No. Sys/Coord/Rev Meeting
O/o the PCDA (WC)
Chandigarh 160 009
Dated: 20/03/2019.

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 2018-19
    held on 15/03/2019

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A copy of Minutes of 4th CTC & Quarterly review Meeting for the FY
2018-19 held on 15/03/2019 is forwarded herewith for kind perusal and
further necessary action please.

In this connection it is requested that compliance of various Action
Points of previous as well as present Review Meeting may kindly be furnished
to this Office latest by 31/05/2019 for the information of Pr.CDA.

(Anmol Amar Singh, IDAS)
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.

(Anmol Amar Singh, IDAS)
GO (O&M)
MINUTES OF 4th CTC & REVIEW MEETING FOR THE FY 2018-19 HELD ON 15/03/2019.

The 4th CTC and Review Meeting of PCDA (WC) Chandigarh for the current financial year was held on 15/03/2019 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.

2. The following documents were provided to all the officers present in the meeting:-
   (a) Action Taken Report of previous Review Meeting held on 18/12/2018.
   (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 18/12/2018. 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 :-**

   Pr.CDA directed for supply of a LED to PAO(ORS) 14 GTC for the purpose of In-House Training on priority basis during 04/2019.

   (Action GO (AN/MAP) )

   (ii) **Creation of Authentic Pay Master in respect of AAQ(P)Delhi :-**

   Lamenting the slow pace of creation of an authenticated Pay Master which facilitates effortless maintenance of Pay Accounts of staff, Pr. CDA directed Shri R.K.Gandhi, SAO of AAQ(P)Delhi Cantt for ensuring completion of Pay Master creation duly authenticated by a Board of three officers latest by 20/04/2019.

   (Action by AAQ(P)Delhi Cantt.)

(iii) **Regular Submission of Change Statements :-**

After taking office-wise stock of regular submission of Change Statements to Regular Pay Bills, Pr. CDA expressed his concern on non-submission of change statements in respect of all Paying offices including Pay Section where, despite repeated requests, change statements are forthcoming only from 39 units out of total 133 units. Pr.CDA emphasized that unless and until regular submission of change statement to Pay Bills in soft copy is ensured, successful implementation of automated maintenance of pay allowances of defence civilians, which is the need of the hour, can not be achieved.
All AAOs(P) including Pay Section were directed during Review Meeting for 09/2018 for approaching appropriate authorities with a Draft Station Order to impress upon unit authorities for regular submission of Change Statements. It appears that said Draft Station Order is still to be issued by our Pay Section and all AAOs(P). Therefore, all Officers In-charge of AAOs(P) and GO(Pay) are once again requested for ensuring early issue of said Draft Station order under intimation to Sys & Coord Cell latest by 31/03/2019.

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

(iv) Processing of Pay Bills Through CICP.

Starting discussion on the point, Pr.CDA enquired from Pay Section and AAOs(P) dealing with CICP generated Pay Bills, regarding any new problem (apart from problems already reported to CICP authorities and HQrs. office) being encountered during processing of Pay bills through CICP. All intimated that no such new problem has been encountered. Pr. CDA further directed all paying offices from where staff has been deputed for attending a recently organized workshop on CICP for early submission of feed back on CICP latest by 05/04/2019

Pr. CDA further directed GO(IA) for advising LAO, 223 ABOD, Suranassi for early switching over to CICP and monthly submission of status of work in this regard vis-a-vis problems being faced in this regard to GO(Pay).

After discussion on the point, Pr.CDA further directed GO(IT&S) that compatibility of CICP with TULIP also be examined and feedback submitted early. Pr.CDA also directed GO(IA) for issuing reminder for early resolution of problems already reported to CICP authorities and HQrs. Office.

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

(v) 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 05/04/2019.

