To,

All Additional C.P.F.C (Zones)

Sub: Partial decentralization of the work of Concurrent Audit

Sirs,

It has been decided that work of Concurrent Audit currently being done in Head Quarter will now also be done at the Zonal level. It is required that one Data Processing Assistant (DPA) and one Social Security Assistant (SSA) be assigned to carry out the work of the Concurrent Audit in the Zonal office. They should be proficient in handling data and may also have to visit respective field offices for physical verification of records on need basis. The DPA and SSA will report to ACC ( Concurrent Audit) for functional purposes and for administrative purposes they will be under the ACC (Zone).

Concurrent Audit has developed four functionalities (filters) to monitor the settlement of claims (current area of focus) in order to identify High Risk cases primarily through reports generated in the following area:

- Where alterations in key parameters such as Member name, father/spouse name of the member and Date of birth of member has taken place (Change/DoB)
- Being processed from dormant Accounts (Inoperative Account)
- In which multiple payments have been made to single bank account, along with details of earlier payments (Multiple Payment)
- Of High value (Filter on Amount)

The four functionalities (filters) to monitor the settlement of claims have now been provided to the Zonal offices with access to view the data only with respect to the field offices under the respective Zone.

The necessary training for downloading and analyzing the data will be provided by the Concurrent Audit to the DPA and SSA initially in the nearest Zonal Training Institute as per schedule to be intimated later on.

The DPA and SSA will download and analyze the data and send the observations to the respective field offices as well as to Concurrent Audit at NDC. Concurrent Audit will also check tenability of the data sent to the field offices. The field offices will however directly send the report on the observations sent by the zonal offices directly to the Concurrent Audit at NDC. If required, on the direction of Concurrent Audit, the DPA/SSA may verify the observations raised with physical records. The DPA/SSA will also be responsible for regular replies from the field offices on the observations raised and compliance of any other reports of Concurrent Audit.
You are, therefore, requested to provide the names of the DPA and the SSA to Concurrent Audit for providing training to them, within three days of the receipt of the letter.

This issues with the approval of CPFC.

Yours Faithfully,

(Neelam Sanghi) 6/6/2017
Additional CPFC(HQ), Concurrent Audit

Copy to,
1. PPS to CPFC, for kind information.
2. FA&CAO, for information.
3. ACC(HQ), Pension, for information.
4. RPFC-I(IS), for information and necessary facilitation.