No. Pay/II/Tech/Misc

To,

1. The Officer Incharge
   Area Accounts Office (WC)
   Delhi
2. The Officer Incharge
   Area Accounts Office (WC)
   Jalandhar
3. The Officer Incharge
   Area Accounts Office (WC)
   Pathankot
4. The Officer Incharge
   Pay Section (Local)
5. All AO GEs under PCDA (WC)

Sub: Donation of one Day's salary to PM CARES Fund- Payment of Pay and Allowances in individual bank accounts of Defence civilians.

Ref: MoD letter no. A-53012/1/2019-D (Estt.I/Gp.I) Dated 30.03.2020 and 01.04.2020 and HQrs office letter no. AT/Army/Pay Civ/IT/ Pay Committee 29.01.2020

In view of the unprecedented magnitude of COVID-19 crisis, Ministry of Defence vide their letters cited under reference appealed all the employees of Ministry of Defence to voluntary contribute their one day salary in the month of April 2020 to the PM CARES Fund with a request that if anyone desirous of opting out may indicate to the DDO by 15th April 2020.

A doubt has been raised by the various offices regarding the accounting procedure to be adopted after deduction of such an amount. It has been decided at the appropriate level that a uniform policy may be adopted at all levels i.e. Main Office, AAO(P) WC and AO GEs and the amount deducted on account of PM CARES Fund will be credited to the public fund accounts of concerned unit through TULIP/CMP.

In view of above, it is advised to deal with the pay and allowances in r/o NIPs in same manner as directed by the HQrs office letter dated 29.01.2020 cited under reference. The Pay and Allowances may be credited to the individuals account
after pre-audit and the recovery on account of PM CARES Fund may be credited to the Public Fund Account of the concerned unit.

As regards the Pay and allowances in r/o IPs paid through pay bills, the recovery on account of PM CARES Fund may be credited to the Public Fund Account of the concerned unit and the balance may please be credited to the individual accounts through CMP.

It is also advised that abstract/cheque slip (Individual-wise detail of table recovery on account of PM CARES Fund) may please be provided to the concerned DDO so that at the time of issuance of Form -16, the same may be incorporated for computation of income tax.

The recovery on account of PM CARES Fund may invariably be incorporated/mentioned in the Pay Bills.

PCDA has seen.

Copy to:

✓ The IT & S Section
(Local)

: For uploading on website

ACDA (Pay)