(Action by GO(IA) and LAOs concerned).
(vi) Clearance of Minus Credit Balance Cases:

After taking 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>Late Smt. Vidya Devi</td>
<td>Pay Section</td>
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<tr>
<td>3.</td>
<td>Sh. Karnail Singh</td>
<td>Pay Section</td>
</tr>
<tr>
<td>4.</td>
<td>Sh. Mir Singh</td>
<td>AAO(P) Delhi</td>
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<tr>
<td>5.</td>
<td>Sh. Baljeet Singh Dalal (since retired)</td>
<td>DCDA, COD.</td>
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</tbody>
</table>

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

(vii) Wanting LPCs,

During discussion on the issue, Pr.CDA remarked that problem of pendency of LPCs mainly lies with DDOs who generally do not bother for timely processing of LPCs consequent upon transfer of defence civilian from one Paying office to another. It was advised by Addl. CDA that instead of waiting for 3-4 months for raising the issue of wanting LPCs semi-officially with Paying office concerned, DO letter for obtaining wanting LPC should be issued immediately after 1st provisional payment of pay and allowances.

It was further advised by Pr. CDA for formulation of a strong interactive mechanism including e-mails, Whatsapp Groups within Inter-Command for calling for/transmission of wanting LPCs expeditiously. Pr. CDA reiterated that sincere efforts need to be made by all concerned to ensure that no LPC remains pending for more than 3 months.

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

(viii) Pay Fixation under RPR, 2016

Pointing out to huge number of defence civilians who are yet to be paid arrears of 7th CPC as being shown in the reports, 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 AOsGE, 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) **Regularisation of Provisional Payments Made Under Charge Head:**

Commenting on huge list of cases pending since long for regularization of charged expenditure, Pr. CDA, referring to a similar list pertaining to organization of PDDE, while taken up at appropriate level was cleared en-bloc, remarked that basically it is a problem of reconciliation which needs to be taken up and pursued vigorously with the offices concerned at appropriate level. He further directed all SAOs, Officer-in-charge concerned for pursuing cases pending in their offices/Sections (a list of which already uploaded in office website) to clearance during ensuing quarter. SAO(A/Cs) was directed for monitoring closely 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, JRC & 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 rightful dues of the PBOR but also leads to undue work at all level, called for concrete corrective action for minimizing the DOs-II rejection. Consistently increasing high percentage of DOs-II shows that either DOs-II are not being published strictly in accordance with Appendix-I or proper audit is not being carried out by PAO(ORS) or both. This is a cause of worry and needs to be looked into personally by SAOs & Officer in-charge of PAO (ORS) concerned and to ensure necessary corrective measures for minimization of rejection percentage in future. Pr.CDA further directed SAO, PAO(ORS) RRRC regarding submission of feed back on their initiative of “Zero Error Drive” through monthly MIS Report. Pr.CDA further directed GO(AT/ORS) for regularly following-up the matter referred to HQrs demi-officially.

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

(xi) **Offline Audit of ECHS Bills.**

Pr.CDA directed GO(ECHS) for resolving the matter pertaining to provision of a window facilitating clearance of arrears of online audit of ECHS bills in respect of AAOS (Pay) JRC & Pathankot at earliest. Compliance report needs to be submitted latest by 15/04/2019.

( Action by GO(ECHS), AAOS(Pay) JRC, Pathankot)
(xii) Shifting of AAO(P) Delhi to Alternative Accommodation:

Pr. CDA directed Shri R.K. Gandhi, SAO, AAO(P) Delhi for pursuing the issue of alternative accommodation for AAO(P) Delhi vigorously with Col Q with reference to a DO letter issued from PCDA on the subject and early submission of feed back to Main Office.

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

(xiii) Liveries / Dress Allowance to Five MTS:

Issue was discussed at length in the light of DO & PT letter on the subject and practice being followed in various MES/AOsGE offices. Addl. CDA advised that while the matter be referred to HQrs. office for clarification, payment be made after obtaining a undertaking from the payees to the effect that he/she would be liable to refund the amount of dress allowance in case decision from HQrs. office on the issue is received to the contrary.

