O&M/130/1st Qtrly Meeting/19-20
O/o the PCDA (WC)
Chandigarh
Dated 15/07/2019

To,
All the GOs of MO&
All OI/C of AAO(Pay)&
PAOs (ORs) & COD, Delhi

Sub-Minutes of 1st CTC & Review Meeting for the FY 2019-20 held on 18/06/2019

A copy of Minutes of 1st CTC & quarterly review Meeting for the FY 2019-20 held on 18/06/2019 is forwarded herewith for kind perusal and further necessary action please.

In this connection it is requested that compliance of various Action points of pervious as well as present Review Meeting may kindly be furnished to this office latest by 31/08/2019 for the information of Pr.CDA

R.K. Kharta
GO (O&M)

Copy to:-
The OIC (IT&S)

Along with a copy of minutes of meeting referred to above for uploading on our office website.

R.K. Kharta
GO (O&M)
MINUTES OF 1st CTC & REVIEW MEETING FOR THE
FY 2019-20 HELD ON 18/06/2019.

The 1st CTC and Review Meeting of PCDA (WC) Chandigarh for the current financial year of 2019-20 was held on 18/06/2019 at 10.00 AM in the Conference Hall, which was chaired by Sh. Rakesh Sehgal, IDAS, Pr.CDA. List of officers who were present in the meeting is placed at Annexure A:

1. The following documents were provided to all the officers present in the meeting:
   (a) Action Taken Report of previous Review Meeting held on 15/03/2019.
   (b) Agenda Points of 4th CTC Meeting for FY2018-19.

2. Meeting started with the discussion on Action Taken Report in respect of Action Points of last Review Meeting held on 18/06/2019. While action on majority of Action Points of last meeting was found to have been taken, action in respect of following points still needs to be taken:

   (ii) Creation of Authentic Pay Master in respect of AAO(P)Delhi:

   Of course it has been confirmed that 98.99% pay master was completed, Shri R.K.Gandhi, SAO of AAO(P)Delhi Cantt didn’t confirm the completion of Pay master creation duly authenticated by a Board of three officers as well as processing of pay bills individual-wise through Tulip system. Thus action is incomplete, Pr. CDA directed AAO(P)Delhi Cantt for ensuring 100% completion of Pay Master creation duly authenticated by a Board of three officers and processing of 100% Pay Bills through Tulip system individual-wise latest by 20/07/2019.

   (Action by AAO(P)Delhi Cantt.)

   (iii) Regular Submission of Change Statements:

   After taking into account office-wise performance on submission of Change Statements to Regular Pay Bills which is not satisfactory. GO (Pay) has been directed to take up the matter semi-officially with Chief Engineers Command as well as Chief of Staff/Sub Area Commanders immediately to issue the instructions to the OCs of the units under their command to provide change statement (in Hard & Soft copy) to monthly regular Pay bills for speedily disposal of the Pay bills. under intimation to Sys & Coord Cell latest by 31.7.19.

   (Action by GO(Pay))
(iv) Processing of Pay Bills Through CICP:

During discussion on the point of implementation of CICP in COD, it was informed by AAOs(P) Delhi Cantt that for pay module only hard copies are being received. The module is not functioning in toto as no soft copy is being received and AAO(P) despite having CICP module node in their office is not being able to process it online. Pay bill is being audited and approved only on the basis of hard copy. PCDA then asked Incharge AAO (Pay) to find out whether checks suggested by PCDA (WC) through DO addressed to COD, have been incorporated in CICP or not and provide the latest status.

-AAO(P)Delhi).

