To

All the GOs of MO &
All OICs of AAOs (Pay) &
PAOs(ORs) & COD, Delhi

Sub: Minutes of 4th CTC & Review Meeting for the FY 2017-18

held on 16/03/2018

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A copy of Minutes of 4th CTC & Quarterly review Meeting for the FY 2017-18 held on 16/03/2018 is forwarded herewith for kind 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 kindly be furnished to this Office latest by 15/05/2018 for the information of Pr.CDA.

(Anmol Amar Singh, IDAS)
GO (AN)
MINUTES OF 4th CTC & REVIEW MEETING FOR THE FY 2017-18 HELD ON 16/03/2018.

The 4th CTC and Review Meeting of PCDA (WC) Chandigarh for the current financial year was held on 16/03/2018 at 10 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.

2. The following documents were provided to all the officers present in the meeting:-
   (a) Agenda Points for the meeting.
   (b) Minutes of previous CTC & Review Meeting held on 22/12/2017.
   (c) Action Taken Report of previous Review Meeting.
   (d) Draft In-House Training Calendar of PCDA(WC) for the year 2018-19.

3. Meeting started with the discussion on Action Taken Report on last CTC and Review Meeting held on 22/12/2017. On raising the issue of shortage of staff on ECHS Task by OICs, AAOs(P) Pathankot & JRC, Pr.CDA enquired from Sh.Mulkh Raj, IDAS about total monthly receipt and manpower deployed and daily output of online audit of ECHS Bills. In view of marginal monthly receipt of 1000 bills, Pr.CDA directed AAO(P) Pkt for speeding up the online audit of ECHS Bills while ensuring clearance of pendency of manual audit of ECHS Bills. Pr.CDA further directed the GO(ECHS) that the team which imparted necessary training on online audit of ECHS bills at JRC/Pathankot be detailed for checking correctness of online audit of ECHS being carried out by AAOs(P) JRC & Pathankot in case option of online checking is not available and feed back submitted to him latest by 15/05/2018.

(i) Mrs.Manjeet Kaur, IDAS, OIC, AAO(P) JRC further raised in addition problem relating to linking of MIS with Schedule-III, the issue of online visibility of ECHS Bills which is presently for 6 months only. This, keeping in view the belated online reflection of a number of bills, needs to be raised to one year, she suggested. The Pr.CDA directed that a proposal in this regard be submitted by ECHS Cell of MO and problem relating to linking of MIS with Schedule-III be examined and resolved by IT & S Section at the earliest. On being informed that majority of the overpayment in hospital bills pertains to pre-UTI era, Pr.CDA made it clear that about 30 to 40% overpayment is due to misinterpretation / misconception of rules on the subject so speedy settlement of such overpayments be geared up expeditiously by all concerned. In view of the fact that after introduction of UTI, no remarkable overpayments could be detected, the Pr.CDA directed that percentage of audit of ECHS Bills exceeding Rs.50000/ to Rs. One Lac which is presently 20% be revised to 20% which would further reduce the workload. The Pr. CDA directed GO(AN) that with a view to enabling the following offices to ensure completion of work shown against them shortage of staff be made good to the extent possible at the earliest:-
<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Office</th>
<th>Item of work requiring Posting of extra staff</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AAO(P)JRC</td>
<td>Online audit of ECHS bills with a Monthly receipt of 40000 bills per month</td>
<td>Pr. CDA also directed that aspect of Transferring work relating to ECHS bills at AAO(P)Pathankot with monthly receipt of only 1000 ECHS bills to MO Chandigarh or Jalandhar also be examined.</td>
</tr>
<tr>
<td>2</td>
<td>PAO(ORS) 14 GTC SUBATHU</td>
<td>Reactivation of Review Group in PAO(ORS) requiring two- three more Auditors.</td>
<td>PAO(ORS) 14 GTC is facing acute shortage of staff. Out of 16 actually posted staff against authorisation of 27 Taskholders one auditor is temporarily attached with AOG for a period of 6 months. Posting of at least 3 taskholders to Suabthu be considered.</td>
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</table>

Action by GO(AN), GO(ECHS), GO(IT&S)& Officers In-Charge of AAOs(P)JRC & PKT.

