

No. Sys/Coord/Review Meeting  
O/o the PCDA (WC)  
Chandigarh 160 009  
Dated: 28/06/2017

To

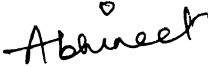
All the GOs of MO &  
All OIC's of AAOs (Pay) &  
PAOs(ORs) & COD,Delhi

Sub: Minutes of 2<sup>nd</sup> CTC & 1<sup>st</sup> Quarterly Review Meeting for the FY 2017-18  
held on 12/06/2017

\*\*\*\*\*

A copy of Minutes of 2<sup>nd</sup> CTC & 1<sup>st</sup> Quarterly review Meeting for the FY 2017-18 held on 12/06/2017 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 by the Target dates shown therein for the information of Pr.CDA.

  
(Abhineet Dhillon)  
GO (O&M)

**MINUTES OF 2<sup>nd</sup> CTC & 1<sup>st</sup> REVIEW MEETING FOR THE  
FY 2017-18 HELD ON 12/06/2017**

\*\*\*\*\*

The 2<sup>nd</sup> CTC & 1<sup>st</sup> Review Meeting of PCDA (WC) Chandigarh for the current financial year was held on 12/06/2017 at 3 PM 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 Meeting held on 20/03/2017
  - (c) Minutes of last Review Meeting with sub-offices held on 20/03/17.
  - (d) Action Taken Report of previous Review Meeting.
3. The meeting was convened by Ms. Abhineet Dhillon, IDAS,GO(O&M).

**ACTION TAKEN REPORT OF PREVIOUS CTC & NEW AGENDA DISCUSSED:-**

Sl.No.	Details of Proposed Training Courses	Proposed by	Remarks of Pr.CDA .	Action by
1.	Training Course on recently implemented Online audit of ECHS Bills.	Mrs.Manjeet Kaur , OIC, AAO(P)Jalandhar	Pr.CDA directed for organizing in-situ training classes for the staff of AAOs(P)Jalandhar and Pathankot during the month of July ,2017.	GO(O& M)
2.	Training Course on Vishwak.		Pr.CDA enquired about the status of conducting of training courses on Project Vishwak with reference to his earlier directions on the subject . GO (O&M) intimated that while 2 days Trg. course on Project Vishwak is being conducted on 19/06/2017 and 20/06/2017, further trg. Course on the subject is scheduled to be conducted in July,2017.	GO (O&M)
3.	Training Course on CCS (Conduct)Rules for newly recruited Auditors.	Mrs.Manjeet Kaur , OIC, AAO(P)Jalandhar	The Pr.CDA made it clear that before the training is imparted as per training course conducted by RTC	GO(O&M)

			for newly appointed staff which may take time so in-house formal training be also conducted by O&M.	
4.	Training on the functioning of PAOs (ORs) and Project Dolphin for newly appointed auditors as well as recently posted AAOs who are not conversant with the functioning of PAOs(ORs)	PAO(ORs)14 GTC	Pr.CDA directed that it would be more advisable to conduct the proposed training classes at PAO (ORs) 14 GTC instead of MO.GO(O&M) needs to depute a suitable faculty well conversant with functioning of PAO(ORs) & Project dolphin to PAO(ORs)14 GTC at the earliest.	GO(O&M)
5.	Deputing AAO to HQ.1 Armed Div,Patiala for answering queries of JCOs/ORs relating to their Pay & allowances under 7 <sup>th</sup> CPC		During discussion ,Pr.CDA directed that Smt.Vijay Sandal , AAO(AT/ORs)& Sh.OM Kumar Meena , AAO, PAO(ORs)RRRC may be deputed on temporary duty to HQ.1 Armed Div,Patiala on 21 & 22/6/2017 to facilitate answers to queries of JCOs/ORs related to Pay & allowances under 7 <sup>th</sup> CPC.	GO(O&M)
6.	Training Course on adjustment of DID Schedules.	Sh.Sahil Goyal, GO (A/Cs) proposed the trg. Course after taking into account the heavy pendency of DID Schedules.	Informal training on the issue may be considered by GO (O&M)O&M	GO(O&M)

3.1. During discussion on in-house training courses, Mrs. Manjeet Kaur further pointed out that smooth functioning of her office which is facing shortage of AAO s & staff gets adversely affected due to long duration of training courses, particularly while clearance of regular pay bills is required to be ensured. The Pr.CDA directed efforts should be made to

schedule training courses in such a duration and time that smooth functioning of offices are not affected adversely .

