



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी -781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI - 781171 फोन/Phone No. 0361-
2640394,2641142 फैक्स/Fax No. 0361- 2640204/2640810
Website: cdaguwahati.gov.in mail id : cda-guw@nic.in



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Date: 11/11/2019

Reminder-I

To

All AO GE's/AAO BSO
Oi/C Admin-Pay/E-Section
Area Accounts Office, Shillong
PAO(Ors), ARC, Shillong
PAO (Ors) 58 GTC, Shillong

Subject: Implementation of "Raksha-Awaas" project in place of "Project Bhawan".

Reference: This office letter No. GUW/EDP/AWWAS/389/Vol-I Dated 11/07/2019

Please refer to this office letter no cited under reference regarding Raksha-Awwas Project. User creation form for awwas project is yet to be received at this end. Only few offices forwarded the user creation form. In absence of the user creation form the project could be implemented.

The matter has been viewed seriously by the HQrs office and directed to submit the user creation form at an early date.

The user creation form is again attached herewith for resubmission with details of nominated officer as L1 (Creator), L2(Authoriser) for each office. If there is any change of posting of official designated as L1/L2 whose form already submitted fresh nomination duly filled in may be submitted again.

The user creation form may be submitted before 22/11/2019.

Encl : user form Annexure-A

(K Lalbiakchhunga)
DCDA (IT & SW)

11/11

OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
RIDGE ROAD , JABALPUR

STANDARD OPERATING PROCEDURE: RAKSHA-AWAAS

1. Objective :

Raksha-Awaas is an Internet based Application with the objective of bringing all the stake holders on common platform to effect the timely Recovery and generation of Rent and Allied Charges in respect of Service Officers, PBORs, Defence Civilians and Private Parties.

2. Users of Raksha-Awaas :

Raksha-Awaas will be used by following offices:

1. CGDA Office
2. BSO Offices
3. AAO BSO Offices
4. E-Section of Regional CDA
5. Civ Pay Section of Regional CDA
6. PAOs
7. PCDA(O)
8. AO GE Offices

Each and Every Office will be two Levels of Users L1 and L2 Users. L1 Users are Entry Level users and L2 Level Users are the authorizes i.e. Entry done by L1 Level Users will be approved by L2 Level Users.

3. Portal URL & Procedure to access:

Portal can be accessed on URL <https://raksha-awaas.gov.in> .Portal can be accessed only by authorized users with their credentials mapped with DSC. Without DSC ,Portal can not be accessed. DSC , issued only by following issuers can be used:

1. E-mudhra
2. Capricon
3. N-code Solution
4. Sify

4. Process of User Creation :

User creation will be done on submission of User Creation Form (attached as Annexure-1) to the authority responsible for their user creation. User Creation authorities are Like this.

- a. Super User(i.e. CGDA Office) will create the User Credentials for Regional CDA E-section Users Account
- b. E-section of Regional CDA will create the User accounts for
 1. Civ Pay Section of MO
 2. PAOs under the jurisdiction of that PCDA/CDA Office
 3. AAO BSO Offices under the PCDA/CDA
 4. AO GE Offices under the Judication of that PCDA/CDA
 5. GE Offices under the Judication of that PCDA/CDA
- c. AAO BSO will create user Credentials for BSO office under the audit jurisdiction of that AAO BSO

5. Roles & Responsibilities of different Types of Users:

1. CGDA Office :

- a. Feeding of All Govt Orders related to rent and Allied Charges
- b. Creation of PCDA/CDA Master Database
- c. Importing of Employee Master on Portal
- d. Feeding of Change List of Employee Master
- e. Creation Of Users as mentioned in Point 4(a) above on receipt of duly filled and signed User Creation Form

2. PCDA/CDA E-section Users

- a. Creation of PAOs Master
- b. Creation of BSOs Master
- c. Creation of AO GE Master
- d. Creation of users as mentioned in Point 4(b) above
- e. Supervision of Timely generation and recovery of Rent and Allied Charges

3. AAO BSO Offices:

- a. Creation of BSO Offices Master
- b. Creation of Users as mentioned in Pont 4(C) above
- c. Vetting of Building Details (with Building Register), entered in Building Master Table by BSO Office
- d. Vetting of Allotment Letters entered by BSO Offices on Portal

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- e. Audit and Forwarding of OVR to Concerned PAO as and when OVR is Prepared
 - f. Audit of Entries done by BSO Offices and Meter Reader in Meter Reader Book on Portal
(License Fee and Other standing Charges as per govt orders will be fill automatically by System with the orders fed by CGDA User as mentioned in 5(1)(a) above, But it is the responsibility of AAO BSO office to ensure the correctness of automatically filled data)
 - g. Calculation ,Audit and feeding of Electricity Charges
 - h. Generation and Forwarding of Rent and Allied Charges to concerned PAO as per Office Manual to effect the Recovery through Pay Bill(Forwarding will be done through Portal Only)
 - i. Watching the acknowledgement of Recovery done by PAO and troubleshooting in case of recovery is not effected.