4. AAO(P)JRC

Meeting progressed further with the presentation of following Agenda points by Smt Manjeet Kaur, IDAS, DCDA, AAO(P) JRC -

(i) Preparation of 82 Columns Data Sheet.

After being confirmed preparation of a Pay Master by OIC, AAO(P)JRC, Pr. CDA advised that as a safeguard against possibility of any incorrect/fraudulent inclusion in Pay Master, authentication of Pay Master needs to be carried out by a Board of Officers.

During discussion on automation of pay bills and creation/obtaining of change statement, it was noted with great concern by the Pr. CDA that even after creation of an authenticated Pay Master each and every particular of Pay Bill is still required to be ticked every time at all level in Tulip as in the case of manual preparation of pay bills which is more time taking and stereotype in nature and as such defeats the very purpose of automation of Pay Bills. The Pr. CDA directed that this is a major deficiency in Tulip and needs to be brought immediately to the notice of HQrs. Office and IT SDC for necessary corrective action so that automation of Pay Bill in its right perspective could be achieved.

Action by: Officers In-Charge of AAOs(P)JRC, Pathankot, Delhi & GO(IT&S)

(iii) Clearance of Minus Cr. Balance Cases :-

During discussion on clearance of minus credit balance cases it is advised by Pr. CDA that case individual concerned does not deposit the demand, arrears on account of revision of pay not be paid & the same be withheld for ensuring recovery of demand or in other case demand intimated to PCDA(P) for recovery while submitting LPC-cum-Data Sheet for revision of Pension.

Action by: GO(Pay) & Officers In-Charge of AAOs(P)JRC, Pathankot, Delhi & COD Delhi.
(iv) Tulip Related Issues:

Problems related to correct preparation of E-Work Books with reference to actual work status of the taskholder including non-reflection of status of medical bills in E-Work Books, were raised by OIC, AAO(P) JRC. The Pr.CDA directed the GO(IT&S) for examining and resolving the issues at the earliest. In other case issues be referred to IT & SDC at the earliest, as advised the Pr.CDA.

Action by: GO(IT&S).

(v) Suggestion Regarding modification of periodicity of claiming ETG & Amenity Grant :

Taking into account huge number of bills for payment of meager amount on account of ETG & Amenity Grant involving undue workload at all level, with undue expenditure on stationery and postal charges on transmission of these bills, Pr. CDA directed that periodicity of payment of these grants be changed from Quarterly & half yearly respectively to yearly basis. Necessary instructions be issued at the earliest by Sys & Coordination Cell to HQrs WC.

Action by: System & Coord Cell.

(vi) Separation of ETG from Annual Library Grant:

During discussion it was brought to the notice of Pr.CDA by GO(M) that HQ WC has already been requested for ensuring separate allotment of ETG & ALG during FY 2017-18. The GO(M) also informed that matter has also been taken up semi-officially with Jt.CGDA(AT) at Addl. CDA level. The Pr.CDA advised for following-up the case with HQrs Office.

Action by GO(M).

(vii) Maintenance of Single Register for Watching Disposal of Terminal Benefits:

Keeping in view the basic objective of maintenance of Registers for watching timely disposal of Terminal benefits such as leave encashment, CGEIS, LPC-cum-data Sheet etc. in respect of concerned staff, in addition to avoiding expenditure on procurement of extra registers for the purpose, which otherwise can also be ensured through single register, Pr. CDA agreed in principle for proposed proper maintenance of single register.

Action by: AAOs(P) JRC, Delhi & Pathankot & GO( Pay).

(viii) Allotment of Funds from Different Sources:

With reference to remarks of AAO(P) JRC that in a few code heads allotment is received from Corps as well as from Units also, the Pr. CDA enquired about details of such units with code heads and made it clear that allotment of funds should come from single source. Corps and Units
concerned need to be advised in this regard under intimation to Accounts Section of this office at the earliest.

Action by OIC, AAO(P)JRC & GO(A/Cs.)

(ix) Utilisation of Budget (DAD Including Works):

With a view to ensuring that no allotted funds are lapsed, Pr.CDA impressed upon all OICs of sub-offices in receipt of allotments for DAD works for obtaining a written confirmation regarding total utilization of allotted funds from GE concerned and submission of the same to AN/XII Section of MO at the earliest.

