To

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

Sub: Minutes of 1st CTC & Review Meeting for the FY 2018-19
    held on 28/06/2018

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A copy of Minutes of 1st CTC & Quarterly review Meeting for the FY 2018-19 held on 28/06/2018 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 16/08/2018 for the information of Pr.CDA.

(Abhineet Dhillon,IDAS)
GO (O&M)

Copy to: -

The OIC,
IT&S) alongwith a copy of minutes of meeting referred to above for uploading in our office website.

(Abhineet Dhillon, IDAS)
GO (O&M)
MINUTES OF 1st CTC & REVIEW MEETING FOR THE 
FY 2018-19 HELD ON 28/06/2018.

The 1st CTC and Review Meeting of PCDA (WC) Chandigarh for the current financial year was held on 28/06/2018 at 10.15 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 officers present in the meeting:-
   (a) Agenda Points for the meeting.
   (b) Action Taken Report of previous Review Meeting on 16/03/2018.

3. Meeting started with discussion on Action Taken Report in respect of the following points of last Review Meeting held on 16/03/2018.

(i) Creation of Pay Master:

   Emphasising on significance of authenticated pay master in automation of Pay Bills with submission of Change Statement in soft copy by units concerned, Pr.CDA impressed upon all concerned for early creation of authenticated Pay Master by calling for requisite data, if any from Units concerned latest by 20/07/2018. After deliberation on the issue, Pr.CDA made it clear that partial creation of Pay Master would not serve any purpose so creation of Pay Master in respect of all Def.Civilians in one go needs to be ensured latest by above target date.

   (Action by GO(Pay) & OICs of AAOs(P)Delhi, JRC & Pathankot)

(ii) Clearance of Minus Credit Balance Cases:

   After taking a stock of office-wise status of Minus Credit Balance Cases, Pr.CDA directed GO(Pay), AAOs(P) Delhi & Jalandhar for early clearance of all long outstanding cases of minus credit balance by pursuing these cases vigorously with authorities concerned.

   (Action by GO(Pay) & OICs of AAOs(P)Delhi, JRC )

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

   During discussion on the issue, Pay Section intimated that maintenance of a single register for entire section for watching disposal of terminal benefits such as Leave Encashment, CGEIS and GPF Payments etc. which was proposed by OIC, AAO(P) JRC during previous review meeting and accepted in principle by Pr.CDA, would not be convenient as Register is to be submitted by a number of task holders to different AAOs hence requested that maintenance of
existing registers may please be allowed to be continued. Enquiring about disadvantages, if any, of proposed maintenance of single register, Pr.CDA directed GO(Pay) for early examining the issue on file with ref. to AAO(P) JRC letter NO.AAO/Pay II/203/Gencorr dated 21/05/2018.

(iii) Feeding of Allotment of Funds from Different Sources:

(a) Describing the issue a risk area where no inherent check available in system to detect the error in feeding of allotment particularly under single code head from different sources, Pr.CDA impressed upon the need of a standardized format for allotment of funds so as to prevent possibility of incorrect feeding of allotment by Accounts Section.

(b) Pr.CDA directed GO(IT&S) for pursuing the issue with IT&SDC, Secunderabad under intimation to HQs. Office at the earliest.

(iv) Utilisation of Budget(DAD including Works):

On the issue of allotment of funds raised by Sh.K.K.Sharma, SAO of AAO(P) JRC, Pr.CDA advised that since HQs. Office now releases funds only after conclusion of contract so timely conclusion of contract needs no emphasis. The Pr.CDA further made it clear that allotment of funds in DAD works will be made for capital works only. Sh.K.K.Sharma, SAO assured submission of proposal pertaining to submersible pump/bore well to Mo within 10 days. During discussion Pr. CDA enquired whether any occupant of D Type quarter of DAD Qtrs at JRC is willing for allotment of E Type accommodation lying vacant since long. In other case he advised AAO(P)JRC for examining the feasibility of re-appropriation of said E type accommodation as guest House /Transit facility.

