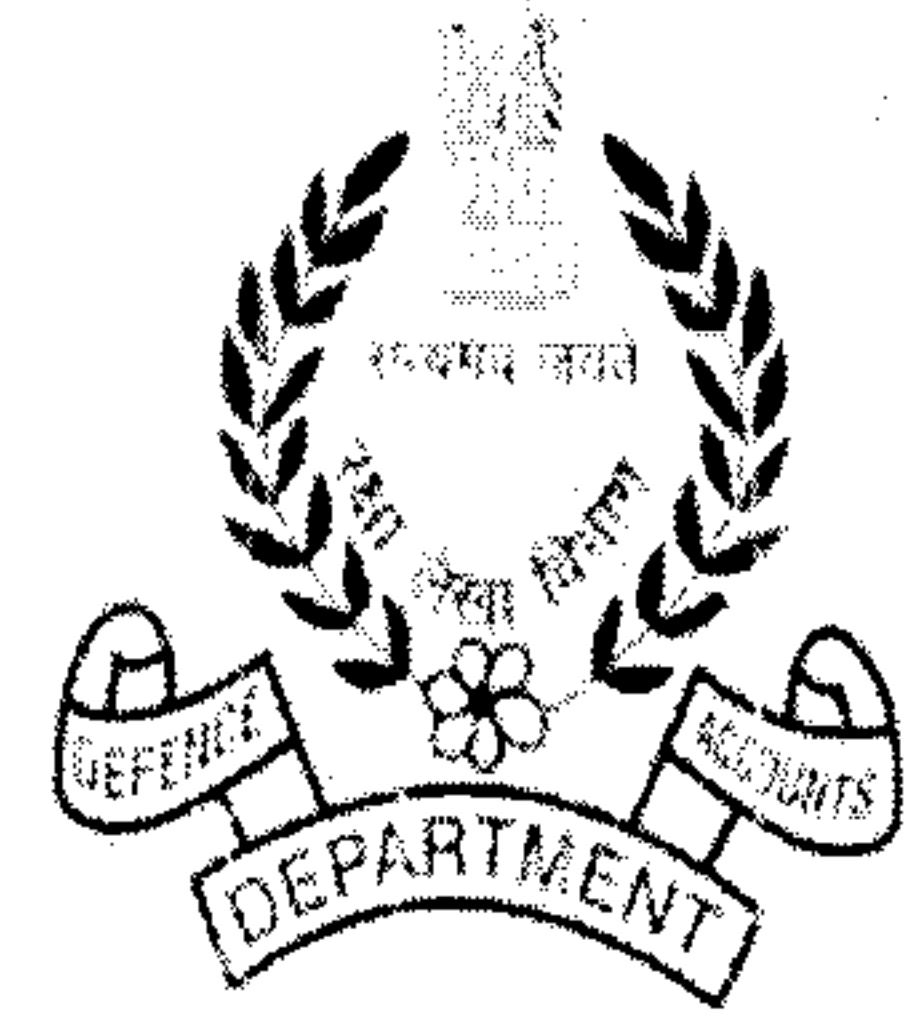


सत्यमेव जयते

भारत सरकार रक्षा मंत्रालय
Government of India Ministry of Defence

रक्षा लेखा महानियंत्रक
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No. Mech/EDP/598/ORS/Vol-V

Dated 07-4-2015

To,

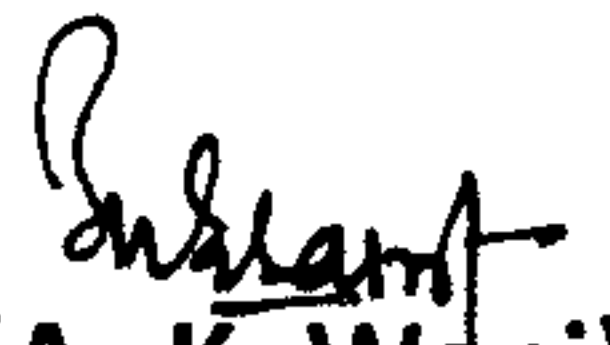
All PCsDA/CsDA

Sub: Dolphin Circular no. 12 dated 31-03-2015

Ref: CDA (IT&SDC) Secunderabad letter no IT&SDC/Dolphin/Sys/Misc dated 31-03-2015.


Please find enclosed Dolphin Circular no. 12 dated 31-03-2015 regarding security measures in project Dolphin.

2. It is requested to ensure that instructions contained in circular should be complied with and necessary action may be taken in this regard.


(A. K. Wani)
Sr. ACGDA (IT)

Copy to :-

1. The CDA : For information w.r.t. above.
O/o the IT & SDC
Secunderabad.
2. EDP (Local) : For uploading on website.


(A. K. Wani)
Sr. ACGDA (IT)

OFFICE OF THE CGDA
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NEW DELHI 110010

PAY SYSTEM – JCOs/ ORs

Dolphin Circular No.12 Dated: 31.03.2015

Sub : Security measures in Project Dolphin.