Action by: All Officers In-Charge, AAOs(P) & PAO(ORS) RRRC & 14 GTC.

(x) As regards three works sanctioned in respect of AAO(P) which could not be started by GE(East) for want of allotment of funds/token money, Pr.CDA directed the GO(AN) for ascertaining the status of these cases from HQrs. Office. As regards case of provision of submersible pump/replacement of bore well, Pr.CDA directed OIC, AAO(P)JRC for early submission of feedback on the case in addition to considering the aspect of getting the water connection executed from local body through deposit work.

Action by GO(AN) & AAO(P)JRC.

5. AAO(P) Delhi Cantt.

(i) Non-Working of WAN

While starting her presentation on agenda points of AAO(P) Delhi Mrs. Mugdha Kaur Jaggi, IDAS, OIC, AAO(P) Delhi raised the issue of non-working/slow speed of WAN adversely affecting smooth functioning of her office. The Pr.CDA directed GO(IT&S) for taking necessary action in the matter at the earliest and early submission of feedback.

Action by: GO(IT&S)

(ii) Booking of Cess on Income Tax:

Pending allotment of code head for booking of 1% cess introduced w.e.f 01/04/2018, the Pr. CDA advised that for the time being the said one percent cess be booked in 00/003/10.

Action by: All GOs Audit Sections of MO & Officer Incharges of AAOs(P) & PAO(ORS)
(iii) Refund / Adjustment of amount of NPS Subscription erroneously Recovered or lying under code Head 00/020/61

The point of adjustment/refund of amount of NPS subscription erroneously recovered or amount lying under code head 00/020/61/77/020/61 was discussed at length. Mrs. Mugdha Kaur Jaggi, IDAS, OIC, AAO(P) Delhi pointed out that provision of refund of NPS subscription erroneously recovered in respect of staff during last three months prior to retirement of the employee, is not available in Tulip. After discussion it was advised by Accounts Section that adjustment of refund of NPS subscription erroneously recovered or lying under code head 77/020/61 may be carried out in the following manner:

(a) In case the Transaction (supposing a sum of Rs. 100/-) pertains to Current Financial Year before Transferring the amount to Suspense Head:

<table>
<thead>
<tr>
<th>Code Head</th>
<th>(+ Receipt)</th>
<th>(-) Receipt</th>
<th>(+) Charge</th>
<th>(-) Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>00/020/81 CB or 93/020/91 CMP</td>
<td>Rs. 100 or</td>
<td>100</td>
<td>00/14/71 or</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Rs. 100 as</td>
<td></td>
<td>relevant code</td>
<td></td>
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<td></td>
<td>the case</td>
<td></td>
<td>head.</td>
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<td>may be)</td>
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</tbody>
</table>

(b) In case the Transaction (supposing a sum of Rs. 100/-) pertains to Previous Financial Year after Transferring the amount to Suspense Head:

<table>
<thead>
<tr>
<th>Code Head</th>
<th>(+) Receipt</th>
<th>(-) Receipt</th>
</tr>
</thead>
<tbody>
<tr>
<td>00/020/81 CB or 93/020/91 CMP</td>
<td>Rs. 100 or</td>
<td>200</td>
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<td></td>
<td>Rs. 100 as</td>
<td></td>
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<td></td>
<td>the case</td>
<td></td>
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<td></td>
<td>may be)</td>
<td></td>
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<tr>
<td>00/057/30 or other relevant</td>
<td>Rs. 100</td>
<td></td>
</tr>
<tr>
<td>Code head</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77/020/61</td>
<td>Rs. 200</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>Rs. 200</td>
<td></td>
</tr>
</tbody>
</table>

Action by: GO(Pay) & OICs of all AAOs(Pay) & PAO(ORS) RRRC & 14 GTC

(iv) Provision of Approval in Tulip in Level Jumping:

Issue of provision for approval of the bill amounting to Rs. 50,000 to Rs. One Lac in terms of instructions on level jumping and approval of PM for Rs. One Crore & above by Officers In-charge of sub-offices in Tulip was raised by OIC, AAO(P) Delhi. It was intimated that there is no provision of approval of PM referred to above in Tulip in respect of Officers in Charge of Sub-offices Presently approvals are being taken from Main Office while such transactions in fact are finalized.
by sub-offices. The Pr. CDA advised GO(IT & S) for taking up the issue with IT & SDC, Secundrabad under intimation to HQrs office at the earliest.