3.2. Thereafter Ms. Abhineet Dhillon,GO (O&M) raised the issue of absentism of participants in the training courses defeating the purpose of organizing training classes. On this, Pr.CDA directed that a circular enjoining upon all for ensuring strict attendance of nominated participants in the training courses be issued at the earliest clearly indicating therein that henceforth exemption from attending the scheduled training courses in unforeseen emergent circumstances would require prior intimation with reasons and recommendation of Officer Incharge of office concerned to the JCDA.

4. Thereafter Action Taken Report of last review meeting was discussed . While action on majority of the points found to have already been taken a few points found where action is still required to be taken by some of the office as per details given below:-  
The Pr. CDA directed all concerned for ensuring early action on the outstanding points at the earliest.

S.N	Action Point	Action to be Taken by	Remarks
1.	Condemnation of old IT hardwares.	AAOs(Pay Delhi,Jalandhar, PAOs (ORs) & COD,DELHI	SAO( IT & S) intimated that proceedings of BOO regarding condemnation of old IT have been received from all sub-office concerned which have been fwd. to HQrs. Office .Further status in this regard needs to be submitted by IT & S (Local ) latest by 17/7/2017
2.	Weeding out of old records & status of conclusion of RC for the same.	AAOs(P) JALANDHAR, & PATHANKOT.	Present status of weeding out of old records following conclusion of a RC by AAO(P) Jalandhar is still awaited.
3.	Scale Audit on the Strength Defence Civilians.	Pay Section all AAOs (PAY) & DCDA,COD ,Delhi Cantt	Present status is still awaited.
4.	Minus Credit Balance cases of GPF	Pay Section,ALL AAOs (PAY) & COD , Delhi	Present status of these cases need to be submitted latest by 17/7/17.
5.	Status of Advance Review of IRLAs of PBORs proceedings on retirement	PAO(ORs)14 GTC & PAO(ORs)PBG	A confirmation regarding advance review of IRLAs/MPS of PBORs proceeding on retirement still awaited from PAO(ORs)14 GTC & PAO(ORs)PBG.
6.	Provision of Generators	AAO(P)Delhi	A proposal with justification for provision of generator was called for from AAO (P) Delhi which is still awaited by AN-XI.

7	1) AWP: Lapse of funds 2) Submission of AWP for FY 2017-18.	AAO(P)Delhi	Reasons & responsibility for surrender/lapse of funds amounting to Rs.25.42 Lac out of total allotment of Rs.35.00 Lac by GE (U) E/S needs to be ascertained & intimated to main office. 2) AWP for FY 2017-18 from all sub offices with the exception of AAO (P) Pathankot are still awaited which may please be submitted by 07.07.2017.
8	Security in office premises of AAO(P) Delhi	AAO(P)Delhi	Sanction for 2 security guards for two shifts from Monday to Friday & three shifts for Saturday & Sunday has been accorded.
9	Provision of Grant-in-aid on a/c of monthly subscription to DARC,for procurement of One Table Tennis & Two Carrom Boards	AAO(P)Delhi	Action is still pending at AAO (P) Delhi.
10	Since PAO(ORS)RRRC, does not operate code heads of Office Contingencies and IT so financial powers delegated to OIC of PAO (ORS) RRRC vide MO MO Pt-II O/O NO. 534 dated 7/10/16 can not be excercised.	Main Office	In view of the position explained by PAO (ORs) RRRC, Delhi Cantt, it is clarified that after procurement of articles in accordance with delegation of financial powers, bills may be submitted to AAO (P) Delhi for payment.

