To,
All the Group Officers (M.O)
All Officer I/C
AAO (Pay) & PAOs (ORs).

Sub: Minutes of 3rd CTC & Review Meeting for the FY 2019-20 held on 20/12/2019.

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A copy of Minutes of 3rd CTC & Review Meeting for the FY 2019-20 held on 20/12/2019 is forwarded herewith for your perusal and further necessary action please.

In this connection, it is requested that compliance of various Action Points of previous as well as present Review Meeting may please be furnished to this office latest by 31/01/2020 for the information of Pr. CDA.

Copy to:
The Officer I/C IT&S Section (Local) - Alongwith a copy of minutes of meeting referred to above for uploading on our official website.

Action Taken on 2nd CTC and Review Meeting

The 3rd CTC and Review Meeting of PCDA (WC) Chandigarh for the current financial year 2019-20 was held on 20/12/2019 at 11.00 A.M in the Conference Hall, chaired by Sh. D.R.Negi, IDAS, Pr. CDA. List of Officers who were present in the meeting is enclosed as ‘Annexure-A’.

1. Discussion on the following topics was held:-
   (a) Training
   (b) Action Taken Report of previous Review Meeting held on 18/10/2019.
   (c) Agenda Points of 3rd CTC Meeting for the FY 2019-20.

Meeting started with the discussion on Training. During 2nd CTC meeting, it was directed by Pr. CDA that the next CTC meeting should be training oriented only and directed SAO (O&M) that training calendar to be circulated to all concerned before convening of next CTC meeting. Accordingly, training calendar for the FY 2020-21 was discussed in 3rd CTC and was finalized as per requirement. In this regard, Pr. CDA directed to all O I/C of Area Accounts Office/ PAO (ORs) to explore feasibility of imparting training at their respective stations for the staff serving at their station as per training needs in consultation with Main Office (O&M Cell). Action taken report in respect of last Review Meeting held on 18/10/2019. While action on majority of Points of last meeting was found to have been taken, action in respect of following points still needs attention and action required to be taken:-

A. Action Taken on 2nd CTC and Review Meeting

Action on the under mentioned points have been completed as such the same were discussed and dropped.
(i), (ii), (iv), (v), (vi), (vii), (viii), (ix), (xi), (xiii), (xiv), (xv), (xvi), (xvii), (xviii), (xix), (xx), (xxi), (xxii), (xxiii), (xxiv), (xxv), (xxvi), (xxvii), (xxviii), (xxix), (xxx).

Action taken on balance points of 2nd CTC and Review Meeting are as under:-

(iii) Processing of Pay Bills through CICP

It was informed by AAO (P) Delhi Cantt that there is discrepancy in system generated pay bill. It requires time for resubmission of pay bills by the unit through the system. PCDA directed In-charge AAO (P) Delhi Cantt to find out whether checks suggested by Main Office have been incorporated in
CICP or not, provide the current status to Main Office and short out the
issue by liaisoning with the Executive Authorities.

[Action by- AAO (P) Delhi Cantt]

(x) Non Generation of Rejection/Return Memos in r/o Sy. Pay Bills

On being informed by OIC AAO (P) Delhi Cantt that rejection memo could
not be generated in r/o Sy. Pay bills (particularly GPF return cases), SAO
(IT&S) replied that the matter has been taken up with CDA (IT&SDC) S’bad.
Reply is awaited.

[Action by- AAO (P) WC Delhi Cantt, GO (IT&S)]

(xii) Incorporation of Mobile nos. & Email ID in GPF records of
Subscribers

The Pr. CDA directed all the Officer in charge of AAOs (P) and GO (Pay) to
liaise with AOsGE, LAOs and Officer incharge of the Units on top priority
and pending cases be informed.

[Action by- All OIC AAO (P) Delhi, JRC, PKT, GO (Pay), GO (Funds Cell)]

(xiii) Pending DID Schedules

OIC AAO (P) Delhi informed that 4 DID Schedules forwarded to their office
have been responded. For balance cases, Pr. CDA directed the GO (A/Cs) to
provide details of these cases and in case of non availability of details, take
up the matter with HQrs Office for further guidance regarding offline speedy
clearance of these old DID Schedule cases.

[Action by- GO (A/Cs)]

B. Agenda Points for 3rd CTC and Review Meeting

(i) Training Programme for dealing staff of Units/Formations under
Raj. Rifles to minimize DO II rejection.

PAO (ORs) RRRC Delhi Cantt requested for training programme for dealing
staff of Units/RO. In this regard PCDA directed to PAO In charge to liaise
with officer in charge Record Office as well as Units for issue necessary
directions to the dealing staff on regular basis regarding publication of DOs
II as per Appendix ‘J’.

(Action by: 01/c PAO (ORs) PBG, RRRC Delhi Cantt and PAO (ORs) 14 GTS
Subathu)

(ii) Training Programme for AAO and Staff

O I/C PAO (ORs) RRRC Delhi Cantt requested for 01 EDP trained AAO. Till
posting of a AAO requested for a short time training for the staff posted
therin. The matter was discussed and dropped.
(iii) Supply of IT hardware & EDP Stationery/consumables

O I/C PAO (ORs) RRRC Delhi Cantt requested for supply of Computer hardware for smooth functioning of their office. In this regard SAO (IT&S) informed that the supplies in pipe line. The matter was discussed and dropped.