Action by: GO(IT & S)

(v). Tuition Fees Reimbursement:

Issue of reimbursement of Tuition Fees in the light of latest orders issued by DOP&T was raised by OIC, AAO(P) Delhi. The SAO(Pay) intimated that no such case has been received in Pay Tech Section for clarification so far. For better appraisal of the issue, the matter needs to be referred by AAO(P) Delhi along with supporting letters to Pay Tech Section at the earliest.

Action by OIC, AAO(P) Delhi & GO(Pay)

(vi) Transportation Allowance:

Issue of grant of TPT Allow in respect of Sh. P.K. Jain, CE of HQ, CCE(R&D) Delhi drawing TPT Allow @ Rs.15750 was raised by Smt. Mugdha Kaur Jaggi, AAO(P) Delhi. After deliberations on the issue, she was advised by the Pr. CDA that as per rules on the subject the officer is entitled to TPT Allow @ Rs.7200/- plus DA. However, total overpayment of TPT Allow drawn by the officer be adjusted first against the admissible normal TPT Allowance.

Action by AAO(P) Delhi.

(vii). Employee Master:

Thereafter issue of incorporation of a column for Date of Death in Employee Master to delete Death cases from Employee Master was raised. The OIC, AAO(P) Delhi intimated that due to non-availability of column of Date of Death, office is facing problem as regards deletion of death cases. The Pr. CDA directed GO(IT & S) for taking necessary action in the matter at the earliest.

Action by GO(IT & S).

(viii). Refund of Security Deposits on account of Booking of DAD Guest House at Panchwati:

The OIC, AAO(P) Delhi pointed out that despite repeated reminders issue of refund of security deposits in respect of pending nine cases of booking of DAD Guest House at Panchwati through Tulip could not be resolved by IT & S Section so far. After discussion she was advised to process the said pending cases by carrying out necessary Transfer Entries.

Action by AAO(P) Delhi.
(ix). Wanting LPCs, Pending Aadhar Enrolment Cases, Nil PAN/PRAN cases

During discussion on the issue, the Pr.CDA pointed out that despite repeated directions, Unit-wise break-up of Nil PAN/Nil PRAN cases, pending Aadhar Enrolment cases & wanting LPCs, is not being submitted by AAOs(P). The Pr.CDA emphasized that with a view to ensuring proper monitoring at all levels, unit-wise break-up of cases referred to above needs to be prepared and submitted to Pay Section of Main Office at the earliest.

The Pr.CDA further reiterated that no salary to be released in newly appointed cases with NIL PAN/Nil PRAN/Nil Aadhar Enrolment & Nil Mandate Form.

Action by : AAOs(Pay) Delhi, JRC, PKT & GO(Pay)

(x). Pay Fixation in respect of DGQA Staff:

The Pr.CDA directed that pay fixation in all pending cases of DGQA staff be completed and a confirmation submitted to Pay Section for onward submission to HQrs. Office at the earliest with reference to a complaint received in this regard from HQrs. Office.

Similarly, the Pr.CDA enjoined upon all AAOs(Pay) & GO(Pay) for early completion of pending work of Pay Fixation under RPR, 2016 in respect of pre-2016 and post-2016 Defence Civilians after working out correct, authenticated strength of these Def. Civilians.

Action by : AAOs(Pay) Delhi & GO(Pay).

(xi). Booking of Expenditure in respect of AOsGE of Delhi Area by AAO(P) Delhi:

During discussion it was pointed out that compilation pertaining to a few AOsGE of Delhi area is done by AAO(P) Delhi. The Pr. CDA directed that utmost care needs to be exercised while carrying out compilation of expenditure on behalf of AOsGE as huge amount remained uncompiled during last FY.

Action By : AAO(P) Delhi Cantt.

(xii). Clearance of Double Occurrence Cases:

SAO(Funds) requested OIC, AAO(P) Delhi for expediting early action regarding clearance of two minus credit balance cases which took place in Jan, 2018 in OD, Sakurbasti.