Thereafter Pr.CDA enquired from Sh.H.K.Koul, SAO, AAO(P) Delhi regarding status of settlement of outstanding electricity tariff liabilities and directed him for pursuing the issue with GE/authorities concerned under intimation to this office at the earliest. AAO(P)Delhi was further asked about status of renovation of DAD Qtrs at Panchwati and early submission of AEs in this regard.

Sh.Rajiv Sood, SAO, PAO(ORS) 14 GTC intimated that while 75% work stands completed satisfactorily, some work is held up for want of supply of E & M stores due to some problem in GeM.

(Action by: GO(AN) & AAO(P) Delhi & JRC, OIC, PAO(ORS) 14 GTC Saubthu).
(v) Non-Working /Slow Speed of WAN at AAO(P)Delhi:

The SAO(IT&S) informed that matter of upgradation of WAN connectivity in AAO(P)Delhi is regularly being pursued with HQrs. Office. When being informed that stand alone system – Sugam operational in COD, Pr.CDA directed that HQrs. Office be requested for deferring the installation of WAN to COD for the time being.

(Action by: GO(AN) & GO(IT&S))

(vi) Booking of Cess (Health & Education Cess) on Income Tax:

During discussion on the issue it was informed by AAO(IT&S) that necessary code head for Health & Education Cess which was provisionally being booked under 0/003/10, has now been circulated vide HQrs.office U.O. No.A/9084(Sr.No.109)/XXXIV dated 14/05/2018 which has been uploaded on our office website for the information and guidance of all concerned under Accounts Section

Important Circular No.A/I/043/RD&R dated 23/05/2018. A/Cs. Section should give confirmation that TEs wherever warranted have been operated.

(Action By: GO(A/Cs), All Audit Sections of MO & Sub-Offices)

(vii) Refund /Adjustment of amount of NPS Subscription erroneously Recovered or lying under code Head 00/020/61.

Adjustment entries on the above issue were circulated through Minutes of the Meeting of last Review Meeting vide this office letter No. Sys & Coord/Review Meeting dated 23/03/2018 on which AAO(P) Delhi raised some doubts stating that refund of NPS Subscription erroneously recovered in one case is still awaited. SAO of AAO(P)Delhi intimated that case was also referred to Main Office vide their letter of 23/03/18 and further brought to the notice during Video Conference but refund is still awaited. The Pr. CDA directed Fund Cell for examining and ensuring early resolution of the case in consultation with Accounts Section.

(Action by: GO(Funds), GO (A/Cs) & AAO(P)Delhi)

(viii) Reimbursement of Tuition Fees:

On being raised the problem related to adjustment of Tuition Fees in Tulip by SAO of AAO(P)Delhi, SAO(IT&S) clarified that although problem related to this issue has already been resolved however, if AAO(P) Delhi has still some problem the same be intimated by quoting particular case so that further action could be taken. Pr.CDA directed AAO(P)Delhi & SAO(IT&S) for resolving the issue after conclusion of the meeting.
(ix) Wanting LPCs, Pending Aadhar Enrolment Cases, Nil PAN/PRAN, Nil DOB, Nil Nomination, Double Occurrence cases.

Pointing out to pendency of LPCs awaited from PCDA(NC) in AAO(P) Pathankot, Pr.CDA advised that all wanting LPCs awaited from the office of PCDA(NC) be obtained by deputing some staff /officer to the office of PCDA(NC). He further reiterated that efforts should be made by all concerned that no LPC remains pending beyond 6 months. Matter of delay in issue of PRAN on the part of NSDL, which in turn is also affecting smooth functioning of offices due to non-allotment of ID Password for Tulip, has been noted by Pr.CDA with concern and directed GO(AN) for lodging a complaint in this regard with PRFDA at the earliest. Pr.CDA further directed all AAOS(P) & Pay Section for clearance of all pending Aadhar Enrolment, Nil Nomination, Nil DOB Double Occurrences cases at the earliest latest by 31/07/2018.