(vi) Clearance of Minus Credit Balance Cases:

After taking into office-wise status of pending minus credit balance cases, Pr.CDA directed GO(Pay), AAO(P)Delhi and DCDA, COD for pursuing the following remaining cases to finality latest by ensuing quarter:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Case</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Late Smt. Kanta Devi</td>
<td>Pay Section</td>
</tr>
<tr>
<td>2.</td>
<td>Sh.Karnail Singh</td>
<td>Pay Section</td>
</tr>
<tr>
<td>3.</td>
<td>Sh.Baljeet Singh Dalal</td>
<td>DCDA, COD</td>
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</tbody>
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-Action by: GO(Pay), OICs of AAOs(P) Delhi, DCDA, COD & GO (Funds Cell).

(vii). Wanting LPCs,

Pendency status of LPCs of Pay Accounts Offices is mostly unsatisfactory. Further, on discussion with SAO of AAO (P) Pathankot on pending LPCs, it has come to the notice that in non-MES cases LPCs from Baroda, Hyderabad & Bangalore are awaited due to units being non-traceable and their Pay Accounts Offices are also not confirmed and 3 LPCs are awaited from PCDA (NC) Jammu. The PCDA directed all the Officers Incharge of AAOs (P) and GO (Pay) to get personal liaison with present unit to take up the matter with last unit on top priority so that wanting LPCs are reduced.

As advised by Pr. CDA that LPCs should be processed through Tulip system in order to avoid delay in issue of LPC and liquidation of demands (if any) timely. GO (IT & S) has been directed to take up the matter with CDA Secundrabad. GO (Pay)/AAOs (Pay) have been directed to liaise with dealing officers of controllers/PAOs to speedily call for LPCs/Acknowledgments by fastest means of communication.

-Action by: GO (IT & S), GO (Pay) & OIC all AAOs(Pay).

(viii) Pay Fixation under RPR, 2016
(viii) Pay Fixation under RPR, 2016

Pr. CDA remarked that prime facie this appears to be information gap. Pr. CDA directed GO(Pay) for looking into the matter and early reconciling this variation after ascertaining factual position from all paying offices including AOs GE, particularly AAO(P)Delhi. Pr. CDA emphasized that no case should remain pending where arrears of pay on account of revision of pay still remain to be paid. He also impressed upon early completion of work of revision of pay/pension in all pre- & post 2016 cases expeditiously.

(Action by GO(Pay) & AAO(Pay) Delhi Cantt.)

(ix) Regularization of Provisional Payments Made Under Charge Head:

Commenting on huge list of cases pending since long for regularization of charged expenditure Pr. CDA directed GO(Pay) & all Officers-Incharge of AAO(Pay) that detail was required to be prepared accurately with name of the individual, amount, on which account & name of court with judgment while taking at appropriate level. Basically it is a problem of reconciliation which needs to be taken up and pursued vigorously with the offices concerned at appropriate level. SAO(A/Cs) was directed for monitoring close office-wise clearance of these long outstanding cases. Pr. CDA directed that each office will come up with tangible progress in this regard during next Review Meeting.

(Action by: GO(Pay) all OIC of AAOs(Pay) Delhi, IRC & Pathankot. & SAO(A/Cs.)

(x) Persistent High Percentage of DOS-II Rejection:

Hinting at persistent high percentage of rejection of DOS-II which portrays a poor picture of work in PAO Portal, Pr. CDA emphasizing that DOS-II rejection not only delays timely payment of rights dues of the PBOR but also leads to undue work at all level, called for concrete corrective action to minimize the DOS-II rejection. In order to overcome increasing percentage of DOSII rejection, the officers incharge of both PAO(Ors.) to send well conversant team in liaison meeting with officers of Record Office to guide them properly as per rule position and issue the instructions to the units. In case no response received from Records offices, the matter needs to be taken up with AG’s branch of AHQr office by ATG of this office. Pr. CDA further directed SAO, PAO(ORS) RRRC to post one AAO in PAO (Ors) PBG, Delhi for publication of Dos II and submit feedback urgently with feed back on their initiative of Zero Error Drive through monthly MIS Report.

(Action by: OICs of PAOs(Ors) RRRC, Delhi, 14 GTC, Suabthu & GO(AT/ORS))
(xi) Online Audit of ECHS Bills.

