

ALWAYS QUOTE PROMINENTLY LEDGER GROUP AS LG- FOR EASY IDENTIFICATION AND SPEEDY ACTION WHILE COMMUNICATING WITH THIS OFFICE.	PAO/GREF/IRLA/LG PAO (GREF); GREF Centre; Dighi Camp; Pune – 411015 Dated: March 2010
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To
The CE/COMMANDER/OC

Sub: Forwarding of Statement of Accounts for GO/GS for the Q/E 11/2009.

The Quarterly Statement of Accounts for Quarter ending November 2009 (Q.E 11/2009) in respect of the GREF Officers & personnel serving under your jurisdiction (as per nominal Roll attached) are forwarded herewith. The same may be handed over to the concerned officials. Credits/Debits shown in the QSA may please be noted in the Pay Book and payment of advances may be regulated accordingly. **In cases of Real Debit Balance, the payment to the officers/individuals may be restricted to nullify the debit balance. The paying officer will be held directly responsible in cases of over payment to officials whose accounts are in real debit balance.**

2. In case of personnel occupying Government accommodation a copy of final Rent bill should be enclosed with final settlement of claim or else this office will recover rent & allied charges provisionally up to the date of discharge/retirement.

3. **Officials who have not intimated their Income Tax PAN may be advised to furnish the same immediately failing which the income tax refund, wherever due, cannot be claimed from I.T Deptt. The list of officials whose Income Tax PAN is not available with this office can be seen from our web site www.paogref.org. A consolidated list unit wise may be prepared in all cases where PAN is not available and may be forwarded to Mrs Rosamma Thomas, Accounts Officer by name in separate envelope marked "Income Tax PAN details"**

4. **The common problems observed needing immediate attention in publication of DO IIs are as follows:**

- In all cases of DO II for LTCASH (Encashment of EL on LTC) the mandatory field of Ref DO II for the grant of EL has been left blank hence in majority of cases; the DO II has been rejected by the system. For correct publication of DO II, kindly refer to this office Important Circular No PAO/GREF/CC/026/DO II; dated: 17.12.2008
- In case of Diploma Holder Overseer, Superintendent, the DO II with description as UPGRAD was required but in most of the cases, the unit has published DO II with wrong description leading to rejection DO II due to mismatch of Pay as on 01.01.2006. For correct publication of DO II, kindly refer to this office Important Circular No PAO/GREF/CC/026/DO II; dated: 19.03.2009. **In all the cases of Diploma Holders Overseer & Superintendents where DO II has been published with wrong description, fresh DO II may be published (after canceling the earlier one) in correct format & description and may be forwarded to this office along with requisite documents latest by 15th**

March 2010. Efforts will be made to credit the correct Pay in Q.E 02/2010 in all the cases where the DO II in correct format is received. All DO IIs for UPGRAD may be consolidated and sent separately in a cover with heading as "UPGRAD DO IIs" addressed to Mrs Rosamma Thomas, Accounts Officer by name.

- DO IIs for CEA has been adjusted and the amounts admissible have been credited. During the Audit of CEA claims, the following points were observed and needs immediate check to avoid any kind of representation at later stage.
 - ❖ Receipts in regional language should be avoided.
 - ❖ Items which are not admissible as per Government orders are also being included in the claim.
 - ❖ In majority of cases, mismatch between the Bill Date and period of claim has been observed. Overwriting on the bill has not been authenticated.
 - ❖ In many cases, certificate from school authorities in lieu of payments made are attached in place of receipt.
 - ❖ Receipts are attached for the same child for the same period but from different schools.

For correct publication of DO II and preliminary checks to be carried out at unit level, kindly refer to this office Important Circular No PAO/GREF/CC/026/6th CPC, dated: 22.10.2009

5. The following shortcomings in the software for quarterly closing is being rectified in subsequent quarter:

- ★ D.A arrears from 01.07.2009 to 31.08.2009 has been credited in Q.E 11/09 but has been clubbed with other items.
- ★ In some cases, Ad hoc Bonus has not been paid at correct rate.
- ★ In some 50 cases (approx) FPA at revised rate is still to be credited.
- ★ In cases of AWL; OSL; DESN & ARREST, the system has not credited the correct rate of Pay.
- ★ In some cases, more than one increment has been credited in the IRLA.

6. The following entitlements have been credited in Q.E 11/2009:

- ☆ LTCASH DO II has been adjusted wherever DO II published correctly.
- ☆ DO II for UPGRAD has been adjusted wherever DO II published correctly.
- ☆ DO II for CEA, HOSUB1 & HOSUB2 have been adjusted.
- ☆ FPA has been credited at correct rate in majority of the cases.
- ☆ Rate of HAA has been correctly paid.
- ☆ DO II on account of DACP has been adjusted.
- ☆ DO II for HQA revised rates has been adjusted.
- ☆ In case of pre revised scale of 6500 – 10500, Grade Pay @ Rs4600 has been adjusted.

7. In cases where the individuals IRLA were running in "DEBIT BALANCE", request for deposit of 60% Arrears on account of 6th CPC in GPF could not be accepted.

**Senior Accounts Officer
PAO (GREF)**