To

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

Sub: Minutes of 3rd CTC & Review Meeting for the FY 2018-19
held on 18/12/2018

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A copy of Minutes of 3rd CTC & Quarterly review Meeting for the FY 2018-19 held on 18/12/2018 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 28/02/2019 for the information of Pr.CDA.

(Anmol Amar Singh, IDAS)

Copy to :-

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

(Anmol Amar Singh, IDAS)

GO (O&M)

GO (O&M)
The 3rd CTC and Review Meeting of PCDA (WC) Chandigarh for the current financial year was held on 18/12/2018 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) Action Taken Report of previous Review Meeting held on 12/10/2018.
(b) Agenda Points for the meeting.

3. Meeting started with the discussion on Action Taken Report in respect of Action Points of last Review Meeting held on 12/10/2018. 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:

(I). Supply of a LED to PAO(ORS)14 GTC for the purpose of In-House Training

Sh. Rajiv Sood, SAO, PAO(ORS)14 GTC was directed for early submission of a proposal for supply of a LED to PAO(ORS)14 GTC for the purpose of In-House Training to AN/MAP.

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

(i) Creation of Pay Master & Regular Submission of Change Statements:-

Expressing his concern on slow pace of switchover to longstanding automation of pay bills of defence civilians, Pr.CDA once again impressed upon significance of early creation of authenticated Pay Master of Defence civilians and regular submission of change statement in soft copies by the Units concerned. Pr. CDA directed SAO(Pay) for early preparation of a SOP on Change Statement in consultation with SAO(IT&S) latest by 1st week of January, 2019. All AAOs(P) including Pay Section were directed during last Review Meeting for approaching appropriate authorities with a Draft Station Order to impress upon unit authorities for regular submission of Change Statements. It was observed that said Draft Station Order is still to be issued by our Pay Section and AAOs(P). Therefore, Pr.CDA directed all Officers in-charge of AAOs(P) and GO(Pay) for ensuring early issue of said Draft Station order under intimation to Sys & Coord Cell latest by 31/12/2018.

(Action by GO(Pay) & OICs of AAOs(P) Delhi, JRC & Pathankot)
(ii) Processing of Pay Bills Through CICP:

Starting discussion on the point, Smt. Mini Sri Bist, IDAS, Addl. CDA, OIC, AAO (P) Delhi, apprised the Pr. CDA with the problems presently being faced in processing of pay bills of defence civilians of COD, through CICP. Pr. CDA advised that since said problems have already been flagged through an Approach Paper on CICP/CICG to authorities concerned under intimation to HQrs. office for necessary corrective action, so pending resolution of said problems, a parallel run of automated pay bills with manual preparation of pay bills be followed till complete switchover to SAP.

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

(iii) Transcription of Last Line Balance to CICP/CICG:

After discussion on the point, Pr. CDA directed GO (IA) for early obtaining a confirmation in writing from all LAOs concerned to the effect that correctness of last line balances of manual ledgers transcribed to CICP/CICG has been verified by them. LAO-wise status needs to be submitted latest by 31/12/2018.

(Action by GO (IA) and LAOs concerned).

(iv) Clearance of Minus Credit Balance Cases:

Complimenting the achievement made by AAOs (Pay) in clearance of pending cases of Nil Nomination, Nil DOB, minus credit balance cases, Pr. CDA advised all Officers In-charge of AAOs (Pay) including Pay Section for early pursuing the remaining cases vigorously with the Units/offices concerned till finality. As regards dead-end cases where an employee has expired with no family pensioner left behind, Pr. CDA directed for initiating necessary regularization action with the authorities concerned in accordance with rules on the subject, under intimation to Fund Cell.

(Action by: GO (Pay), OICs of AAOs (P) Delhi, JRC, Pkt, DCDA, COD & GO (Funds).

(v) Utilisation of Budget Including DAD Works:

Pr. CDA directed AAO (P) Delhi for early submission of AEs for special repair to blocks 14 to 16 of DAD Residential Complex, Panchwati. Pr. CDA directed all the Officers In-Charge of sub-offices to ensure completion of DAD works already sanctioned during the current FY and utilization of allotted funds. As regards work pertaining to replacement of common RCC overhead tanks with water supply lines in residential quarters at Panchwati, where progress of work and pace of expenditure is found to be unusually slow, Pr. CDA directed OIC, AAO (P) Delhi that in case the work is not executed or resumed by the contractor by 31/01/2019, unutilized funds be surrendered immediately.
(Action by: GO(AN) & AAO(P)Delhi, JRC Pathankot & OIC,PAO(ORS)14 GTC Sombhu).