On discussion with ECHS section regarding position on receiving ECHS bills in soft copy for post-audit, the section confirmed that ECHS bills are being received in soft copy for the last one year and no hard copy of the bill is being received. The Pr.CDA directed GO(ECHS) for conducting conference on ECHS with Directorates of ECHS in the middle of July in order to bring further improvement in regard to audit of bills and sort out problems as being faced by ECHS authorities.

(Action by GO(ECHS))

(xii) Shifting of AAO(P) Delhi to Alternative Accommodation:-

Pr.CDA directed Shri R.K.Gandhi, SAO AAO(P) Delhi for making liaison with Commandant of Station Headquarters, Delhi Cantt. for discussion on the issues regarding shifting the office to 972 Tpt. Coy as well as providing estimate thereof and report on the subject may be submitted to AN-MAP of this office by 4th week of July.

(Action by OIC,AAO(P) Delhi & GO(AN/MAP))

(xiv) Non-Generation of Rejection/Return Memos in R/O Sy Pay Bills:-

(a). On being informed by SAO of AAOs(P) Delhi that rejection memo could not be generated in GP cases, Pr. CDA directed Shri Praveen Kakkar SAO(IT&S) to look into the report for early resolution and intimate to AAO (P) Delhi Cantt. accordingly.

(Action by SAO(IT&S) AAO(P) Delhi)

(xv) Payment of CEA, PLB/Adhoc Bonus, Arrears of Pay in R/O TLB

Referring to proposal of centralization of Pay accounts of MES/Non-MES staff, Pr.CDA directed GO(Pay) to call for the views of certain LAOs on the subject and put up the position on the file by the end of July.

(Action by GO(Pay))

During the presentation by AAO (P) Delhi Cantt & Pathankot, the following points have been discussed in detail and instructions have been issued to Officers Charge of all AAO (P) Delhi Cantt and Pathankot to ensure the compliance on the following points.

(i) Pendency of bills is more than 15 days in all types of bills (TA/DA, LTC, Medical bills, CEA & Sy. P bills) which is an alarming position and to clear the bills by 1st week of July and submit clearance report through MIS. In this regard GO(Pay) and Officer Incharge of AAO (P) Jalandhar Cantt have also been directed to ensure no bill should be pending for more than 15 days.
(ii) **Demand on account of TA/DA, LTC, & Medical Advance** is still outstanding with oldest date 2012-13 of AAO (P) Delhi Cantt and 01/18 of AAO (P) Pathankot which is quite unsatisfactory. PCDA directed all Officers Incharge of Pay Accounts Offices as well as GO (Pay) to issue a notice to the units where the concerned individuals are serving for liquidation of long outstanding demands from the pay bills from next month and ensure the demand register is maintained in proper form. The status of outstanding needs to be submitted through MIS.

*Action by AAO(P) Pathankot, Delhi, Jalandhar & GO (P)*

(iii) **Dead Stock Articles Report**: Awaited from most of the offices and directed to the Officers incharge to ensure timely submission of the report.

*Action by AAO(P) Pathankot, Delhi, Jalandhar & GO (P), PAO (ORS.) 14GTC Subathu, RRRC Delhi cantt & DCOD Delhi Cantt.*

(iv) **As regards early submission of reply to Inspection Reports**, SAO of AAO (P) Pathankot has been directed to liaise personally with dealing officers of PCDA (NC) Jammu and obtain the requisite acknowledgments of LPCs. Further, it may be ensured to clear 2 pending LTAR/LTAN since 12/15 immediately by pursuing the matter personally with 21 Sub area.

*Action by AAO(P) Pathankot*

(v) **One AAO is short in AAO (Pay) Pathankot and GO (AN)** is requested to make up the shortage of AAO urgently.

