Account of the Unit on Formation concerned.

READ:-

Payment of Pay & Allowances is authorised through SBI CMP/ SBI FAST Plus for direct credit into the Personal Savings Accounts of the Defence Civilians by obtaining NEFT Mandate form duly authenticated by the DDO from each employee to capture details of Bank Account Number, IFS Code to facilitate direct credit to Bank Account of the Defence Civilian.

At Para 359 (ii)

FOR:-

Where several officers pay is remitted to the same bank, payments to that bank should be entered together in the daily payment sheet in order that one composite cheque for the total sum may be issued and a composite cheque slip is prepared.

READ:-

Where several officers pay is remitted to the bank, payments should be entered as "BULK PAYMENT" in the cheque slip duly generating a nominal roll showing the name of officer, Savings Bank Account Number of the officer concerned and amount in the order that payment will be credited directly into the Savings Bank Account of the officer.


Insertion in Annexure 'A' referred to in Para 357

Insert the following as Sl. No. (iii) Under Para 1 of Annexure

(iii) Payment of Pay & Allowances is authorised through SBI CMP/ SBI Fast Plus for direct credit into the Personal Savings Accounts of Defence Civilians by obtaining NEFT Mandate form along with cancelled cheque leaf/copy of Bank Pass book from each employee, duly authenticated by the DDO, to capture details of the Bank Account Number, IFS Code to facilitate direct credit to Bank account. Personal Bank Account Number and other details provided in the NEFT mandate are verified and fed to the Tulip System for its validation and approval. Further, whenever, an employee changes his Bank Account, fresh NEFT mandate is required.

Amounts on account of all miscellaneous recoveries made from pay bill, such as Credit Society Dues, LIC premium, etc., will be transferred to the Public Fund Account of the unit concerned for further necessary action of the unit.

Authority: o/o the CGDA letter No. Coord/Regulation/66018/Codes & Manuals/ OM Part - II dated 11.03.2021.


ACDA (O&M)

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Correction Slip No. 02/2021

Office Manual Part - II Volume - I (2014 Edition)

The following 35 items may be substituted below Sl No. 5 of table provided in Annexure 'F' of Chapter - I referred to in Para 731.

Sl. No.	Files/Registers	Nature	Period of Retention	Authority
1.	Approximate Estimates	Capital Work (for road bridge, building, electrification and furniture)	10 Years	CGDA Letter No. Coord/Regulation/66018/ Codes & Manuals/OM Part II (part) dated 17-03-2021.
2.	Revised Approximate Estimates	Capital Work	10 Years	-do-
3.	Detailed Project Report (DPR)	Capital Work	10 Years	-do-
4.	Work executed through Contracts	Against the Capital Work against the revenue	10 Years	-do-
5.	Acceptance of Contract	Against the Capital Work against the revenue (for procurement of construction materials/ material, stores & conveyance)	10 Years	-do-
6.	Acceptance of Contract	Against the Capital Work against the revenue (for execution of earth work, for mason work, surfacing work and permanent work and supply of construction material/ stores and conveyance)	10 Years	-do-
7.	Inclusion of works in BRDB programme		Capital Work - 10 years Revenue Work - 5 years	-do-
8.	Approval of Annual Work Plan		5 Years	-do-
9.	Amendment to Approved Annual Works Plan		5 Years	-do-
10.	Approval of Long Term Equipment plan		10 Years	-do-
11.	Approval of Annual Equipment Plan		5 Years	-do-
12.	Hiring of immovable property		5 Years	-do-
13.	Terminal Compensation of		10 Years	-do-

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Sl. No.	Files/Registers	Nature	Period Retention	of	Authority
	surrender of hired property				
14.	Sanction of payment under employees compensation act, 1923		Forever		-do-
15.	Sanction of outsourcing of consultancy services for various works including DPR preparation, environmental impact assessment, wildlife study and forest clearance		Forever		-do-
16.	Co-sponsoring of technical seminars/ conference (In India)	Revenue Case	5 Years		-do-
17.	Training Course (In India)	Revenue Case	5 Years		-do-
18.	Introduction of new scales/ change of existing scales		Forever		-do-
19.	Revision of norms of equipment	Policy Matter	Forever		-do-
20.	Fixation of life of vehicle	Policy Matter	Forever		-do-
21.	Procurement of imported equipment	Capital Works	10 Years		-do-
22.	Procurement of vehicle/ equipment/ plant and clothing	Capital Works	10 Years		-do-
23.	Procurement of Imported Spares for vehicle/ plant/ equipment	Capital Works	10 Years		-do-
24.	Premature down-gradation of vehicles/ equipment and plant		10 Years		-do-
25.	Loss of stores due to/ not due to theft, fraud or neglect		5 Years		-do-
26.	Write off loss of stores and public money due to/ not due to TFN		5 Years		-do-
27.	Implementation of Court Case	Charged Expenditure	3 Years		-do-
28.	Settlement of Civil Compensation cases including Bhutan		10 Years		-do-
29.	Medical Advance to employee	Revenue	5 Years		-do-
30.	Reimbursement of Medical Claim under emergency at private hospital	Revenue	5 Years		-do-
31.	Ex-gratia payment	To casual labour and regular GREF employee in case of death/ injury	10 years		-do-