Action By : AAO(P) Delhi Cantt.
(xii) **Shortage of AAOs & DEO**

The OIC, AAO(P) Delhi raised the issue of shortage of 3 AAOs & one DEO in her office. The Pr.CDA advised that we need to carry out a proper mapping of staff so as to ensure proper utilization of available staff. He further advised that taking into account the overall shortage of AAOs and staff in the organization, actual posted strength of AAOs & DEOs in AAO(P) Delhi is not so bad.

(xiii) **Regularisation of Provisional Payments Made Under Charge Heads:**

Issue of regularisation of long outstanding cases of provisional payments made under charged heads was discussed. While Officers In-Charge of AAO(P) JRC & Pathankot intimated that cases are being regularly pursued with the authorities concerned, OIC, AAO(P) Delhi requested for making available the list of outstanding provisional payments cases in respect of her office. The Pr.CDA directed for early issue of list of pending cases in respect of AAO(P) Delhi with an advice to all AAOs(Pay) to pursue these cases regularly to finality.

**Action by:** GO(Pay), AAOs(Pay) JRC, Delhi & Pathankot & System & Coord Cell.

(xiv) **Review of Expenditure on MES Maintenance Staff for DAD Residential Colony, Panchwati:**

The Pr.CDA emphasized that with a view to minimizing the expenditure on MES maintenance staff for DAD residential colony, Panchwati, early assessment of actual requirement vis-a-vis present deployment of MES staff for DAD residential colony, Panchwati needs to be carried out. The AOGES(South) be directed for immediate submission of necessary data in this regard so unnecessary expenditure in this regard could be avoided. A feedback in this regard needs to be submitted to GO(AN) for the information of Pr.CDA latest by 15/05/2018.

**Action by:** AAO(P) Delhi & AOGES(South)

(xv) **Shifting to the Building occupied by ZO(PD):**

During discussion on the subject, the Pr.CDA enquired about present status of shifting of ZO(PD) to Brar Square so that shifting of AAO(P) Delhi to building occupied by ZO(PD) could be ensured. In case of any problem we may impress upon allotment of alternative accommodation as suggested by the Addl.CDA. The Pr.CDA advised about the requirement of accommodating the staff of COD in the building to be occupied by AAO(P) Delhi.

**Action by:** AAO(P) Delhi.
(xvi) Non-Procurement of Stores due to Non-Delegation of Financial Powers.

Matter of non-procurement of necessary stores by GE(South) due to non-delegation of financial powers, which in turn is adversely affecting works in the area, was also raised by OIC, AAO(P) Delhi. The Pr.CDA directed the GO(E) for taking up the matter with appropriate higher authority at the earliest.

GO(E) & AAO(P) Delhi.

(xvii) Incorrect Booking under Code Head 00/015/60:–

Thereafter issue of incorrect booking under code head 0/015/60 (charge side as well as receipt side) by AAO(P) Delhi was raised by SAO(A/Cs.). Normally, figures under this head should be in multiple of 5, 10 & 15 etc under receipt side while compilation in respect of AAO(P) Delhi shows figures as 217,3404 etc. It is pointed out that despite repeated reminders the error is not being rectified by AAO(P) Delhi. Similarly in charge side figures always remain in multiple of 1000 whereas during this current financial year there have been more than 5-6 instances of incorrect booking under code head, of which as many as two cases still remain to be rectified by AAO(P) Delhi inspite of repeated correspondence. The Pr.CDA pointed out that instances of said incorrect booking by AAO(P) Delhi attract adverse comments from HQrs. Office each month. Hence necessary corrective action in addition to ensuring non recurrence of incorrect booking need to be taken by AAO(P) Delhi.

Action by AAO(P) Delhi & GO(A/Cs.)

(xviii) Variation between Amount under code head 00/016/04 & 00/016/05.

The SAO(A/Cs) further raised the issue of difference of a sum of Rs. 14010 under code head 0/016/04 & 00/016/05. It was pointed out that despite repeated reminders the said discrepancy still remains to be reconciled by AAO(P) Delhi. The Pr.CDA advised the OIC, AAO(P) Delhi for ensuring necessary action in the matter without further delay and submission of a compliance report latest by 27/03/2018.