(x) Pay Fixation under RPR, 2016

The Pr.CDA directed that work of pay fixation in all pending cases including pre-2016 cases be completed early. Matter of non-submission of cases by the unit authorities needs to be brought to the notice of higher authorities at appropriate level under intimation to this office at an early date.

(xii) Regularisation of Provisional Payments Made Under Charge Head:

During discussion, it was pointed out by Sh.H.K. Kaur, SAO(AAO(P)Delhi) that due to non-issue of ID/Password, punching of data in respect of nine AOSGE of Delhi area is being made by AAO(P) Delhi, Pr.CDA directed that list of these AOSGE be submitted immediately to IT & Section of Main Office AOSGE concerned could be issued ID/Password for Tulip without further delay...

Action By: AAO(P) Delhi Cantt & SAO(IT&S)
control on regularization of provisional payments made under charged head, Pr.CDA directed that henceforth status of this item of work also be submitted in MIS Report (Pay Section ) starting from MIS Report for the month of June,2018,alongwith a list of cases, in the following manner:

Opening Balance  Receipt  Total Disposal  Closing Balance  Oldest Date.

(XIII) Supply of Pedestal Fans :

Sh.Jagdeep Ahuja ,SAO,PAO(ORS)RRRC intimated that pedestal fans would not serve the purpose so their office be provided 6 Window ACs. with reference to their proposal submitted under NO.AN/100/DSA/ACs dated 11/05/2018. In view of the justification submitted by Sh.Ahuja,Pr.CDA accepted the proposal in principle and directed for supply of ACs in phased manner.

The Pr.CDA further directed SAO,PAO(ORS)RRRC for early submission of a proposal alongwith AEs for PVC flooring (1.5 mm) in remaining Rooms of PAO(ORS)RRRC.Delhi Cantt.

(Action by GOAN/MAP) & PAO(ORS)RRRC ).

(XIV) Huge Rejection in DOs on ABF/TA/DA pertaining to PBORs on ERE posting with NCC Units:

Discussion on the issue revealed that position in this regard has not changed much. Pr.CDA directed that drill for publication of DOs II related to publication of above casualties particularly in respect of PBORs on ERE posting with NCC Units be extracted from Drill/SOP prepared by PCDA(ORs) and sent to Col FP for uploading the same on AWAN for the guidance of all concerned at the earliest.

.Sh.Rajiv Sood ,SA,PAO(ORS)14 GTC will examine and update the said drill and send to SAO(IT&S) latest by 10/07/2018.

( Action by:Sh.Rajiv Sood,SA,PAO(ORS)14 GTC& SAO(IT&S) )

(xv) Clearance of Invalid DOs- II

Appreciating the progress achieved in clearance of long outstanding invalid DOs particularly by PAO(ORS)14 GTC, Pr.CDA directed that remaining invalid DOs – II be cleared at the earliest.

( Action by :SAOS,PAO(ORS)RRRC,PBG & 14 GTC)

Meeting progressed further with the presentation of Agenda Points by AAOs(P)Delhi JRC,PKT and PAOs(ORS) as under :-

AAO(P)Delhi Cantt.

4.(i) Non-Working of WAN:-
Sh.H.K.Kaul, SAO, AAO(P) Delhi raised the issue of frequent non-working of WAN affecting adversely smooth functioning of his office. Sh. Rajesh Madan, SAO(IT&S) intimated that problem will be resolved shortly. Sh. Madan further advised AAOs(P) Delhi and JRC that following transfer of Misc. Section to Main Office all pending payments of Misc. Section, MROs, TEs and all related work of the Section needs to be completed by them by all means at the earliest, following which the section code will be disabled for the sub-offices.

