

Tele No : 25682262

Central Record Office (Officers)  
Pin-900106  
c/o 56 APO

CRO/4/15/SPARSH/ 4<sup>th</sup> /E1Coord

27 Jul 2023

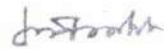
E-in-C's Branch (E1B Section)  
Kashmir House, Rajaji Marg  
New Delhi

ADG (NEI) Guwahati  
ADG (D&C) Kirkee, Pune  
ADG (N) Jammu (J&K)  
ADG (Project) Chennai  
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 Western Command, PIN-908546

**IMPLEMENTATION OF SPARSH FOR DEFENCE CIVILIAN PENSIONERS**

1. Further to this office letter No CRO4/15/SPARSH/139/Coord dt 06 Jun 2022.
2. Followings procedure be adopted before submitting the pension/gratuity claim in duplicate:-
  - (a) Descriptive roll is not required as details of PAN/Aadhar of Offr and spouse is sufficient documents for their verification/authentication and the same are being used nowadays.
  - (b) LPC/Data sheet is not required to be fwd and to be treated as null and void. In lieu, Annexure-I showing Pay details of last 10 months is reqd duly signed by the competent officer. Format of Annexure-I is enclosed.
  - (c) The application for pensioner's Identity Card may be fwd along with pension paper.
3. In view of the above CEs Command/ ADGs are requested to issue the instructions to all the formations under their AOR accordingly.

Encl: 1 sheet

  
(Jai Prakash, IDSE)  
CRO  
CRO (Officers)

Copy to :-

TS to DG (Pers)

Jt DG (RTI & Legal)  
Automation Cell



For info please.

It is requested to upload the letter on the MES website in public domain.

PAY DETAIL

1. MES No :
2. GPF A/c No :
3. Name :
4. Last Unit served :
5. Rank/Grade :
6. Date of Retirement/Death :
7. Rate of Pay and allowances drawn last 10 months

Ser No	Rank/Grade	From	To	Basic Pay	Remarks

8. Reason and details if the pension to be fixed different than actual pay drawn.

(Signature)  
Name of offr:  
Rank: