

ELECTRONIC GAZETTE NOTIFICATION

**E-DGN MODULE FOR ONLINE AUDITING OF DRAFT GAZETTE NOTIFICATION
FOR PAY FIXATION ON PROMOTION**

1. The pay fixation on promotion of Officers, till level 13A of Defence Pay Matrix, is undertaken at Naval Pay Office post receipt of mandatory documents viz. Genform for Promotion from unit (through GMS), Option form for fixation of promotion from Date of Next Increment/ Date of Promotion (DNI/ DoP) from individual and the Draft Gazette Notification (DGN) from NHQ, duly audited by IRLA. Pay fixation is undertaken after audit of authorisation slip raised by Naval Pay Office post receipt of the documents.
2. The existing manual procedure is archaic and entailed long delays in pay fixation on promotion due to delay in transit of ink-signed DGN at IRLA and subsequent manual audit. The delay in pay fixation would often be in ranges from 03 to 06 months and, in some cases, even more due to postal delays, loss of documents in transit and audit observations on DGN.
3. In order to harness technology and as part of **IN's Digital Initiative** a need was felt to review the process to make it online with aim of bringing efficiency and transparency. Accordingly, in line with ease of doing business an **Electronic Draft Gazette Notification (e-DGN)** module has been developed and deployed for pay fixation of officers on promotion.
4. **e-DGN Module.** E-DGN module has been created by connecting all stakeholders on NUD after due deliberation with CGDA and PCDA(N). In the revised process, digitally signed DGN would be uploaded by DOP on promotion of an officer and the same would be audited online by PCDA(N)/ IRLA. This online provision would not only reduce the time delay in transit of documents but also ensure fast correction, in case of any clarification from audit. Further, the audited DGN can be downloaded at NPO for uploading to IPADS for enabling pay fixation in a time-bound manner. The advantages of the e-DGN include the following:-
 - (a) Paperless generation and audit of e-DGN.
 - (b) Nil loss of document in transit.
 - (c) Transparency and single point access of DGN records.
 - (d) Ease of tracking and retrieval.
 - (e) Reduce lead time for receipt of DGN amongst stakeholders
 - (f) Reduce lead time for audit and subsequent pay fixation.
5. The e-DGN module will be activated wef 01 Oct 23. No physical copy of the DGN will be generated post 01 Oct 23.
6. Detailed letter published on NUD under Policy Letters->DPA->Coord.