*Action by GO (AN)*

(vi) **Pending NPS data**: As per presentation of AAO (P) Pathankot, NPS data amounting to Rs.8,32,004/- is still pending due to retiree cases, PRANs not generated and wrong booking which entail to delay in crediting NPS subscriptions to subscribers' PRAN. SAO of AAO (P) Pathankot was directed to liaise with units where PRANs not generated as well as retiree cases and clear the cases immediately. As regards wrong booking, the same needs to be rectified urgently.

(vii) **Utilization of building of ZO (PD) Pathankot for Training Purpose**: The Officer Incharge is advised to prepare a SOC for CDA (PD) Meerut cantt by apprising full facts with full justification and send the same to Main Office for further action.

*Action by AAO(P) Pathankot*

(viii) **Incorporation of Mobile nos. and Email ID in GPF records of Subscribers**: The PCDA directed all Officers Incharge of all AAOs (P) and GO (Pay) to liaise with AOs GE, LAOs and Officers incharge of the units on top priority to provide name of subscriber, GPF a/c no., mobile no. and email ID of each GPF subscriber and mail to the CDA (Funds) Meerut in excel format as circulated by Fund Cell of this office with copy to Fund Cell/NPS cell. Completion Report will be submitted by 15.7.19 positively.
(Action by AAO(P) Pathankot, Delhi, Jalanbhar, GO (Pay) & GO (Fund & NPS Cell))

(ix) 22 cases of Pre-2016 are pending for Pay fixation and directed to clear these cases immediately and confirm through next MIS report.

(x) Missing nomination & DOB cases: The matter may be taken up with the commandants of the units to clear the cases.

(xi) 13 DID schedules are pending for responding for want of details: Please take up the matter with concerned Pay Accounts offices for providing the requisite detail for responding action thereto and ensure clearance inter alia quoting the detail of DID schedules in LPC as well in future.

(AAO(P) Delhi).

PAO (Ors) RRRC Delhi Cantt:

During the presentation on Synchronization of Data between PAO and RO, 1882 cases are still pending for rectification in Dolphin system. The PCDA directed the Officers incharge of PAO (Ors) to clear these cases immediately and GO (AT/Ors) to follow up action from both PAOs in future.

PAO(ORS) 14 GTC, Subathu.

(iii) Updated set of Books: All officers incharge are directed to take up the matter with IT & S for installation of the updated books in soft copy.

As regards updation of books in reference to Army Instructions, GO (R) has been advised to take up the matter with Command HQrs. with office note on file by 4th week of July.

(Action by GO (Records))

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

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List of Officers/staff present in 4th CTC & Review Meeting held on 18/06/2019, in Conference Hall of PCDA(WC)

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1. Dr. Amit Gupta, IDAS, Addl. CDA.
2. Sh. Sahil Goyal, IDAS, DCDA, GO(AN).
3. Sh. Mohan Lal, Dy. CDA AAO (Pay) Jalandhar Cantt
4. Sh. Rajinder Kharta, ACDA
5. Smt. Rita Goyal, ACDA (ECHS)
6. Sh. Sunil Diwadi, ACDA, PAO(ORS) 14 GTC, Subathu
7. Sh. K. Swamy, SAO PAO(ORS) RRRC Delhi Cantt.
8. Sh. R.K. Gandhi, SAO AAO (Pay) & DCOD Delhi Cantt,
9. Sh. Sanjeev Kumar, SAO AAO(P) Pathankot
10. Sh. Naveen Sehgal, AO (Sys & Coord)
11. R.K. Goyal, SAO (O & M Cell)
12. Smt. Renu Gupta, SAO(A/Cs.)
13. Sh. Narendra Kumar, SAO(AN/MAP)
14. Sh. Praveen Kakkar, SAO (IT&S)
15. Sh. Veena Katyal, AO (AT Ors.)
16. Sh. Vinit Jain, AAO (Pay)
17. Sh. Yeshwant, AAO (O&M).

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