During discussion Pr. CDA pointed out that practice of distribution of bills among staff in the event of rush of work or any staff being on leave/Ty.duty exceeding 3 days, despite repeated instructions, is not being followed in sub-offices leading to pendency of work. This shows lack of proper monitoring on the part of supervisory staff including SAOs/AOs and needs to be taken care of by all concerned to avoid pendency of work in Section/sub-office concerned. Pr. CDA further enjoined upon all paying offices, audit Sections of MO to ensure that no bill remain pending on 28/03/2019.

(Action by GO(AN/Pay), GOs(Pay, Stores, MES, AAOs(P) Delhi, JRAC & Pathankot).

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

(a). On being informed by SAOs, AAOs(P) Delhi and Pathankot that problem being faced in generation of rejection/return memo in respect of TA & Medical bills is yet to be resolved, Pr. CDA directed Shri. Praveen Kakkar, SAO, (IT&S) for early resolution of the problem.

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

(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) for re-examining the relevance of the subject proposal calling for payment of CEA, PLB/Adhoc Bonus, Arrears of Pay in R/O TLB by LAOs concerned instead of Pay Section /AAOs(P). Regional Controllers from whom comments on the subject called for, be reminded for early submission of comments. Status of the case be submitted on file latest by 15/04/2019.

Action by GO(Pay)
(xvi) List of Registers with FLIs to be Maintained by AOsGE:-

On being confirmed by SAO(O&M) that list of Registers to be maintained by AOsGE has been uploaded on office website along with respective Fly Leaf Instructions, Pr.CDA directed that since a number of Sections/sub-offices do not view the office website/e-mails so a confirmation to the effect that list of Register with FLIs has been downloaded by them be obtained from all AOsGE through E-mail.

Action by GO(O&M) & all AOsGE.

5. (A) AAO(P)Pathankot

During presentation of status of work of AAO(P)Pathankot, Shri Sanjeev Kumar, SAO, AAO(P) Pathankot raised the issue of shortage of staff. Pr. CDA directed GO(AN) for providing two more auditors to AAO(P)Pathankot at the earliest.

(Action by GO(AN))

After taking stock of status of work in AAO(P)Pathankot, Pr. CDA directed Sh. Sanjeev Kumar for taking necessary action on following items of work:-

(i). Review & Early Liquidation of Outstanding Demands of TA/DA, LTC, Medical Advance etc.
(ii). Early submission of reply of points of Inspection Reports.
(iii). Weeding out of old Records including old ECHS Records.

During discussion Shri Sanjeev Kumar, SAO requested for sanction of one TV for Guest House. He was advised for early submission of a proposal along with SOC to AN/MAP.

(Action by AAO(P) Pathankot)

(B) AAO(P) Jalandhar Cantt.

After taking stock of status of work in AAO(P) Jalandhar, Pr. CDA directed Sh. K.K. Sharma, SAO for early weeding out of old records including ECHS old records. On being informed by Sh. K.K. Sharma, SAO, AAO(P) JRC that MTS provided to this AAO(P) JRC is yet to join Govt. services and has applied for extension of period for joining up to 23/07/2019, Pr. CDA directed GO(AN) for providing some other MTS to AAO(P) JRC at an early date.

Thereafter GO(AN) directed SAO, AAO(P) JRC for early submission of fresh AEs for Bore well. Sh. K.K. Sharma, SAO requested for provision of articles of basic infrastructure such as curtains, articles of crockery etc. for Type –V Quarter now renovated/re-appropriated as Guest House. He was advised for early submission of proposal along with SOC.
(Action by GO(AN) & AAO(P) JRC)

