No. O&M/130/CTC/2019-20
O/o The PCDA (WC)
Sector-9A, Chandigarh.
Dated: 05.11.2019

To,
All the Group Officers (M.O)
All Officer I/C of AAO (Pay),
PAOs (ORs) & COD Delhi.


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A copy of Minutes of 2nd CTC & Review Meeting for the FY 2019-20 held on 18.10.2019 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 30.11.2019 for the information of Pr. CDA.

Copy to:
The Officer I/C
IT&S Section (Local)

Alongwith a copy of minutes of meeting referred to above for uploading on our official website.

GO (O&M)
MINUTES OF 2nd CTC & REVIEW MEETING FOR THE

The 2nd CTC and Review Meeting of PCDA (WC) Chandigarh for the current financial year 2019-20 was held on 18/10/2019 at 10.00 A.M in the Conference Hall, chaired by Sh. D.R. Negi, IDAS, Pr. CDA. List of Officers who were present in the meeting is enclosed as ‘Annexure-A’.

1. The following documents were provided to all the officers present in the meeting:-

(a) Action Taken Report of previous Review Meeting held on 18/06/2019.
(b) Agenda Points of 2nd CTC Meeting for the FY 2019-20.

2. Meeting started with the discussion on Action Taken Report in respect of last Review Meeting held on 18/06/2019. While action on majority of Points of last meeting was found to have been taken, action in respect of following points still needs attention and action required to be taken:-

(i) Creation of Authentic Pay Master in respect of AAO (P) WC Delhi.

Though it has been confirmed by the AAO (P) Delhi Cantt that major portion of Pay Master data has been completed by them, however, they mentioned some problems due to which they failed to accomplish creation of 100% Pay Master. Thus the action was incomplete. As such, Pr. CDA directed AAO (P) WC Delhi Cantt for ensuring 100% completion of Pay Master duly authenticated by a Board of three Officers and processing of 100% Pay Bills through Tulip system individual wise latest by December 2019. Pr. CDA also directed AAO (P) WC Delhi Cantt to obtain mandate form of each individual and submit a status report regarding 100% payment through DBT to individual’s bank account. Pr. CDA also directed to explore the feasibility of working as DDO for Units and if there is any difficulty, the matter may be taken up with HQrs Office through IT&S (M.O).

[Action by- AAO (P) WC Delhi Cantt., GO (IT&S)]

(ii) Regular Submission of Change Statement.

Reply submitted by Sub-Offices regarding submission of change statements with Regular Pay Bills was not satisfactory. AAO (P) WC Delhi Cantt expressed their constraints over the subject. Pr. CDA directed all the sub-offices as well as GO (Pay) to take up the matter with Unit Authorities and where necessary write a D.O letter from Pr. CDA to these Units. Pr. CDA also directed GO (Pay)
to look into the matter regarding vanishing of data in tulip on consolidation (as expressed by AAO (P) WC Delhi Cantt).

[Action by- AAO (P) Delhi, AAO (P) JRC, AAO (P) PKT, GO (Pay), GO (IT&S)]

(iii) Processing of Pay Bills through CICP

It was informed by AAO (P) Delhi Cantt that for pay module only hard copies are being received. The module is not functioning in toto as no soft copy is being received and AAO (P) despite having CICP module node in their office is not being able to process online. Pay bill is being audited and approved only on the basis of hard copy. PCDA then asked incharge AAO (P) Delhi Cantt to find out whether checks suggested by Main Office have been incorporated in CICP or not, provide the current status to Main Office.

[Action by- AAO (P) Delhi Cantt]

(iv) Clearance of Minus Credit Balance Cases

Three (03) minus balance cases are pending. Two cases viz. Late Smt Kanta Devi and Sh. Karnail Singh pertain to Pay Section (Local). During discussion, it was informed by the GO (Pay) that the matter has been taken up with the concerned unit/fund section (Local).

Third case in r/o Sh. Baljeet Singh Dalal (since retired) pertains to DCDA COD Delhi Cantt. Pr. CDA directed the AAO (P) WC Delhi Cantt. to write a letter to concerned PDA with a copy to individual for effecting recovery.