Action by AAO(P) Delhi & GO(A/Cs.)

6. AAO(P) Pathankot:

(i) Issue of Projector:

Sh. Mulakh Raj, IDAS, OIC, AAO(P) Pathankot requested for issue of a Projector with Screen, Tables & Chairs for Training Hall in AAO(P) Pathankot. The Pr.CDA ordered that since a new projector has been procured for Training Hall of O&M Section, the old Projector be issued to AAO(P) at the earliest. As regards issue of Tables and chairs for Training Hall, a proposal alongwith details of total chairs and tables already held in the charge of AAO(P) Pathankot, be sent to AN/XI Section.

Action by : GO(O&M) AAO(P) Pkt & GO(AN).
(ii) **Issue of Two Batteries for Gen Set:**

The OIC, AAO(P) Pkt pointed out that two batteries supplied by MO did not meet the requirement of their Gen Set. So new batteries be issued at the earliest. The Pr. CDA directed the GO(IT&S) for taking necessary action in the matter at the earliest.

**Action by: GO(IT&S).**

(iii) **Leave Encashment on Retirement in respect of Re-Employed Ex-Servicemen:**

Sh. Mulakh Raj, IDAS, OIC, AAO(P) Pathankot, referring to his office letter of 19/02/2018 requested for clarification of issue pertaining to leave encashment on retirement in respect of re-employed Ex-Servicemen (re-employed in DRDO) who has already availed leave encashment to the extent of 300 days during their service in Army. The Pr. CDA directed the GO(Pay) for early issue of clarification on the subject of AAO(P) Pathankot.

**Action by: GO(Pay).**

7. **PAO(ORS)RRRC, Delhi Cantt.:**

(i) Starting her presentation, Ms(Dr.) Akshata A. Rao, IDAS, OIC, PAO(ORS) RRRC raised the point that matter of passing bills for payment by AAO(P) Delhi relating to procurement made by PAO(ORS) RRRC, under delegated financial powers, has not yet been resolved. Such bills are still being submitted to MO. On being enquired, SAO(IT&S) informed that Tulip does not permit passing of bills submitted by Sub-Offices to Sub-Offices. The Pr. CDA directed GO(IT&S) for referring the issue to IT & SDC for early resolution of the case.

**Action by: GO(IT&S).**

(ii) **Construction of Shed for Gen Set:**

The OIC, PAO(ORS) RRRC further raised the issue of construction of shed for Gen Set which, despite repeated correspondence with the authorities concerned is still pending. The Pr. CDA advised GO(E) & OIC, AAO(P) for directing the AOGE concerned for getting the matter expedited at the earliest.

**Action by: GO(E), OIC, AAO(P) Delhi & OIC, PAO(ORS) RRRC.**
(iii) **Requirement of Pedestal Fans:** The OIC, PAO(ORS) RRRC raised the issue of pedestal fans to be provided in new building allotted to them. She was advised for submitting a proposal in this regard to AN/XI Section at the earliest.

**Action by:** OIC, PAO(ORS) RRRC.

(iv) **Problem Relating to Slow Speed of WAN & Internet:**

Issue of WAN & slow speed of Internet connectivity due to which timely rendition of reports and control chart is stated to be getting held up frequently, was raised by OIC, PAO(ORS) RRRC. The Pr.CDA directed the SAO(IT&S) for following-up the progress of work (with PDC) & submitting the feedback at the earliest.

**Action by:** OIC, AAO(PI) RRRC SAO(IT&S).

(v) **Huge Adjustment of ABF/TA/DA in respect of PBORs on ERE posting particularly with NCC:**

On being intimated about non-submission of detailed statement showing huge rejection of DOs-II pertaining to ABF/TA/DA in respect of PBORs posted in NCC, the Pr.CDA enjoined upon early submission of the said Statement. While PAO(ORS)14 GTC assured early submission of the said Statement, OIC, PAO(ORS) RRRC, intimated that Clerk entrusted with publication of DOs-II in NCC offices are mostly civilians & are not conversant with DOs-II publication. The Pr.CDA directed the OIC, AAO(P) Delhi to impress upon Records Office the need of necessary training of such clerks, so that rejection of DOs-II could be minimized.