(Action by AAOs(P) Delhi, JRC & SAO(IT&S))

(ii) Reprocessing of Outstanding Payment Related to Refund of Security Deposit:

As regard clearance of pending refund of Security Deposit, SAO, AAO(P) Delhi Cantt was advised for submission of a SOC for one time permission for clearance of the case through Sugam/CDA-13 at the earliest.

Action by: SAO, AAO(P) Delhi & GO(AN)

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

With reference to above issue raised by AAO(P) Delhi, AAO of Pay Section clarified that though Rejection/Return Memo is generated in the system but the same still needs some further improvement. The Pr. CDA directed GO(Pay) for submission of details of problem being faced in this regard to IT & S Section for their further necessary action at the earliest.

(Action By GO(Pay) & GO(IT&S)).

(iv) Adjustment of Amount Through CRs on a/c of Pay & Allow of I(E)(TLB) in Tulip:

AAO(P) Delhi highlighted the issue of non-reflection of monthly progressive expenditure report on account of LTC, Tuition Fees in respect of TLB against allotment. SAO(IT&S) advised that it would be possible only after completion of creation of total authenticated Pay Master.

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

(v) Updation Key for amendment in amount of Demand, Clearance of Demand in T/Out Cases:

AAO(P) Delhi pointed out that there is no provision in Tulip for carrying out any change in the amount of Demand if entered incorrectly. SAO(IT&S) called for a specific case in this regard so that further action could be taken accordingly. As regard clearance of Demand in T/Out case when demand is intimated through LPC, SAO(IT&S) informed that for this purpose “Settlement Option” at AO level is already in place in Tulip.

(Action by AAO(P) Delhi & GO(IT&S))
(vi) Adjustment of MRO in R/O NPS accumulation Refunded by NSDL in PFA of AAO(P) Delhi in Death/Retirement Case.

After discussion on the issue it was decided that booking of said Refund by NSDL under Misc.Receipt Head /0/575/30 would be a better option. The Pr.CDA further directed SAO(A/Cs) to examine the issue and put up on file at the earliest.

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

(vii) Discrepancy in GPF A/C. of Sh. Om Prakash T No.2888, OD Shakurbasti:--

Sh.H.K.Kaul, SAO, AAO(P) Delhi requested for early rectification of discrepancy in GPF A/C. of Sh. Om Prakash T No.2888, of OD Shakurbasti referred to Fund Cell vide their letter No.AAO/VIII/812/Dis/2017-18 dated 16/02/2018. The Pr.CDA directed GO(Fund Cell) for early resolution of the matter.

(Action by GO(Fund Cell)

(viii) Grant of Transport Allow. To SAG Level Officers:--

On being pointed out that Tulip allows higher rate of TPTL to only one officer in one unit / office designated as HOD, the Pr. CDA directed that Govt letter in this regard as well as interpretation issued by this office be re-examined. As far as problem in this regard related to Tulip, matter be referred to IT & SDC, Secundrabad with a demi-official reference to Jt.CGDA(IT & S) highlighting therein the above issue including other Tulip related issues being faced by this office at the earliest.

(Action by GO(IT&S).

(ix) Liveries / Dress Allowance to MTS:--

The Pr. CDA directed that a confirmation regarding non-issue of liveries to MTS be submitted immediately so that further action could be taken by MO on payment of Dress Allowance to MTS concerned.

(Action by: AAO(P) Delhi & GO(AN/Pay)

(x) Supply of Tables, Chairs, ACs & Stationery:--

With reference to point of supply of tables, chairs, Window ACs & articles of stationery, SAO of AAO(P) Delhi was advised by Pr.CDA for early submission of a proposal to AN/MAP. Pr.CDA, however, directed for supply of 2-3 ACs at the earliest.

(Action by AAO(P) Delhi & GO(AN/MAP)
5. AAO(P) JRC

(i) Creation of Pay Master After completion of 82 Columns Data Sheets:-

The Pr. CDA directed AAO(P) JRC for early completion of work related to 82 columns of data sheet so that authenticated Pay Master could be created and AAO(P) JRC could switch over to automated maintenance of Pay & Allowances at the earliest.