4. BSO Offices:

- a. Creation of Premises Master
- b. Feeding of building details in Building Master
- c. Feeding of Allotment Letters on Portal
- d. Feeding of Allotment ,Occupation and Vacation Details on Portal
- e. Feeding of Meter Reader Book on Portal

5. PCDA(O)/PAOs Offices:

- a. Forwarding of Change List of Employee Master to CGDA Office in respect to their jurisdiction at regular interval whenever changes takes place
- b. Initiating and affecting the recovery of rent & Allied Charges forwarded by AAO BSO offices.
- c. Acknowledge the recovery effected by PAO on Portal itself
- d. Forwarding the report of Unsuccessful Recovery through the Portal

6. AO GE Offices

- a. Forwarding of Change List of Employee Master to CGDA Office at regular interval whenever changes takes place
- b. Affecting the recovery of Rent and Allied Charges in respect of Industrial Employee
- c. Acknowledge the recovery effected to AAO BSO on Portal itself

6. The Stepwise Process of working (in Chronological Order) on Project Raksha-Awaas is as follows:

- Creation of PCDA/CDA Master by Super User.i.e CGDA Office
- Creation of Users of PCDA/CDA E Section by Super User.i.e CGDA Office of the authority of User Creation Form
- Creation of PAOs Master and AO GE /AAO BSO Office Master(pertaining to their jurisdiction) by E Section of PCDA/CDA Office
- Creation of Users of PAOs and AO GE/AAO BSO Offices(pertaining to their jurisdiction) by E Section of Main Office
- Creation of BSO office Master by AAO BSO offices
- Creation of Users of BSO Offices by AAO BSO for their jurisdiction
- Creation of Premises Master by BSO Office for their jurisdiction
- Creation of Building Master by BSO Office
- Vetting of Building Details (with ref to Building Master) Fed by BSO Office
- Feeding of Allotment Letters issued to Allotee by BSO Office
- Feeding of Occupation/Vacation Details by BSO Office
- Generation and Forwarding of OVR to concerned PAO as and When OVR is generated by AAO BSO Office
- Feeding of Data of consumption of Water and Electricity for each building (i.e Meter Reader Book) by BSO Office
- Audit of All entries done by BSO and generation of Rent and Allied Charges with the frequency as per Office Manual by AAO BSO. GENERATION OF RENT AND ALLIED CHARGES IS MANDATORY AS PER THE FREQUENCY MENTIONED IN MANNUAL. IF DATA OF CONSUMPTION OF WATER AND ELECTRICITY IS NOT RECICEIVED BY BSO OFFICE THEN IN THAT CASE ALSO THE RENT BILL INCLUDING LFEE AND OTHER AVAILABLE DATA WILL BE GENERATED AND FORWARDED TO PAO. HOWEVER IT SHOULD NOT BE MADE THE REGULAR PRACTICE. IT IS THE DUTY OF THE AAO BSO OFFICE TO INSIST BSO OFFICE TO SEND THE DATA OF CONSUMPTION OF WATER AND ELECTRICITY OF ANY SUCH OTHER

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*DATA PRESCRIBED BY THE GOVT BEFORE GENERATION OF NEXT
REVENUE BILL.*

- Forwarding of Generated Rent and Allied Charges to concerned PAO(to effect the Recovery)by AAO BSO Office
- Generated Rent Bill will be available on the Portal of PAO offices(PAOs here means the office responsible for audit and release of pay in respect of occupants e.g PAO Offices for PBORs, PCDA(O) for Defence Services Officers, AFACAO and Naval Pay Offices for Air Force and Navy e.t.c) for download (PDF and CSV File). PAO Offices will download the Rent Bill and after affecting the Recovery PAO Office will acknowledge the Recovery for each and every transaction generated by AAO BSO Office.

While adopting the above SOP, it should be ensured at all levels that there should be no deviation from or violation of laid down procedures in Manuals and instructions issued from time to time. The package is designed to help the user to perform their duties with ease and accuracy and remove the hurdles or limitations faced by the stakeholders in manual environment.

Annexure-A
USER CREATION FORM

1. Name of the Employee :
2. Account No/Employee No:
3. Designation :
4. Office Name:
5. Mobile No:
6. User Level(i.e. L1 or L2):

Name of the Authorizing Officer:

Designation of the Authorizing Officer:

Signature and seal of
Authorizing Officer

Authorizing Officer:

1) In Case of DAD

For Auditors & AAO: Sr AO/AO

For Sr AO/AO : GO

2) In Case of BSO Offices:

GE/AGE