**Action by:** PAOs(ORS) RRRC & 14 GTC and GO(AT/ORs).

(vi) **Submission of Minutes of Liaison Meetings Held between PAO(ORS) & Records Offices:**

On being enquired regarding non-submission of minutes of Liaison Meeting, OIC, PAO(ORS) RRRC, informed that a number of times minutes of Liaison Meetings are not sent/minutised by Records Office. The Pr.CDA advised that for better coordination & monitoring early submission of minutes of Liaison Meeting needs to be impressed upon Records Office or in other case minutes of meeting be prepared by PAO(ORS) itself and sent to Records Office with a copy to AT/ORs Section of this office for further necessary action.

**Action by:** PAOs(ORS) RRRC & GO(AT/ORs).
8. PAO(ORS)14 GTC Subathu

(i) Clearance of Invalid DOs-II

While appreciating the efforts put in by PAO(ORS)14 GTC for clearance of huge number of long outstanding invalid DOs-II, the Pr.CDA impressed upon clearance of remaining invalid DOs-II at the earliest.

Action by: PAO(ORS) 14 GTC.

(ii) Supply of Articles of Dead Stock for Guest House & Office of PAO(ORS)14 GTC:

On being pointed out by Sh. Rajiv Sood, SAO PAO(ORS) 14 GTC that supply of articles of dead stock for Guest House is still awaited, the Pr.CDA directed GO(AN) for immediate supply of the same at the earliest. The Pr. CDA also directed GO(AN) for submission of present status of case pertaining to covering of balconies with iron grills in residential quarters of PAO(ORS) Subathu with reference to SOC submitted by PAO(ORS) 14 GTC vide their letter No. dated 08/11/2017.

Action By: GO(AN)

(iii) Arrangement of Training at RTC in respect of recently posted AAOs:

Point has already been noted by O&M Section for further necessary action.

Action by: GO(O&M)

(iv) Authorisation of One AAO as Authoriser:

On being reminded by Sh. Rajiv Sood, SAO for authorization of one AAO as Authoriser for SBI CMP, the Pr.CDA directed the GO(D) for taking necessary action in the case immediately.

Action by: GO(D)

(v) LPCs/DID Schedules in respect of PBOR repatriated from deputation from IE, Nepal:

After discussion on the issue, the Pr.CDA advised the SAO(AT/ORS) & SAO, PAO(ORS)14 GTC for taking further necessary action in the matter immediately with reference to PCDA, New Delhi DO letter No.NA/1/5004/Comp-I/Kathmandu dated 01/03/2018.

Action by: GO(AT/ORS) & SAO, PAO(ORS) 14 GTC

(vi) Submission of Information on CB of DSPP Fund:

Issue of non-submission of Information related to CB of DSPP Fund (under code head 00/015/10) called for from all the PAOs(ORS) vide Accounts Section letter No.A/I/244/AROB/2017-18 dated 15/02/2018, was raised by SAO(A/Cs.). The Pr.CDA
directed the Officers In-Charge of PAO(ORS)RRRC,PBG,Delhi & 14 GTC Subathu for immediate submission of the information latest by 27/03/2018.

Action by: PAO(ORS)RRRC,PBG,Delhi & 14 GTC Subathu & GO(A/Cs.)

(vii) Booking of Subscription Towards AGI Fund:

The SAO(A/Cs) pointed out that a sum of Rs.18 crore approximately recovered by PAO(ORS)RRRC on account of subscription towards AGI during current FY has not been remitted to AGI Dte so far. Similarly a sum of Rs.15 Crore recovered by PAO(ORS)RRRC on this account during FY 2013-14 is also pending in receipt side for remission to AGI Dte. The SAO(A/Cs) further pointed out that a review of compilation for current FY in respect of PAO(ORS) RRRC has revealed that no recovery of AGI subscription has been made for the months of Nov.,2017 to Dec,2017 & Feb,2018. The Pr.CDA directed OIC,PAO(ORS)RRRC for examining the issue to see as to whether recovery of AGI subscription has actually been not made or in case recovery made, whether amount not compiled or compiled late. Factual position needs to be submitted by PAO(ORS)RRRC, on priority basis latest by 27/03/2018

Action By : OIC,PAO(ORS)RRRC & GO(A/Cs )

(viii) Timely & Up-to-Date Filing/Uploading of Form 24 G & 24 Q:

After ascertaining the status of filing of Form 24 G & 24 Q, the Pr.CDA directed all the Officers In-Charge of PAOs(ORS) for ensuring timely and up-to-date filing/uploading of Form 24 G & 24 Q in addition to NPS Data in respect of Girl Cadet Instructors.