(Action by: AAO(P)

(ii) Offline Audit of ECHS Bills.

While Sh. K. K. Sharma, SAO, AAO(P) JRC assured clearance of pendency of manual audit of ECHS Bills by July, 2018, the Pr. CDA directed GO(ECHS) for providing UTI – ITSL Window to AAO(P) JRC facilitating online audit of ECHS Bills of previous period at JRC at the earliest.

(Action by: GO(ECHS)

During presentation of Agenda points by AAO(P) JRC, Pr. CDA directed for checking the provisions of DSR or other relevant orders which provide for lump sum release of ATG in one go which actually remains unutilized for a considerable time in violation of Govt. orders on financial discipline.

(Action by: GO(Mi

Sh. K. K. Sharma, SAO, thereafter complained about abnormal time being taken in maintenance/addressing of Tulip related problem as well as abnormal slow speed of Tulip adversely affecting smooth functioning of office. The Pr. CDA directed GO (IT&S) for examining and resolving the issue at the earliest.

(Action by: GO(IT&S

6. AAO(P) Pathankot

1. Pendency of Audit of ECHS Bills

During presentation by Sh. Lekh Raj Kakoria, SAO, AAO(P) Pathankot, Pr. CDA enquired about reflecting Nil progress in manual audit as well as online audit of ECHS Bills. While directed SAO(ECHS) for early issue of ID Password in respect of Taskholder in AAO(P) Pathankot for online audit of ECHS bills, Pr. CDA directed AAO(P) for early clearance of pendency of post audit of ECHS Bills.

(Action By: GO(ECHS) & AAO(P) Pathankot
2. **Special Repairs of Two DAD Quarter (Type A & Type C).**

Enquiring about justification of special repairs when presently there is no immediate requirement for allotment of these quarters when all staff are in occupation of Govt. accommodation, Pr. CDA directed the AAO(P)Pathankot for submission of a proposal alongwith SOC and justification on the issue.

**Action By:** AAO(P) Pathankot & GO(AN).

3. SAO of AAO(P)Pathankot thereafter raised the technical issue of non-linking of allotment with Leave Encashment of HPL exceeding 240 days due to shortfall of EL on retirement. Pr.CDA enquired about authority as to why encashment of HPL exceeding 240 days can not be authorized in case of shortfall of balance of 300 days EL.

Pr.CDA advised IT & S Section to check and ensure that this check is already in place in Tulip.

**Pointing out to relevant Govt. orders which provide that balance of EL should not be less than 30 days after deducting the total of leave, if any availed plus leave for which encashment availed on LTC,** Pr.CDA advised IT & S Section to refer the issue to IT & SDC under intimation to HQrs. Office for early resolution of the matter.

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

4. **E-Work-Book**

It was clarified by SAO(IT&S) that issue of E-Work Book was resolved after the same was raised in last Review Meeting by OIC of AAO(P)JRC. Pr.CDA advised SAO(IT&S) & SAO, AAO(P)Pathankot to recheck and resolve the issue after conclusion of Meeting.

**Action By:** SAOa(IT&S) & AAO(P)Pkt.

5. **Supply of Articles of Stationery & Projector.**

With reference to the point of pending supply of articles of stationery including IT items, Pr.CDA directed GO(AN) for ensuring supply of articles of stationery alongwith a projector to AAO(P)Pathankot at the earliest.

**Action By:** GO(AN & GO(O&M)).

6. **PAO(ORS)RRRC, DELHI CANTT.**

   (i) **Allotment of Imprest**

Sh.Jagdeep Ahuja, SAO requested that he is not aware whether any Imprest has been placed in favour of PAO(ORS)RRRC or not. In response, it was decided that imprest account to be made functional and requisition for releasing imprest money be sent at the earliest.