Time and again Dolphin circulars and system circulars were issued for compliance with respect to security measures to be adopted by PAOs. It is reiterated that these guidelines should be adhered to without fail. Point 1 and 2 are extremely critical and PsCDA / CsDA should ensure that these are complied on regular basis.

1) Pairing of Quarterly Nominal Rolls furnished by Units/Formations with IRLAs.

Previously Units and formations were required to forward nominal rolls to PAO once in a year showing the position of JCOs/ORs as on 1st October for annual verification. Such annual pairing was considered adequate prior to introduction of Monthly Pay System for exercising checks and balances on payments as the Imprest holder used to pay advances after taking their signatures on the acquittance rolls, thus ensuring the physical presence of the JCOs/ORs.

However after implementation of MPS, PAOs are making payments to JCOs / OR directly into their bank accounts. The responsibility of DDO has now been shifted to the PAOs which hither-to-fore was with the units. Thus, pairing of nominal rolls with IRLA in Monthly Pay System has become of paramount importance with a view to have a proper check on overpayments / unauthorized payments.

In view of the above, it had been decided that Nominal Roll in the format given by O/o ITSDC Secunderabad, showing the position of JCOs/OR will be forwarded by all units to their respective Record Offices in soft copy on quarterly basis by 20th of the month following the quarter. The quarters of the year consists of three months ending with February, May, August, November. Record Office will submit the nominal rolls to the PAO received from the units and formations.

Central Control Section will receive the nominal roll data in PAO. Details like Unit Code, Unit name, quarter ending and date of receipt in PAO will be entered in a register kept for the purpose. Soft copies of the nominal rolls will be handed over to DDP/EDP Section of the PAO for processing. EDP Section will import the data through the activity 'Import Unit Nominal Roll' . The Unit mismatch reports will be generated through the activity 'Nominal Roll Mismatch Report' only after importing the data pertaining to all the units and formations. After generation of mismatch reports, the same may be handed over to CC Section for transmission to concerned Ledger Groups for taking necessary action.

The same should be reconciled on priority basis to avoid under / over payments.

2) Checking of Employee Status:

It has become mandatory that PAO has to ensure that no non-effective IRLA is running as **EFFECTIVE** on the system as PAO is functioning as DDO also after implementation of Monthly Pay System. A shell script viz. checkempstatus.sh was circulated vide system circular No 115 dated 06.09.2013 to generate a list containing the following information.

- a) status of the PBOR as on date
- b) Pay is being drawn or not
- c) Details of NEFT payments made beyond date of discharge

Input file for this shell will contain the following fields (comma as separator)

- a) Army number (with complete 8 characters)
- b) Date of discharge (yyyy-mm-dd) (real date and not the month in which case is submitted to the PAO for final settlement)

All cases of regular (superannuation) and misc (local discharge, death etc) whose accounts have been finally settled in PAO till date will be taken for verification. Data will be taken from Record Office since 1998 in the above format as input file. After running the shell with the data received from Record Office, the output list will be analyzed and necessary action will be taken. Over payment made beyond date of discharge will be viewed very seriously and recovery action has to be taken immediately. Dosll like FSDSCH etc as per the nature of discharge are to be fed immediately for making status of the PBOR as Non-effective.

After completing the above exercise, data will be taken in the required format from the FS registers available in CC section from year 2009 or at least from the date of implementation of MPS in the PAO and the above shell will be executed. The output will be analyzed and action as suggested in the above paragraph has to be taken immediately.

Every month this shell will be run after opening of the accounts and ensure that all IRLAs are marked as Non-effective on system and results are to be brought to the notice of In-Charge of the PAO.

3. ScrollCheck for verification of payments:

Refer to system circular 123 dated 11.08.2013 regarding scroll check. Payment Scrolls may be downloaded from SBI Server by the PAOs who have implemented SBI CMP for uploading NEFT text files.

Steps for Downloading Payment Scroll

- Step 1 – Click on the left side icon of SBI-CMP Portal “View Scroll Data”
- Step 2 – (i) Select “Start Date” (Enter the next date of payment)

(ii) Select **"End Date"** (Enter the next date or subsequent date of payment)

Step 3 – Click on **"Search Data"**

Step 4 – **"Verify the Total Records and Total Amount"** with our Payment Records

Step 5 – Click on **"Queue Download Request"**

Step 6 – Note the Unique Reference ID, which shown on the top of the Page.

Step 7 – Again click on the left side icon **"Download Request Scroll Data"**

Step 8 – Select **"Start Date"** & **"End Date"**
(Date on which the scroll has been downloaded)

Step 9 – Click on the right side icon **"Download"**

Step 10 – Save the scroll.

Convert these files to csv format and remove headings. This program will list out the mismatches between the bank account number to which the amount has been credited and the bank account number stored in employee table for that month and also the mismatches between the amount credited to bank and the amount written in ECS table.

A print file "scrollmismatch.rpt" will be generated. The results will be analyzed and a report to this effect will be submitted to PAO In-Charge every month.