Action by: OIC of PAO(ORS) RRRC,PBG ,Delhi & 14 GTC,Subathu


The Pr.CDA emphasized that it would be personal responsibility of OIC to ensure timely rendition of MPR, MBR (MBR through DO letter) latest by one day before the last working day of the month & Review Certificate on Sectional Compilation, Report on E-Payment & MIS Report latest by 5th of the following month. Similarly, daily submission of Control Chart through E-Mail also to be ensured.

Action by :OICs of AAOs(P)Delhi,JRC , Pkt,PAOs(ORS)RRRC,PBG , 14 GTC & COD.
9. Discussion on In-House Training Calendar of PCDA(WC) for the year 2018-19

Starting discussion on Draft In-House Training Calendar of PCDA (WC) for the year 2018-19, Pr. CDA directed GO (O&M) that keeping in view the need for guidance to officers/staff on newly introduced SPARROW, the proposed Training Course on the subject which is scheduled to be held in the month of November, 2018 be preponed to first week of April, 2018. The OIC, AAO(P)Delhi & PAO(ORS)RRRC, raised the issue that many a times names of such staff are nominated by O&M Section to particular training, the work of which is not actually dealt by such staff. The Pr.CDA directed all concerned that keeping in mind the objective of achieving optimum benefit of training courses in day to day functioning of offices/Sections, a list of staff proposed to be nominated to particular training course be submitted to O&M section at the earliest. Subsequent change, if any, also be submitted well in time to O&M Section of MO for further necessary action. Sh. Mulakh Raj, IDAS, OIC, AAO(P) Pathankot requested for conducting a training course on NPS related to change of subscribers details such as DOB, Nomination, Bank details & issue of I Pin-T Pin etc. The Pr.CDA directed the GO (O&M) for taking necessary action in this regard.

Action by: GO(O&M), OIC AAOs(P) Delhi, JRC, PKT & PAOs(ORS)RRRC&14 GTCC

After this, the meeting concluded with a vote of thanks to the chair by Sh. Anmol Amar Singh, IDAS.

(Anmol Amar Singh, IDAS)

GO (O&M)
List of Officers/staff present in 4th CTC & Review Meeting held on 16/03/2018
in Conference Hall PCDA(WC)

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1. Dr. Amit Gupta, IDAS, Addl. CDA.
3. Sh. Sahil Goyal, IDAS, DCDA, GO(AN)
4. Smt. Manjeet Kaur, IDAS, Dy. CDA, AAO(P) JRC
5. Sh. Mulkh Raj, IDAS, DCDA, OIC, AAO(P) Pathankot
6. Ms. Abhineet Dhillon, IDAS, GO(O&M).
7. Sh. Anmol Amar Singh, IDAS, GO(Pay)
8. Dr. (Ms) Akshta A. Rao, IDAS, OIC, PAO(ORS) RRRC, Delhi.
9. Sh. Rajesh Madan, SAO (IT & S)
10. Shri. Rajiv Sood, SAO, PAO(ORS) 14 GTC, Subathu
11. Sh. Pradeep Kumar, SAO (Sys & Coord)
12. Sh. K.K. Sharma, SAO (MAP) MO
13. Sh. Sunil Raina, SAO (AT/ORs)
15. Sh. S.M. Kapoor, SAO (O&M)
16. Sh. Praveen Kakkar, SAO (IT & S)
17. Sh. A.K. Saini, SAO (A/Cs.)
18. Sh. R.K. Goyal, SAO (Funds)
19. Sh. Rajiv Ranjan, AAO (A/Cs.)
20. Sh. Rupesh Kumar, AAO (O&M). Nodal Officer for Quarterly Review Meeting
21. Sh. S.S. Saini, Supervisor (O&M)

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