No. EDP/58/CPP/2022
O/o The PCDA (P)
Prayagraj
Dated: 08/07/2022

To

All ROs/PAOs

Subject: **<u>Data Correction in SPARSH.</u>**

Various Records Offices/PAOs are not following correct methodology while initiating Data correction under SPARSH system. Any data correction will be initiated only after notification of PPO in SPARSH. However in case of migration cases data correction will be initiated once data is migrated in SPARSH. There is separate Tab from where ROs/PAOs are required to initiate Data correction by searching Regimental No/Army No.

It is also bring in notice of all Records Offices/PAOs at a time only one data correction will be initiated in SPARSH and after approval/Rejection of previous one , next data correction will be initiated by User. Mythologies follow while initiating data correction in SPARSH in respect of PBORs is as under:

1. Data correction that involves changes in service/ medical related fields only shall be initiated by the concerned Record Offices and the cases will be directly forwarded to respective PAO (Audit) for audit of the same. No role of pay user.

2. Data correction that involves change in Rank and MACP grade shall be initiated by concerned ROs and will be routed to the respective PAOs for corresponding change in Pay/Pay Level and finally to the concerned PAOs (Audit) for audit of the same.

3. Data correction that involves change in pay due to retrospective revision like extension of entry level pay, bunching, implementation of intrim court order, MACP wef 01 Jan 2006 instead of 01 Sep 2008 etc where there is no change in Rank and MACP grade, such data corrections will be suo moto initiated by Pay Accounts Office without any representation from individual or correspondence by Record Office. After making necessary changes in pay related fields by PAOs the

case will be directly submitted to the concerned PAOs (Audit) for audit of the same. No role of Service user under SPARSH.

Note- 1.The documentation required by PAO for Audit purpose in this regard shall be communicated by the concerned Record Offices to the respective PAOs through offline mode.

2. In case Data Correction already initiated by ROs that involves change in pay related fields only shall be returned back to the corresponding service users by the PAO (Audit) for rejection at their end.

This method will be applicable for all SPARSH cases **both migrated as well as SPARSH generated cases.**

Nature of Data Correction	Initiating Authority	Audit Authority/ (routed through)
Data Corr for service related fields only	Record Offices (Service users)	PAO (Audit)/ (direct)
Data Corr for medical related fields only	Record Offices (Medical users)	PAO (Audit)/ (direct)
Data Corr for pay related fields only	Pay Accounts Office (Pay users)	PAO (Audit)/ (direct)
Data Corr for Rank and MACP grade related fields	Record Offices (service users)	PAO (Audit) routed through (Pay users)

This issues with the approval of CDA (P).

(**Himanshu Tripathi**)
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The O'I/c   for uploading the same on official website of PCDA (P)
IT&S Wing (Local)

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Sr. Accounts Officer
(SPARSH)