(i) Allotment of B & C Type Qtrs of DAD Accommodation Lying Vacant to PBOR:-

During meeting Shri Sanjeev Kumar, SAO, AAO(P) Pathankot and Sh. K. K. Sharma, SAO, AAO(P) Jalandhar intimated that there are a number of B & C Type Quarters of DAD Accommodation lying vacant since long. They informed that some PBOR are requesting for allotment of these vacant quarters. Both the SAOs further requested that to avoid recurring loss of potential revenue as well as to ensure proper maintenance of these quarters lying vacant since long, these quarters can be allotted to PBOR. After deliberations on the issue, it was decided that in case there is no applicant for these quarters from DAD, these quarters may be allotted to PBOR subject to submission of undertaking by these PBOR that they would vacate the DAD quarters as and when directed by the allotting authority. In addition, timely and regular recovery of rent and allied charges is also to be ensured by the allotting authority.

(Action by AAOs(P) Jalandhar & Pathankot)

(C) PAO(ORS) 14 GTC, Subathu.

(i) Clearance of Long Outstanding Invalid DOs.-II

During presentation, Shri Rajiv Sood, SAO, PAO(ORS) 14 GTC was directed by Pr. CDA for ensuring clearance of long outstanding invalid DOs-II latest by 15/04/2019.

(Action by SAOs, PAO(ORS) 14 GTC

Shri Rajiv Sood, SAO requested for sanction of following items. He was advised for early submission of proposal and SOC to AN/MAP:-

(i) Desert Coolers for Top Floor of Office Building
(ii) Articles of crockery for Guest House. (Pr. CDA accorded sanction in principle for crockery).

(Action by PAO(ORS) 14 GTC

(iii) Set of Updated Sets of Books of Regulations for office use. (Pr. CDA advised all sub-offices/Sections of MO for early submission of proposal for supply of relevant books of regulations.)

(Action by PAO(ORS), all AAOs(Pay) Delhi, JRC & Pathankot, All GOs of MO).

Matter of delegation of financial powers in r/o Sh. Anmol Amar Singh, IDAS, OIC, PAO(ORS) 14 GTC for sanction of expenditure from Imprest A/c was also discussed. GO (AN) assured early necessary action in this regard.

(Action by GO (AN))
(D) AAO(P) Delhi Cantt.-

Sh. R. K. Gandhi, SAO, AAO(P) Delhi requested for supply of Water Coolers for office of AAOP) Delhi. He was advised by GO(AN) for early submission of proposal along with SOC showing financial effect. He was further directed for early submission of fresh AEs for work to be carried out in Panchwati as raised in ROC Meeting.

(Action by AAO(P) Delhi Cantt.)

Before concluding the meeting, a few points raised by various Sections of MO such as reconciliation of amount paid through CMP but not compiled in monthly compilation and vice-versa, adjustment of long outstanding DID Schedules by AAOs(P) & PAOs(ORs), submission of APARs, MTPARs, wanting Acknowledgements of APARs (extract /details of which were made available to offices concerned after meeting), were also discussed. Pr. CDA directed all concerned for taking necessary action in these issues at the earliest.

After this, the meeting concluded with a vote of thanks to the chair by GO(Q&M).
List of Officers/staff present in 4th CTC & Review Meeting held on 15/03/2019 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. Smt. Abhineet Dhillon, IDAS, GO (Store Contract)
4. Sh. Anmol Amar Singh, GO (O&M)
5. Sh. Rajesh Madan, SAO (IT&S).
6. Sh. Rajiv Sood, SAO, PAO (ORS) 14 GTC, Subathu
7. Sh. Pradeep Kumar, SAO (Sys &Coord)
9. Smt. Renu Gupta, SAO (A/Cs.)
10. Sh. Narendra Kumar, SAO (AN/MAP)
12. Sh. Naveen Sehgal, AO (AT/ORs).
13. Sh. Praveen Kakkar, SAO (IT&S)
14. Sh. Sanjeev Kumar, SAO AAO (P) Pathankot
15. Sh. Manan Gupta, SAO (O&M)
17. Sh. Yeshwant, AAO (O&M)

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