[Action by- GO (Pay), AAO (P) WC Delhi Cantt, GO (Funds Cell)]

(v) Wanting LPCs

Pendency status of LPCs of Pay Accounts Offices is mostly unsatisfactory. Though the provision for processing of LPC in the Tulip has been incorporated (as confirmed by SAO IT&S), however, there are still a large number of wanting LPC cases pending with Area Accounts Offices. Pr. CDA directed all Officers in charge of Area Accounts Offices and GO (Pay) to raise the level of correspondence and write a DO letter from PCDA (where required) and also make personal liaison with the concerned Units for speedy clearance of wanting LPCs/Acknowledgements.

[Action by- AAO (P) Delhi, AAO (P) JRC, AAO (P) PKT, GO (Pay)]

(vi) Pay fixation under RPR 2016

GO (Pay) brought out that there are large number of such cases and the matter has been taken up with the concerned offices (particularly AAO (P) Delhi) where cases of pay fixation under RPR 2016 and subsequent payment of arrears are still pending. In this regard, Pr. CDA directed officer incharge AAO (P) WC Delhi Cantt to write letters to the Units to confirm whether there is any case pending and submit the report to Pay Section accordingly. Simultaneously, GO (Pay)
was also directed about his consent regarding acceptance of such report and updation of data accordingly.  

[Action by- AAO (P) WC Delhi Cantt, GO (Pay)]

(vii) Regularization of Provisional Payments made under Charged Head

Commenting on huge list of cases pending since long for regularization of charged expenditure, Pr. CDA directed GO (Pay) to prepare latest detailed list of such cases and provide it to all Area Accounts Offices who will confirm their status. Pr. CDA also directed to take up the matter vigorously with the concerned offices at appropriate level and where required write D.O letters for speedy clearance of such cases. Progress achieved in this regard should be submitted in next Review Meeting. GO (A/Cs) was directed for monitoring the office wise clearance of these long outstanding cases.

[Action by- GO (Pay), GO (A/Cs), all OIC AAO (P) Delhi, JRC, PKT]

(viii) Persistent High Percentage of Dos-II Rejection

Hinting at persistent high percentage of rejection of Dos-II which portrays a poor picture of PAOs, Pr. CDA emphasized that Dos-II rejection not only delays timely payment of dues to the PBORs but also leads to undue work at all levels. Pr. CDA directed the SAO PAO (Ors) 14 GTC Subathu to review & reduce the rejections before closing of accounts and bring the Dos-II rejection upto 5% only. He was further directed to take up the matter with Army software developers, for creation of proper checks in their software so that DOS-II are published by the Units/ROs exactly as per the ‘Appendix J’.

[Action by- PAO (Ors) 14 GTC Subathu, GO AT (Ors)]

(ix) Shifting of AAO (P) WC Delhi to alternative accommodation

Pr. CDA directed OIC AAO (P) Delhi for making liaison with CE/GE and expedite the action for shifting of office to alternative accommodation.

[Action by- AAO (P) WC Delhi Cantt, GO (AN/MAP)]

(x) Non Generation of Rejection/Return Memos in r/o Sy. Pay Bills

On being informed by OIC AAO (P) Delhi Cantt that rejection memo could not be generated in r/o Sy. Pay bills (particularly GPF return cases), Pr. CDA directed SAO (IT&S) to look into the matter and if need is felt take up the matter with IT&SDC Secunderabad.

[Action by- AAO (P) WC Delhi Cantt, GO (IT&S)]
(xi) Pendency of Bills (TA/DA,LTC,Medical, CEA etc)

Pr. CDA directed all the OIC AAO (P) & GO (Pay) to ensure that pendency in such bills should be brought within 15 days. Similarly, special letters viz. DO letter, HQrs Office correspondence should be cleared within 7 days and other normal correspondence should be cleared within 30 days of its receipt.

[Action by- All OIC AAO (P) Delhi, JRC & PKT, GO (Pay), All GOs (M.O)]

(xii) Incorporation of Mobile nos. & Email ID in GPF records of Subscribers

The Pr. CDA directed all the Officer in charge of AAOS (P) and GO (Pay) to liaise with AO(GE), LAOs and Officer in-charge of the Units on top priority to provide name of subscriber, GPF A/C No., Mobile No. and Email ID of each GPF subscriber and mail to the CDA (Funds) Meerut in excel format as circulated by Fund Cell of this office with copy to Fund Cell/NPS Cell. GO (Funds) to watch the completion report.