(vi). Wanting LPCs,

Commenting on status of LPCs awaited from other Paying offices, Pr.CDA directed that sincere efforts need to be made by all concerned to ensure that no LPC remains pending for more than 3 months. Pr.CDA advised for formulation of a strong interactive mechanism including e-mails, WhatsApp Groups within the organization for calling for /transmission of wanting LPCs expeditiously. Pr.CDA directed OIC, AAO(P) Pathankot where number of wanting LPCs awaited from PCDA(NC) were found to be considerably high, to ensure that all wanting LPCs be obtained from PCDA(NC) by detailing an individual to Jammu, for the purpose and outcome reported early.

(Action by: GO(AN/Pay), GO(Pay), & OIC, all AAOs(Pay)).

(vii) Pay Fixation under RPR, 2016

After taking stock of office-wise status of work of Pay Fixation under RPR, 2016, Pr.CDA directed for early clearance of all cases of pay fixation including pre-2016 cases. In view of small number or Nil cases of pay fixation shown in Fortnightly progress report, Pr.CDA directed SAO (Pay) for taking up the matter with HQrs. office for changing the periodicity of report to monthly from fortnightly.

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

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

Commenting on pendency of long outstanding cases of payments lying unregularised under charged head since long, PCDA directed all concerned for pursuing vigorously all pending cases with the offices/units concerned till finality. Pr.CDA directed SAO(Sys & Coord) for providing a list of said pending cases including copies of similar pending issues to Addl.CDA, OIC, AAO(P) Delhi immediately after conclusion of meeting. Pr.CDA further directed SAO(A/Cs) for early submission of office/Section-wise details of pending cases lying unregularised under charged head to System & Coordination Cell at an early date.

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

(ix) Consistent High Percentage of DOs-II Rejection:

Hinting at consistent high percentage of rejection of DOs-II which portrays a poor picture of work in PAO Portal, Pr.CDA enquired about reasons for such a high percentage of rejection of DOs-II. Shri Rajiv Sood, Addl CDA intimated that more than 50% rejection is due to wrong publication of grant of HRA and CEA. Shri Rajiv Sood, SAO intimated that in addition to grant of HRA and
difference in academic sessions for adjustment of CEA, rejection is also due to wrong publication of ABF, TA/DA pertaining to PBORs on ERE posting with NCC units. Shri Rajiv Sood further pointed out that NAC for Quarters is denied by Station Commander while notifying grant of HRA to PBOR leading to rejection of D Os-II. SAO, PAO(ORS) 14 GTC further raised the issue as to by whom the medical claims of Nepal domiciled PBOR who undergoes indoor treatment in Nepal is to be countersigned and by which Regional Controller payment of said medical claims to be made. After deliberations on the above issues which are already referred to IT & SDC and Hqrs' office with no result so far, Pr..CDA directed SAO(AT/ORs) for referring the following issues demi-officially to Jt.CGDA(AT/I) at the earliest:-

(i) Issue of Grant of HRA to PBOR below 21 years of age.
(ii) Issue of Grant of HRA when HRA is notified but NAC is denied by Station Commander.
(iii) Issue of adjustment of CEA with difference in academic sessions.
(iv) Issue as to by whom the medical claims of Nepal domiciled PBOR who undergoes indoor treatment in Nepal is to be countersigned and by which Regional Controller payment of said medical claims to be made.
(v) Reconciliation of anomaly of Pay between same class of Pre-2016 & post-2016 PBORs.

( Action by: OICs of PAOs(ORS) RRRC, Delhi, 14 GTC, Subthu & GO(AT/ORs).

(x) Offline Audit of ECHS Bills:

Pointing out to pendency of audit of ECHS bills in AAO(P) JRC & Pathankot, despite repeated instructions, Pr.CDA enquired about reasons for said pendency, Sh. K. K. Sharma, SAO, AAO(P) JRC intimated that since required window for online audit of ECHS could not be provided by UTI-ITSL so far as a result of which said pendency could not be cleared. PCDA directed GO(ECHS) for taking necessary action in this regard immediately and feedback reported latest by 31/12/2018.