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Sl. No.	Files/Registers	Nature	Period Retention	of	Authority
32.	Relaxation to travel by Airline other than Air India	Revenue/ Admin Matter	5 Years		-do-
33.	Local Purchase of Stationery	Revenue Expenditure	5 Years		-do-
34.	Procurement of Office Contingency	Revenue	5 Years		-do-
35.	Policy related Case	Policy Matter	Forever		-do-

Authority: o/o the CGDA letter No. Coord/Regulation/66018/Codes & Manuals/ OM Part - II (Part) dated 17.03.2021.

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ACDA (O&M)

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Correction Slip No. 03/2021
Office Manual Part - II Volume - I (2014 Edition)

Following amendments are made in certain items of Annexure 'A' to Chapter - I referred to in Para 61:

Sr. No.	Sr. No. as mentioned in OM Part-II Vol.I	Items added/amended	Retention period as per OM Pt.II Vol. I		Remarks
			For	Read	
1	11(3) of Annexure 'A'	Regular Pay Bills of civilian Gazetted officers and Establishment.	06 Years	05 Years	Pay bills for January and July should be retained for 35 years.
2	New Addition	GPF Claims	Not mentioned	01 Year	
3	11(9) of Annexure 'A'	Local Purchase Bills: (i) LP Bills/ AMC contract bills/ Vouchers (Pre-Audit) (M-Section)	05 Years	03 Years	<p>Note: The retention period in respect of contractors bills and local purchase bills is subjected to the following condition:</p> <p>(a) The retention period is counted from the date when the final bill against the common supply order has also been finalized to facilitate linking of all previous bills on the same supply order, if necessary.</p> <p>(b) The bills under dispute/arbitration/litigation will be retained beyond the above mentioned retention period till the finalization of the case.</p> <p>(c) All advance payment bills including 90% / 95% payment will not be subjected to above retention period which will count from the date of payment of final adjustment claim.</p>
4	(ii) LP Bills (Pre-Audit) (Store Contract Section)				
5	(iii) LP Bills (Pre-Audit) (E-Section)				
6	New Addition	Admin Approval (Works)	Not mentioned	05 Years after the Contract Agreement is fulfilled or terminated.	(i) The retention period of files, papers and documents relating to Contracts Agreements etc. would be 05 years after the Contract Agreement is fulfilled or terminated. In cases, where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of Audit Authorities or have been reviewed by the Public Accounts Committee.
7	New Addition	Technical sanction			

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					(ii) Those documents wherein court case / Arbitration Tribunal or departmental inquiry involved should not be weeded out till the case is settled.
8	32 of Annexure 'A'	Contract Agreements (MES)	10 Years	05 Years after the Contract Agreement is fulfilled or terminated.	(i) The retention period of files, papers and documents relating to Contracts Agreements etc. would be 05 years after the Contract Agreement is fulfilled or terminated. In cases, where audit objections have been raised, the relevant files and documents shall not, under any circumstances be allowed to be destroyed till such time the objections have been cleared to the satisfaction of Audit Authorities or have been reviewed by the Public Accounts Committee. (ii) This period is to be reckoned after the date of payment of final bill except in cases of disputed Contractor's bills which should be retained 03 years after finalization of dispute.
9	120(5) of Annexure 'A'	Work Contract, Bills/ Disbursement Voucher (MES)	10 Years	05 years from the date of passing the bills	In cases, where audit objections have been raised, the relevant files and documents shall not, under any circumstances be allowed to be destroyed till such time the objections have been cleared to the satisfaction of Audit Authorities or have been reviewed by the Public Accounts Committee. (ii) The bills under dispute/arbitration/litigation will be retained beyond the above mentioned retention period till the finalization of the case.
10	New Addition	Leave encashment & CGEIS claims	Not mentioned	03 years after issue of final pension/ gratuity order	

Authority: o/o the CGDA letter No. Coord/Regulation/66018/Codes & Manuals/ OM Part - II (Part) dated 15.04.2021.

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ACDA (O&M)