[Action by- All OIC AAO (P) Delhi, JRC, PKT, GO (Pay), GO (Funds Cell)]

(xiii) Pending DID Schedules

There are 13 DID Schedules are pending for responding. OIC AAO (P) Delhi that out of 13 DID Schedules 7 has been responded. However, 6 are still pending for want of details from Accounts Section (M.O). In this regard, Pr. CDA directed the GO (A/Cs) to provide details of these 6 cases and in case of non availability of details, take up the matter with HQrs Office for further guidance regarding offline speedy clearance of these old DID Schedule cases.

(xiv) Updated set of Books

Pr. CDA directed GO (R) as well as SAO (IT&S) for early updation of books (including Army instructions) in soft copy.

[Action by- GO (R), GO (IT&S)]

(xv) Shortage of staff and AAO

During discussion it was submitted by the OIC AAO (P) PKT that there are 14 auditors/clerks and 2 AAOS against the authorized strength of 21 Auditors and 3 AAOS. Further, their office has been entrusted with the additional work of IPA (AF) Patankot. Therefore, 1 AO/AAO is urgently required to handle the work load. In this regard it was brought out by the SAO (AN) that the requirement will be met shortly.

[Action by – GO (AN)]
(xvi) Uploading of NPS data through system generated Tulip

During discussion it was brought out by the OIC AAO (P) JRC that provision for generation of NPS upload file exist under NPS Cell activity in Tulip, which is not in operational mode so far. In case the system generates the NPS upload file on the format required by the NSDL, this will not only help to upload the data timely but also ensure accuracy of data uploading. Further, punching of monthly NPS data manually on excel file can also be avoided. So far as DAD Tulip module is concerned, system generates the file and after necessary verification & validation of the file, the same would be ready for uploading. In this regard, Pr. CDA directed the SAO (IT&S) to take up the matter with IT&SDC Secunderabad.

[Action by- GO (IT&S), OIC AAO (P) JRC]

(xvii) WAN connection for PAO (ORs) PBG Delhi & Record Office

OIC PAO (ORs) RRRC Delhi Cantt that there was no WAN connection for PAO (ORs) PBG & Record Office. It was informed by the SAO (IT&S) that matter has already been taken up with HQrs Office vide their letter no. IT&S/1202/WAN-UPGR dated 21.06.2019 and HQrs Office vide their recent email has confirmed that work order for subject WAN connection has been placed by them. Pr. CDA directed SAO (IT&S) to provide copy of ibid email to OIC PAO (ORs) RRRC Delhi Cantt. and make liaison with the HQrs Office for early action on subject matter.

[Action by- GO (IT&S), OIC PAO (ORs) RRRC Delhi Cantt.]

(xviii) Rejection of Enrollment Dos-II of 128 TA Btn. recruits

As per latest Govt. Orders, there is no minimum age for recruitment of ex-servicemen & women employees of MoFE&CC/State forest deptt. for recruitment as Inf. Btn. (TA) Ecological Units, however, they should serve upto a maximum of 50 years of age. But, the pay & allces in r/o 5 recruits enrolled above 45 years of age have been rejected by the DOLPHIN with remarks “Invalid Age”. Matter has already been taken up by the PAO (ORs) RRRC Delhi Cantt with Main Office as well as IT&SDC Secunderabad. Pr. CDA directed SAO (IT&S) to take up the matter with IT&SDC Secunderabad and short out the problem on priority.

[Action by- SAO (IT&S), OIC PAO (ORs) RRRC Delhi Cantt]
(xix) Pay & Allces in r/o Girls Cadet Instructor NCC

OIC PAO (ORs) RRRC Delhi Cantt that Pay & Allces of Girls Instructors are being dealt with by PAOs on IRLA system treating them at par with INF SOL. However, there personal claims like TA/DA LTC etc. are being dealt by AAO (P) WC Delhi Cantt. Further, all these GCIs are CGEIS subscribers and there are two types of fund subscribers (i) GPF/AFPP (ii) NPS. However, there GPF is being compiled to 00/015/10 (AFPP). In this regard GO AT (ORs) informed that the matter has already been taken up with HQrs Office but the reply is awaited. Pr. CDA directed GO AT (ORs) to expedite the case and the outcome may be intimated accordingly.

