DIRECTORATE OF AIR VETERANS

AUDIT & ACCTS

FINAL CLEARANCE BRIEFING

INTRODUCTION

- **The objective of this slide is to make the outgoing air warriors and NCs(E) aware about the functions of DAV (Audit & Accts) towards the remittance of various NE benefits, time frame to finalise the NE accounts and responsibilities of individuals towards finalisation of NE benefits through timely submission of NE documents to Unit O/Room and Unit Accts Section while proceeding on discharge / Superannuation .**

FUNCTIONS OF DAV(A&A)

- Payment of 90% Leave Encashment.
- Finalisation of NE Benefits in consultation with JCDA(AF).
- Payment of Final IRLA balance along with balance 10% Leave Encashment in consultation with JCDA(AF).
- Payment of Ad-hoc Bonus for last Financial Year.
- Issue of Revised Last Pay Certificate.

INTRODUCTION TO 90% LEAVE ENCASHMENT

- **For speedy processing of 90% LE, payment of LE is being paid by DAV w.e.f Sep 18 after receiving all connected documents from various agencies.**

- **12 Months prior to DOD of an Airmen/NC(E) i.e. on receiving DO from AFRO, the individual should ensure that he submits Appendix 'A' to AFO 19/2018 duly completed Part-I to Adjutant of his parent unit.**

- **Further, individual should ensure that they fill the NEFT/RTGS Mandate form through their Personal Login on AFCAO website. In case of any difficulty in filling the form individuals are requested to take the help of their unit Accts section for correct filling of NEFT mandate.**

DOCUMENTS REQUIRED AT DAV(A&A) FOR 90% LE PAYMENT

- **Sanctioned copy of Annex ‘A’ to AFO 19/2018 from AFRO RW (Audited).**

- **Soft Copy of NE POR on AFCAO website (to be uploaded by Unit Adjt).**

- **NEFT/RTGS Mandate (To be filled by individual through AFCAO Website-Personal Login).**

LE PAYMENT I/R/O ABNORMAL DISCHARGE

- The procedure of raising Appx 'A' for LE payment by individual shall not be applicable in cases of discharge on own request, immediate discharge on disciplinary ground (SNLR) and discharge on medical invalidment (MBO). In that case,100% LE payment shall be effected by DAV/AFCAO on Acquittance Roll based on LE details promulgated in NE POR after final audit by O/o Jt CDA(AF).

PAYMENT OF 10 % LE

- **It is to note that 90 % LE payment is paid to the air warriors immediately after the DOD on receiving all connected documents from various agencies while 10 % LE is paid along with the final balance of IRLA, allowances like TPT, HRA, GCB, Class Pay, RMA and any other allowances which reflects in pay slips after duly audited by Jt CDA(AF).**

CALCULATION FOR L.E.

LE = $\dfrac{\text{Basic Pay+DA(current prevailing Rate)}}{30}$ x No .of days encashed

- **For calculation of LE only Basic Pay and DA (irrespective of Gp X & Y) is taken into account.**

ILLUSTRATION FOR
CALCULATION OF NO. OF DAYS FOR PAYMENT OF LE

- **JWO A Kumar went on discharge w.e.f 31 Aug 24.His accumulated leave is 340 days and audited by Jt CDA (AF) is 300 days up to 2022(penultimate year).**
- **Now, lets see the encashment details of the JWO along with the calculations :**

Year	No Of Days Leave Availed	Leave Accumulated	10 Days LTC	Calculation
2023	30	30	0	300+30=330 Rounded off to 300 Days
2024	60	0	10	300-10=290 days(As no leave encashed and 10 days LTC taken)
2024	50	0	10	300-10= 290 days instead of 300 due to Leave encashment of 10 days POR not promulgated.
2024	50	10	10	300+10=310 days Rounded off to 300 days

IMPORTANT POINTS

- It is to be noted that maximum no of days to be taken for payment of Leave Encashment is 300 days. Further, even if the individual accumulates more than 300 days it will be restricted to 300 days only. However, in cases where the encashment is less than 300 days it will be taken as it is.

- **Leave encashment during employment**

If an employee opts for encashment of leaves during his course of employment (payment of 10 days LTC), the entire amount would be taxable under the head "Income from salary".

- **Leave encashment at the time of retirement**

At the time of retirement, an employee is entitled to exemptions under Section 10(10AA). leave encashment is completely tax free for government employees at the time of retirement.

FINALISATION OF NE BENEFITS

DOCUMENTS REQUIRED AT DAV (AUDIT&ACCTS)

- **Unit Documents**: Clearance Certificate, NE POR, NDC from UABSO/C Adm O, Simple receipt duly Pre-receipted, NEFT/RTGS Form
- **From AFRO**: Record copy of sheet Roll (RCSR)
- **From AFCAO**: Individual running Ledger Account (IRLA) Sets/ Pay Slips.
- **Note**: Individuals are to ensure that NDC from UABSO/ C Adm O is forwarded immediately after the vacation of their SMQ.
- Advice : Payment through MRO(EWE bills)

TIME FRAME FOR FINALISATION OF NE BENEFITS

- **IF ACCOMODATION NOT RETAINED AFTER DOD**

  DOD+90 Days+ Time taken by JCDA(AF)(3-6 Months)+ 01 Month for payment.

- **IF ACCOMODATION RETAINED AFTER DOD**

  DOD+ Retention Period + 90 Days+ Time taken by Jt CDA(AF)(3-6 months) +01 month for payment.

TO WHOM TO APPROACH FOR

DAV (Audit & Accts):

- **Payment of 90 % Leave Encashment.**
- **Payment of Final IRLA Balance e.g. TPT, HRA, GCB,Class Pay and any other allowances which are reflected in pay slip along with balance 10 % LE.**
- **Form 16 for IT Returns.**
- **Last Pay Certificate.**

DAV (A &N)- SP:

- **PPO, Anomaly in Pension, Commutation and Gratuity.**

Last Accounting Unit :

- **Final TA Claim, CEA Claim.**

ADDITIONAL INFORMATION

- **Income tax: Form 16 for serving personnel is being issued by AFCAO, and will continue to do so till DOD. After discharge Pension Disbursing Agency (PDA) i.e. PCDA(P), prayagraj issuing the pension of ex-servicemen will issue Form-16.If anyone re-employed, new employer will issue Form-16. For the purpose of filling income tax return both the Form-16 will be used.**

- **Individuals can also take print out of their from 16 after DOD from iaf.pensioners.gov.in**

- **Retired Air warriors can also post their queries on the email id of DAV which is dav.airmen@gov.in and telephonically on help Desk number 01125687415 Extn 7355,7366 WAC Exchange 01125687194,95,96**

THANK YOU