**Action by:** PAO(ORS)RRRC & GO(AN).

(ii) **Adjustment of all DOs Received Upto 25th of the Month:**

Pr.CDA directed PAOs(ORS) for ensuring adjustment of all DOs-II received upto 25th of the month in MPS of the same month.
(Action by :PAOs(ORS)RRRC, PBG, Delhi & 14 GTC, Subathu)

(ii). Requirement of ACs & Furniture:

Sh. Ahuja intimated that after condemnation of old furniture with ref to Main Office letter of AN/XI/1545/Misc dt. 12/2017, his office is facing shortage of chairs & tables for staff. Supply of furniture is still awaited with ref. to PAO(ORS)RRRC letter No. AN/100/DSA/Furniture dated 08/05/2018. Pr.CDA directed GO(AN) for taking necessary action in the matter at the earliest.

(Action By: GO(AN))

(iii). Problems Related to Adjustment of Various Dues of TA Personnel:

Sh. Ahuja requested that his office is facing problem as regards adjustment of various casualties such as embodiment / disembodiment of service, grant of SI, PMHA, LRA, adhoc Bonus etc. in respect of TA personnel for want of rule position. Pr.CDA directed GO(AN) for issuing necessary guidelines in this regard to all our PAOs(ORS) at the earliest.

Sh. Ahuja further requested that to enable PAO(ORS)RRRC to address all problems related to TA personnel, one SAO & one AAO be deputed on Ty. Duty to IT & SDC, Secundrabad. Pr.CDA accorded sanction in principle in this regard.

(Action By: GO(AN) & SAO, PAO(ORS)RRRC)

8. PAO(ORS)14 GTC, Subathu:

(i) Shortage of Staff:

Sh. Rajiv Sood, SAO, PAO(ORS)14 GTC requested that though 2-3 newly appointed auditors have recently been posted in PAO(ORS)14 GTC but these are not sufficient enough to make good the heavy shortage of staff. He further requested that due to movement of these newly appointed auditors on Ty. duty on training for a period of 40-45 days, smooth functioning of office is adversely affected. Pr.CDA directed GO(AN) for posting 2-3 more Auditors in PAO(ORS)14 GTC at the earliest.

(Action by: GO(AN))

After this, the meeting concluded with a vote of thanks to the chair by Mrs. Abhineet Dhillon, IDAS, GO(O&M).
List of Officers/staff present in 4th CTC & Review Meeting held on 28/06/2018 in Conference Hall PCDA(WC)

1. Sh. Sahil Goyal, IDAS, DCDA, GO(AN)
2. Mrs. Abhineet Dhillon, IDAS, GO(O&M).
3. Sh. Anmol Amar Singh, IDAS, GO(Pay)
4. Sh. Rajesh Madan, SAO (IT & S)
5. Shri Rajiv Sood, SAO, PAO (ORS) 14 GTC, Subathu
6. Sh. Pradeep Kumar, SAO (Sys & Coord)
7. Sh. K. K. Sharma, SAO, AAO(P) JRC
8. Smt. Renu Gupta, SAO (A/Cs.)
9. Sh. Sunil Raina, SAO (AT/ORs)
10. Sh. Lekh Raj Kakoria, SAO, AAO(P) Pathankot.
11. Sh. N. C. Dogra, SAO (AN/MAP)
12. Sh. Praveen Kakkar, SAO (IT&S)
13. Sh. Ran Bahadur, SAO (Pay)
14. Sh. Jagdeep Ahuja, SAO, PAO (ORS) RRRC, Delhi Cantt.
15. Smt. Veena Katyal, AO (Funds)
16. Sh. Sonu Malhotra, AO (O&M)
17. Sh. Nikhil Jain, AAO (IT&S)
18. Sh. Harender Giri, AAO (Pay)
19. Sh. Rupesh Kumar, AAO (O&M), Nodal Officer for Quarterly Review Meeting
20. Sh. S. S. Saini, Supervisor (O&M)

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