5. AGENDA-SYSTEM RELATED POINTS :-

(i) **Reprocessing of Transactions/items rejected by SBI-CMP:-**

Pr.CDA emphasized on proper monitoring of transaction rejected by SBI SMP on day to day basis at appropriate level with prompt reprocessing thereof after strictly observing the prescribed procedure outlined in SOP.

(ii) **Huge pendency of Awaited LPCs:-**

Pr.CDA adversely commented upon the instances of provisional payment of Pay and allowances being made by AAOs(P) for want of LPCs. Position of AAO(P)Delhi in this regard has been found to be alarming. Instances have been noted with great concern where provisional payment of pay and allowances beyond one year have been found made. Pr.CDA directed that no LPC should be allowed to be wanting beyond six months.

**(iii) Nil PAN, Nil PRAN Cases & Aadhar Enrolment Cases:-**

Progress on clearance of Nil PAN & NIL PRAN cases particularly in respect of AAO(P) Delhi has not been found satisfactory. Pr.CDA directed for early clearance of NIL PAN cases. He further reiterated that no payment of Pay and allowances to be made in cases of NIL PRAN cases. Progress on Aadhar enrolment has also been found to be on snail pace. All AAOs(P), COD, Delhi and Pay Section were directed for ensuring sincere and concerted efforts for obtaining Aadhar enrolment of Def.Civilians, in a time bound manner.

**(iv) Pay Fixation Under RPR, 2016 :-**

Attention of all concerned was brought to the fact that as per HQrs. Orders work of pay fixation under RPR, 2016 was required to be completed latest by 30/11/2016. With the exception of DCDA, COD, Delhi Cantt work of Pay fixation under RPR, 2016 is still pending which needs to be completed on priority. Pr.CDA enjoined upon all for early completion of the work latest by 15/07/2017. A completion report needs to be submitted for the information of Pr.CDA latest by 17/07/2017.

**6. AGENDA RECEIVED FROM SUB OFFICES.**

After discussion on above system related issues, sub-offices raised their points shown as under which were discussed at length.

Sl No.	Office	Point Raised	Decision	Action to be taken by
1	AAO (P) Delhi	Posting/ Attachment of Data Entry Operators (DEOs) in Area Accounts Office	DEOs may be posted from PAO (ORs) RRRC Delhi Cantt to AAO (P) Delhi.	GO (AN)
2	AAO (P) Pathankot	Post Audit of ECHS Vouchers pertaining to ECHS Polyclinic Centre of Jammu & Kashmir	After deliberation, Pr.CDA clarified that no action on the point is required to be taken.	-
3	All AAOs(P)	Clearance of ration money bill.	Since AAOs (P) do not have store section, so creation of store section in tulip needs to be ensured by IT&S section facilitating all AAOs (P) for clearing these bills.	GO (IT&S)
4	PAO (ORs) 14 GTC Subathu	Acute shortage of AAO & Auditors	Shortage of AAO & staff in PAO (ORs) 14 GTC Subathu has been made good to the	GO (AN)