( Action by GO(ECHS), AAOs(Pay) JRC, Pathankot).

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

Pr. CDA directed OIC, AAO(P) Delhi for pursuing the issue vigorously with the authorities concerned or in other case feasibility of hired accommodation through DEO be explored at an early date.

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

(xii) Livelihood/Dress Allowance to Five MTS:-
Starting discussion on the issue which was also raised during last review meeting, Pr.CDA directed GO(AN/Pay) to examine the issue in the light of orders on the subject and resolve the matter without further delay and individuals concerned informed accordingly.

(Action by GO(AN/Pay).)

(xiii) Non-Generation of Rejection/Return Memos in R/O SyPay Bills:

(a) While raising the issue of non-generation of return/rejection memo, Cheque slip which was also raised during last Review Meeting by AAO(P)Delhi Smt. Mini Sri Bist, IDAS, Addl. CDA intimated that presently some of her staff are facing a few problems relating to TULIP and accounting adjustment adversely affecting thereby smooth functioning of office. Pr.CDA directed that in addition to one AAO from IT& S, one AAO from Accounts Section fully conversant with accounts work be deployed on Ty. Duty to AAO(P)Delhi for one day at an early date.

Pr.CDA emphasized that while returning/rejecting the claim, proper authority needs to be quoted and legitimacy of rejection should be beyond doubt.

(b) During discussion on the issue Pr.CDA pointed out that despite repeated instructions disposal of bills/letters disposed off manually is not being marked in TULIP as a result of which letters/bills of old period are shown pending on our website portraying a poor picture of status of work. Pr.CDA directed all Officers In-Charge of sub-offices & Sections of Main Office to review the status of their office/section in this regard and ensure clearance of such letters/bills latest by 31/12/2018 and a confirmation submitted early.

(Action by all GOs of MO & OIC, AAOs(P) Delhi, JRC & Pathankot)

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

During discussion on issue of payment of CEA, PLB/Adhoc Bonus, Arrears of Pay in R/O TLB by AAOs(P) and Pay Section of MO, while these Ty. Labourers are being paid by LAOs through CRs passed by Paying offices, SAO(Pay) informed that comments of other regional Controllers called for in this regard are still awaited. Pr.CDA directed SAO(Pay) for taking further necessary action in this regard at the earliest.

Action by GO(Pay)

(xv) List of Registers with FLIs to be Maintained by AOsGE:

Pr.CDA directed GO(O&M) for immediate circulation of list of Registers with FLIs to be maintained by AOsGE without further delay. Pr.CDA further advised all GOs that for wide publicity of all important circulars, the same be uploaded in future on our office website.
(xvi) Allotment of Hostel Type & Above Entitlement Accommodation:-

After discussion on the issue of allotment of Above Entitlement Accommodation (Quarters) which are lying vacant since long due to non-availability of entitled staff at Subthu, Pr. CDA directed that in view of recurring potential revenue loss to state, a Notice for proposed allotment of Above Entitlement accommodation to non-entitled individuals at Normal Licence Fees prescribed for their accommodation be circulated among staff and displayed on Notice Board and thereafter on receipt of applications such quarters be allotted. Similarly, one Hostel Type accommodation which is lying unutilized since long while staff is facing shortage of accommodation also be allotted to staff after following due procedure. As regard recovery of LF being made at higher rate in respect of individuals already allotted “Above their Entitlement”, further action to recover LF at normal rate in future be taken by GO(AN/Pay) accordingly.

Meeting progressed further with the presentation by Officers In-Charge of AAOS(P) Delhi, JRC & PAOs(ORS) RRRRC & 14 GTC as under:

5. (A) AAO(P) Delhi Cantt.

Smt. Mini Sri Bist, IDAS, Addl. CDA, OIC, AAO(P) Delhi highlighting shortage of SAOs/AOAs & AAOS in AAO(P) Delhi, apprised the Pr. CDA with the various initiatives including personal monitoring, sample checking of claims by Addl. CDA, SAOs, regular meetings with staff of AAO(P), Synergy meetings with executives, updation of records & registers, detailed control chart, motivation of staff/officers to put in their best, selection/nomination of best group, monthly target of submission of at least two audit points for MBR by each Group, etc. being taken by her office to improve further the functioning of AAO(P) Delhi. She also raised the issue of frequent rotation of staff adversely affecting smooth functioning of AAO(P) Delhi. Complimenting her on the initiatives being taken by Addl. CDA, Pr. CDA advised that in line with motivational practices being followed by MO she may also consider selecting Performer of the month etc. As regards frequent rotation of staff, Pr. CDA advised that rotation of staff is required to be carried out in accordance with policy on the subject.

