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Central Record Office (Officers)
Military Engineer Services
Tigris Road
Delhi Cantt -10

CRO/4/15/SPARSH/63 /COORD


09 Nov 2021

ADG (NEI) Guwahati
ADG (D&C) Kirkee, Pune
ADG (N) Jammu (J&K)
ADG (Project) Chennai (TN)

HQ Chief Engineer (s)
Southern Command, PIN – 908541
Eastern Command, PIN – 908542
Western Command, PIN – 908543
Central Command, PIN – 908544
Northern Command, PIN – 908545
South West Command, PIN – 908546

**IMPLEMENTATION OF SPARSH FOR DEFENCE CIVILIAN PENSIONERS : IN R/O
RETIRED OFFICERS WHOSE SERVICE BOOK IS NOT CENTRALIZED**

1. Refer this office letter No CRO/4/15/SPARSH/51/Coord dated 22 Sep 2021.
2. The process of pension cases on SPARSH in r/o retired officers whose SB is yet to be centralized with this office is to be carried out by this office as per Para 5 of this office letter quoted above.
3. In this connection, following are to be ensured:-
 - (a) The pension paper is to be initiated by the concerned formation/Record Office (HQ CE Command) and to be fwd to this office.
 - (b) Concerned formation/HQ CE Command will fwd the pension papers alongwith **SB duly completed in all respect** (As per check list for centralization of SB) such as SB must contain Certificate and PTO of Qualifying Service, Original pay fixation performas in r/o Promotion, MACP, RPR etc. The SB must accompanying Folder-II as well as original Leave Account duly audited.
4. Concerned formation/HQ CE Command is requested to process the case accordingly to avoid the delay in the process of pension cases and consequently to avoid hardship to the pensioners. Here it is mentioned that, service details are to be verified by the nominated officer of AAO (WC) Delhi Cantt from the SB of the indl officer prior to sending the same to PCDA (P) Allahabad.


(Jai Prakash, IDSE)
CRO
CRO (O)

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- TS to DG (Pers) - for info please.
Jt DG (RTI & Legal) - for info please.
Automation Cell - Please upload the letter on the MES website in open domain.