			extent possible. Joining of AAOs and Auditors posted recently needs to be intimated.	
5	PAO (ORs) 14 GTC Subathu	Requirement of dead stock articles for PAO & DAD Guest House	Further action needs to be taken by AN-XI at the earliest.	GO (AN)
6	PAO (ORs) 14 GTC Subathu	Installation of Geysers in all the quarters of DAD at Subathu	Authorisation of geyser as per scale of accommodation at Subathu with relevant authority may be submitted by PAO (ORs) 14 GTC Subathu to AN-MAP by 10.07.2017.	GO (AN)
7	PAO (ORs) 14 GTC Subathu	Fencing of Balconies & Staircase through iron grills/ iron jails	Approved in principal by PCDA (WC). Proposal with statement of case with engineer appreciation needs to be submitted by PAO (ORs) 14 GTC Subathu to AN-MAP.	GO (AN)
8	PAO (ORs) 14 GTC Subathu	Provision of Ramp in addition to staircase on the way from DAD residential complex at Subathu to PAO office	Proposal with statement of case with engineer appreciation needs to be submitted by PAO (ORs) 14 GTC Subathu to AN-MAP.	GO (AN)
9	AAO (P) Jalandhar	Shortage of AAOs	Taking into account the fact that supervisors cannot approve bills, posting of 1 AAO to AAO (P) Jalandhar needs to be considered at the earliest.	GO (AN)
10	AAO (P) Jalandhar	Observation regarding move sanction in r/o PM MAP	AAO (P) Jalandhar has been advised for submission of copy of their letter P/V/TA-DA/CWE/ASR dated 19.01.2017 and 24.04.2017 to TA section of the main office for clarification.	AAO (P) Jalandhar & GO (TA)
11	AAO (P) Jalandhar	Observation regarding CHT Hiring by DEO, Jalandhar	Clarifications on hiring of CHT by DEO, Jalandhar, if any, may be submitted to Store Contract of main office for further clarification.	AAO (P) Jalandhar, GO (S/C)
12	PAO (ORs) RRRC Delhi Cantt	Maintenance of pay & allowance in r/o girl cadet instructors.	Practice being followed by other Controllers & big PAOs like PAO (ORs) AMC may be ascertained.	PAO (ORs) RRRC Delhi Cantt & GO (ATORS)

After discussion on above agenda points, the PCDA directed that:-

- (i) All new entrants be allotted sub-offices of PCDA(WC) on first appointment.
- (ii) Additional UPS requirement by PAO(ORs)RRRC, approved in principle by Pr.CDA.
- (iii) Requirement of additional furniture raised by PAO(ORs)RRRC accepted by Pr.CDA in principle. SOC to be submitted by PAO(ORs)RRRC, at the earliest.
- (iv) Proposal to include the office of the DCDA, COD, Delhi Cantt in the accommodation of AAO(P) Delhi approved in principle by Pr.CDA.
- (iv) With a view to cope up with shortage of AAOs, reorganization of Ledger Sections, CC & Imprest & Fund Cell etc. needs to be examined by PAO(ORs) so that smooth functioning of PAO(ORs) could be ensured.

Meeting concluded with a vote of thanks to the chair by GO (O&M).

\*\*\*\*\*



**Annexure-A**

List of Officers/staff present in 2<sup>nd</sup> CTC & 1<sup>st</sup> Review Meeting of held on 12/06/2017 in  
Conference Hall PCDA(WC)

\*\*\*\*\*

1. Dr.Amit Gupta, IDAS,Jt.CDA.
2. Sh.Shyam Kumar ,IDAS,DCDA,OIC,PAO(ORS)RRRC
3. Sh.Sahil Goyal,IDAS,DCDA,GO(AN)
4. Smt. Manjeet Kaur,DCDA, AAO (P)Jalandhar Cantt
5. Shri Inder Kumar , IDAS, ACDA, GO(Fund Cell)
6. Ms. Abhineet Dhillon, IDAS,GO(O&M)
7. Shri Pala Singh,SAO(Pay)
8. Sh.Rajesh Madan,SAO(IT &S)
9. Shri.Rajiv Sood,SAO,PAO(ORS)14 GTC,Subathu
10. Sh.Pradeep Kumar, SAO(Sys &Coord)
11. Sh.K.K.Sharma,SAO(MAP) MO
12. Sh.Naveen Sehgal,SAO(Review )
13. Sh.Fauza Sain,SAO,AAO(P)Pathankot
14. Sh.M.K.Bhatt.,SAO,AAO(P)Delhi Cantt.
15. Sh.Praveen Kakkar,SAO(IT&S)
16. Sh. S.M.Kapoor ,SAO(O&M)
17. Sh. Harish Kumar ,AAO(O&M)
18. Sh. Rupesh Kumar,AAO(O&M)
19. Sh. Rajesh Kumar Pathak,SA.(O&M).

\*\*\*\*\*