(B) AAO(P) Jalandhar Cantt.

Shri K.K. Sharma, SAO, AAO(P) JRC during his presentation assured timely completion of DAD works sanctioned during the current year. He requested that AAO(P) JRC is facing shortage of MTS hence shortage of MTS may be made good by posting one MTS in AAO(P) JRC.

(Action by GO(AN))
(C) PAO(ORS) RRRC, Delhi Cantt

Smt. Mini Sri Bist, IDAS, OIC, PAO(ORS) RRRC, presenting status of work in PAO(ORS) RRRC, intimated the reasons for high percentage of rejection of DOS-II as well as corrective action being taken by her office to reduce the percentage of rejection of DOS-II. On being intimated by her that Centre and Records authorities do not pay proper heed to take necessary action towards issues concerning PBOR, Pr.CDA advised that all those issues which were taken up with Commandant or CRO with no result so far, be brought to the notice of Col of the Regt. The Addl. CDA further pointed out that “Zero Error Drive” in publication of DOS-II is being introduced in PAO(ORS) RRRC, w.e.f. Jan, 2019. During discussion on this proposal, Pr.CDA advised that aspect of adjustment of DOS-II received in PAO (ORS) up to 25th of the month also needs to be taken care of. She further apprised with new practices including proper analysis of various monthly reports generated by system, Misc. FS cases made, NE & review of Dr/Cr. Balances etc., PAO website, NE Library etc. restriction of Jawans entry in PAO (except along with representative of Liaison Cell), installation of CCTVs on sensitive points, being taken to improve the functioning of PAO (ORS) RRRC.

(D) PAO(ORS) 14 GTC, Subathu - (i) Urgent E/M Works:

Shri Rajiv Sood, SAO intimated that since sanction for urgent E & M work including Geysers and iron grill has already been issued the progress of the same needs to be pursued by AN/MAP & GO(E) with GE Kasauli.

(Action by GO(AN/MAP).

(ii) Processing of Pay Bills of GCIs on TULIP:

Shri Rajiv Sood, SAO raised the issue of processing of pay bills of GCIs on TULIP. Pr. CDA advised that pay accounts of GCIs are maintained on IRLA system by the PAO(ORS) in accordance with orders from HQrs. office. Hence proposal is not in accordance with orders on the subject.

Thereafter a few pending issues raised by various Sections of Main Office such as belated and incomplete submission of Reports & Returns including Monthly Leave Statements, long outstanding adjustment of DID Schedules, non-submission of comments on various issues were also discussed. Pr. CDA emphasized on timely rendition of Reports and returns, clearance of bills within prescribed timeframe given in Citizen Charter.

Before concluding the meeting Pr. CDA enquired about status of Training Programme for current financial year. He advised the GO(O&M) for ensuring basic orientation training course of remaining newly recruited auditors at Delhi and Jalandhar. On being raised the issue of Training Hall at Delhi, he advised for conducting training in CENTRAD. Pr. CDA directed GO(O&M) for supplying necessary training material to AAO(P) Delhi & JRC at the earliest.

After this, the meeting concluded with a vote of thanks to the chair by SAO(O&M).
List of Officers/staff present in 3rd CTC & Review Meeting held on 18/12/2018 in Conference Hall of PCDA(WC)

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2. Dr. Amit Gupta, IDAS, Addl. CDA.
3. Sh. Sahil Goyal, IDAS, DCDA, GO(AN)
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) Jalandhar Cantt.
8. Smt. Renu Gupta, SAO (A/Cs.)
9. Sh. N.C. Dogra, SAO (AN/MAP)
11. Sh. Rajesh Verma, SAO (AT/ORs).
12. Sh. Praveen Kakkar, SAO (IT&S)
13. Sh. Manan Gupta, SAO (O&M)
14. Sh. Yeshwant, AAO (O&M)

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