(iv) Requirement of computers and peripherals.

O I/C PAO (ORs) 14 GTC Subathu requested for supply of Computer hardware for smooth functioning of their office. In this regard SAO (IT&S) informed that the supplies in pipe line. The matter was discussed and dropped.

(v) Training Required for PAO working and Dolphin software

O I/C PAO (ORs) 14 GTC Subathu requested for training of their staff on PAO working/ Dolphin software. In this regard, it was intimated by GO (AT/ORs) that 01 AO and 01 AAO from that office has been nominated for such training at IT&SDC S’bad. The matter was discussed and dropped.

(vi) Requirement of Additional Funds

O I/C PAO (ORs) 14 GTC Subathu projected the requirement of Additional Funds under Contingency Head. The requirement was turned down by the Main Office as such the point was discussed and dropped.

(vii) Requirement of CCTV Cameras

O I/C PAO (ORs) 14 GTC Subathu projected the requirement of CCTV Cameras in Residential Complex. In this regard it was directed by the Main Office that the requirement should be met from their RWA funds. As such the matter was discussed and dropped.

(viii) IRIS Scanners

O I/C PAO (ORs) 14 GTC Subathu projected the requirement of IRIS scanner for marking attendance on BAS. In this regard it was directed by Pr.CDA to project the demand to IT&S section Main Office.

(Action by: GO (IT&S) and OI/c PAO (ORs) 14 GTC Subathu)

(ix) Blade Server

O I/C PAO (ORs) 14 GTC Subathu projected the requirement of Blade server for smooth processing of FS cases in r/o JCOs/ORs. In this regard it was
directed by Pr.CDA to project the demand along with a SOC to IT&S section Main Office.

(Action by: GO (IT&S) and OI/c PAO (ORs) 14 GTC Subathu)

(x) Requirement of 01 MTS and 01 Khansama for Guest House in DAD Colony at Jalandhar

Matter was discussed and dropped.

(xi) Requirement of 01 AO and 02 AAOs at AAO (P) WC PKT

Matter was discussed and dropped.

(xii) Feeding of Allotment at level of AAO (P) WC Pathankot

Matter was discussed and dropped.

(xiii) Allotment of funds/Budget (Contingency) at AAO (P) WC Delhi Cannt.

O I/C AAO (P) WC Delhi Cantt requested for an additional funds of Rs. 12,00,000/- under Contingency Head. Main Office agreed for payment of Bills for conservancy services and requested the AAO (P) WC Delhi Cantt to forward the bills in Main Office.

(Action by: OI/c AAO (P) WC Delhi Cantt and GO (AN)

(xiv) Training of Tulip at AAO (P) Delhi Cantt

The matter was discussed and dropped.

(xv) Pending of Post Audit of ECHS Bills

During discussion it was brought a large number of post audit of ECHS bills are pending with Area Account Offices. In this regard it was directed by Pr. CDA to clear the pendency on priority basis.

(Action by: ALL OI/c AAO (P) Delhi, JRC and PKT)

Discussion on RTI cases/Procedures was also held with all the CPIOs in order to obviate the delay in furnishing information in respect of RTI cases/ RTI Appeals. PCDA (WC) directed all the CPIOs to closely monitor the RTI cases and take steps to dispose off information to the RTI Applicants/1

After this, the meeting concluded with a vote of thanks to the chair.

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Following Officers participated in the 3rd CTC meeting held on 20.12.2019 @ 11.00 hrs in Pr. CDA Conference Hall (Main Office) Chandigarh.

(i) Sh. D.R.Negi, IDAS
(ii) Sh. Sahil Goyal, IDAS
(iii) Sh. Manender, IDAS

(iv) Smt. Manjeet Kaur, IDAS
(v) Sh. Mohan Lal, IDAS
(vi) Sh. R.K. Kharta, IDAS
(vii) Sh. S. K. Diwedi, IDAS
(viii) Sh. C.S.Anand, IDAS
(ix) Sh. P.K.Prashar, IDAS
(x) Smt. Indira Garg, IDAS
(xi) Sh. P.K.Gupta, IDAS
(xii) Smt. Rita Goyal, IDAS
(xiii) Sh. Nirmal Singh
(xiv) Sh. Vinod Kumar
(xv) Sh. Sandeep Soni
(xvi) Sh. N.P. Joshi

- Pr. CDA (Chairman)
- GO (AN/MAP, IT&S)
- OIC (PAO ORs RRRC & PBG Delhi)
- GO Main Office.
- O I/C AAO (P) WC JRC
- GO (A/Cs)
- O I/C (PAO ORs Subathu)
- O I/C AAO (P) WC D.CANTT.
- O I/C AAO (P) WC PKT.
- GO (O&M)
- GO (Funds, Pay & R Sec.)
- GO (AT ORs)
- SAO (O&M)
- AO (IT&S)
- AO (Pay)
- AO (Pay)