INDIAN COUNCIL OF AGRICULTURAL RESEARCH
INTERNAL FINANCE DIVISION
KRISHI BHAWAN, NEW DELHI-110001

F.No. FIN/22/04/2025-CDN(A&A)/e-368390 Date: 30.07.2026

ENDORSEMENT

Subject: Timely verification of pay fixation orders and forwarding of Service Books/Service Records to Pay & Accounts Offices/ Internal Audit Wing to prevent wrongful/ excess payments and ensure timely finalization of pension cases.

Principal Accounts Office (Administration), Office of the Chief Controller of Accounts, Ministry of Agriculture & Farmers Welfare, Ministry of Fisheries, Animal Husbandry & Dairying, GoI, has issued an Office Memorandum No. (E-146835) Pr. AO/Agri/Admn/Pension/2026-27/465-468 dated 15.07.2026 on the subject cited above.

As approved by the Competent Authority, this OM (E-146835) Pr. AO/Agri/Admn/Pension/2026-27/465-468 dated 15.07.2026 has been posted on the ICAR Web-Site www.icar.org.in and e-office for **information, guidance and strict compliance**.

31/7/2026
(Saurabh Muni)
Deputy Director (Finance)-II

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1. Directors/Project Directors of all ICAR Institutes/National Research Centres / Project Directorates/Bureaux.
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No. (E-146835) Pr.AO/Agri/Admn/Pension/2026-27/465-468

Government of India
Ministry of Agriculture & Farmers Welfare
Ministry of Fisheries, Animal Husbandry & Dairying
Office of the Chief Controller of Accounts
Principal Accounts Office (Administration)

सचिव (डेयर) एवं महानिदेशक, (भा.कृ.अनु.प.) का कार्यालय
Office of Secretary (DARE) & DG (ICAR)
E-Dy. No. 3164745
Date 20/07/26

1st Floor, Gate No. 3, Jeevan Tara Building
5, Parliament Street, New Delhi – 110001

Dated: 15.07.2026

OFFICE MEMORANDUM

Subject: Timely verification of pay fixation orders and forwarding of Service Books/Service Records to Pay & Accounts Offices/Internal Audit Wing to prevent wrongful/excess payments and ensure timely finalization of pension cases – reg.

The undersigned is directed to invite attention to the Office Memorandum No. **18/03/2015-Estt. (Pay-I) dated 03.10.2022** issued by the Department of Personnel & Training regarding recovery of wrongful/excess payments made to Government servant.

2. The Department of Personnel & Training has observed that mistakes in pay fixation and other payment-related matters are often detected at a very late stage, resulting in substantial recoveries from Government servants, particularly at the time of retirement, causing avoidable hardship. Ministries/Departments have, therefore, been advised to exercise utmost caution while processing pay fixation cases and to ensure timely audit/verification of such cases. The Office of the Controller General of Accounts has reiterated these instructions to facilitate timely settlement of pension cases.

3. Accordingly, Joint Secretaries (Administration) of the Department of Agriculture & Farmers Welfare, DARE, Department of Fisheries and Department of Animal Husbandry & Dairying are requested to issue suitable instructions to all Heads of Offices under their administrative control to ensure compliance with the following:

i. **Pay fixation orders** issued on account of **MACP/ACP, financial upgradation, promotion, increment or any other event affecting pay, along with the Service Book and all relevant records**, shall invariably be forwarded to the concerned **Pay & Accounts Office (PAO) within three months** from the date of issue of the pay fixation order so that audit/verification of such orders is completed within the prescribed timeline.

ii. In respect of employees **due to retire within the next four years**, previous pay fixation orders and service records shall be verified on priority. Accordingly, the concerned Heads of Offices shall **forward such cases to the concerned Pay & Accounts Office/Internal Audit Wing (IAW)** for priority audit/verification of pay fixation and service records.

iii. During the course of **Internal Audit** of any Office/DDO/Head of Office, all pay fixation cases, including those relating to MACP/ACP, promotions, financial

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Pl circulate to all Attached/ABs of Deptt. Also get uploaded on e-office Notice Boards. of DARE and ICAR.
US (Estt/Cash)
21/7/26
SO (Estt.)
21/7/2026

upgradations, increments and other pay revisions, **shall invariably be produced before the Audit Party for examination**, and the concerned office shall extend all necessary assistance and make available the Service Books and connected records for audit scrutiny.

iv. Heads of Offices shall ensure that discrepancies, if any, pointed out by the Pay & Accounts Office or Internal Audit Wing are rectified promptly and compliance is reported without delay.

v. Suitable internal monitoring mechanisms may be established for periodic review of pending pay fixation verification cases to avoid wrongful/excess payments, prevent recoveries at the time of retirement and ensure timely processing of pension cases.

This issues with the approval of the Chief Controller of Accounts, Ministry of Agriculture & Farmers Welfare and Ministry of Fisheries, Animal Husbandry & Dairying.

(Madan Lal)
Asst. Controller of Accounts

To

1. The Joint Secretary (Administration), Department of Agriculture & Farmers Welfare, Room No. 248-A, Krishi Bhawan, New Delhi.
2. The Joint Secretary (Administration), DARE, Krishi Bhawan, New Delhi.
3. The Joint Secretary (Administration), Department of Fisheries, Room No. 482, Krishi Bhawan, New Delhi.
4. The Joint Secretary (Administration), Department of Animal Husbandry & Dairying, Room No. 432-A, Krishi Bhawan, New Delhi.

Copy for necessary action to:

1. All Heads of Offices and Drawing & Disbursing Officers (through their respective PAOs) are requested to ensure adherence to the above instructions and ensure forwarding of pay fixation cases for vetting of PAO within 3 months from the date of issue of such orders to their PAOs and to the IAW where employees are going to retire in next 4 years as per instructions of the above DoPT OM.
2. All Pay & Accounts Officers, Ministry of Agriculture & Farmers Welfare and Ministry of Fisheries, Animal Husbandry & Dairying with instructions to accord priority to such cases, complete verification within the prescribed timelines, communicate discrepancies promptly to the concerned Heads of Offices, monitor pendency and ensure timely completion of the verification process.

3. Sr. Accounts Officer, Internal Audit Wing, Ministry of Agriculture & Farmers Welfare and Ministry of Fisheries, Animal Husbandry & Dairying to ensure that compliance with these instructions is verified during the course of regular internal audit, inspections of field units and also during the time of vetting of cases submitted to IAW(HQ) for verification and significant observations, if any, are brought to the notice of the Principal Accounts Office for appropriate remedial action.

Copy for information to:

1. Sr. PPS to Secretary, Department of Animal Husbandry & Dairying, 218, Krishi Bhawan, New Delhi.
2. PPS to Secretary, Department of Agriculture & Farmers Welfare, 115, Krishi Bhawan, New Delhi.
3. PPS to Secretary, DARE & DG(ICAR), Krishi Bhawan, New Delhi.
4. PS to Secretary Department of Fisheries, 220, Krishi Bhawan, New Delhi.
5. PS to CCA, M/o Agriculture& FW, 241, Krishi Bhawan, New Delhi.
6. PA to Sr. CA, M/o Agriculture& FW, 287, Krishi Bhawan, New Delhi.