No. A/I/1444/SPARSH

Date: 19/03/2021

To,

1. AO GE EAST DELHI CANTT.
2. AO GE SOUTH DELHI CANTT.
3. AO GE NORTH PALAM
4. AO GE AF SUBROTO PARK NEW DELHI
5. AO GE UE & M DELHI CANTT
6. AO GE KAPOORTHALA
7. AO GE KASAULI
8. AO GE PALAMPUR
9. AO GE SHIMLA
10. AO GE DHARMSALA
11. AO GE AF GURUGRAM
12. AO GE HALWARA
13. AO GE SAMBA

Sub: Implementation of SPARSH for all the Defence Civilian.
Ref: PCDA (WC) Chandigarh letter No. A/I/1444/SPARSH dated 22/02/2021

Please refer this office Letter No. cited under reference, the reply on the above subject is still awaited. A comprehensive web based interactive pension disbursement system named SPARSH has been developed by our department. The entire pension process from creation of LPC to pension sanction, disbursement and revision has been automated.

After successfully processing of pension claims of DAD, JS&CAO, Cost Guard employees, it has been decided by Hqrs office to extend SPARSH to all the organizations where Defence civilians are employed and the same will be onboard on the new system by March-2021. As such it has been desired by Hqrs office to furnish the details of the Pay / Audit users of respective PAO. As pay and allowances and pension cases of civilians are being dealt with by your office so identify Pay/ Audit users of your office and send their details in the excel file (soft copy only) in enclosed format (Annexure-B & C) by email positively by return mail on pedawc-accts.cgda@nic.in on or before 22/03/2021. There will be two officials for pay purpose and two official for audit purpose i.e. Initiator and Approver.

Further availability of CGDA WAN for accessing SPARSH, and IP address may also be shared through mail for onward transmission to Hqrs. It may also be ensured that Class-3 DSC for Pay/Audit approver users are available otherwise the same may be procured for the selected users.

Encl:
3. Annexure “A”- Name of HODs of Defence Civilian Organisations
4. Annexure“B”

Copy to
The EDP Section

ACDA(A/Cs)

-- Uploading on the PCDA(WC) Website

ACDA(A/Cs)
### Annexure 'B'

<table>
<thead>
<tr>
<th>Fields</th>
<th>Name of HOOs</th>
<th>Employee Code</th>
<th>Employee Name</th>
<th>Employee contact number</th>
<th>Employee Email ID</th>
<th>Designation</th>
<th>DOB</th>
<th>Office Name/ Organisation</th>
<th>Office Type</th>
<th>Role</th>
<th>Digital Signature Token ID</th>
<th>Work Distribution Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>AO</td>
<td></td>
<td></td>
<td></td>
<td>Pay</td>
<td>Approver</td>
<td>NA</td>
<td>NA</td>
<td>All</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>SA</td>
<td></td>
<td></td>
<td></td>
<td>Pay</td>
<td>Initiator</td>
<td>NA</td>
<td>NA</td>
<td>All</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>AO</td>
<td></td>
<td></td>
<td></td>
<td>Audit</td>
<td>Approver</td>
<td>NA</td>
<td>NA</td>
<td>All</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td>SA</td>
<td></td>
<td></td>
<td></td>
<td>Audit</td>
<td>Initiator</td>
<td>NA</td>
<td>NA</td>
<td>All</td>
</tr>
</tbody>
</table>

### Annexure 'A'

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Name of HOD</th>
<th>Name of HOOs(to be mentioned separately in each row against respective PAOs under your jurisdiction)</th>
<th>Name of HOD</th>
<th>Email ID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>