[Action by- GO AT (ORs), OIC PAO (ORs) RRRC Delhi Cantt., OIC PAO ORs (14 GTC) Subathu]

(xx) EDP trained AAO/AO/SAO

OIC PAO (ORs) RRRC Delhi Cantt that no EDP trained AAO/SAO is posted in their office resulting difficulties to handle EDP related problems & monitoring. In this regard GO (AN) submitted that the problem will be shorted out shortly.

[Action by- GO (AN)]

(xxii) Procurement of IT Consumables through GeM

It was requested by OIC AAO (P) Delhi Cantt that permission for procurement of IT Consumables through GeM be accorded to them. In this regard it was brought out by GO (IT&S) that they have already been registered as Consignee on GeM and IT Consumables procured for them is directly delivered to their office. Thus the point was discussed and dropped.

[SAO (IT&S), OIC AAO (P) Delhi Cantt.]

(xxiii) Tulip System related problem

It was desired by the OIC AAO (P) Delhi Cantt. to take up the matter with IT&S Section (Main Office) separately. Pr. CDA directed SAO (IT&S) to look into the matter and short out the problem on priority.

[Action by- SAO (AN), OIC PAO (ORs) 14 GTC Subathu]
(xxiv) Lack of efficient staff

It was also brought out by SAO PAO (ORs) 14 GTC Subathu that in place of promoted clerks, experienced or direct auditors be posted for smooth functioning of their office. In this regard Pr. CDA directed SAO (AN) to look into the matter and short out the problem to the possible extent.

[Action by- SAO (AN), OIC PAO (ORs) 14 GTC Subathu]

(xxv) Roof Treatment of DAD Residential Colony Subathu

During discussion it was brought out by the SAO PAO (ORs) Subathu that roof of some residential quarters start leaking, problem of seepage is also faced in some quarters. In this regard Pr. CDA directed SAO PAO (ORs) Subathu to take up the matter with Main Office with details of work required and Statement of Case for ibid work.

[Action by- OIC PAO (ORs) 14 GTC Subathu, GO (AN/MAP)]

(xxvi) Need of water purifier/RO for DAD Residential Complex

SAO PAO (ORs) 14 GTC projected requirement of Water Purifier for DAD Residential Complex Subathu. In this regard it was submitted by GO (AN/MAP) that a Centralized Commercial RO will be provided very shortly for DAD Residential Complex Subathu.

[Action by- GO (AN/MAP), OIC PAO 14 GTC Subathu]

(xxvii) Installation of separate washroom/chairs/water dispenser for visitor JCOs/ORs

SAO, PAO (ORs) 14 GTC projected requirement of separate washroom, chairs & water dispenser for visitor JCOs/ORs in their office. In this regard it was submitted by SAO (AN/MAP) that chairs can be provided by the Main Office based on the demand from them. However, other requirements may be met by OIC PAO 14 GTC Subathu by their liaison with Records Office for the time being.

[Action by- SAO (AN/MAP), OIC PAO 14 GTC Subathu]
(xxviii) Non availability of Authorized Lab at Subathu

During discussion it was requested by the SAO PAO 14 GTC Subathu to authorize some Labs in Solan, as the problem is being faced by the staff due to non availability of authorized lab in nearby location. In this regard it was directed by Pr. CDA to take up the matter with CGHS.

[Action by- SAO (AN), OIC PAO 14 GTC Subathu]

(xxix) 24*7 WAN connectivity to Records Office

The matter was discussed in detail. It was directed by Pr. CDA to obtain the detail of the correspondence made by the Record Office with HQrs Office and discuss the matter with Senior Officers of Record Office as well.

[Action by- OIC PAO 14 GTC Subathu]

(XXX) Booking of Electric Tariff

It was requested by SAO, PAO 14 GTC Subathu that due to booking of electric tariff in maintenance head, there is additional requirement of funds under maintenance head. In this regard it was brought out by GO (AN) that extra requirement of budget in maintenance head may be project to Main Office with SOC.

[Action by- OIC PAO 14 GTC Subathu, GO (AN)]

Pr. CDA directed all the Officer incharge of Sub Offices and Group Officers of Main Office that the next CTC meeting should be training oriented only and directed SAO (O&M) that training calendar to be circulated to all concerned before convening of next CTC meeting.

After this, the meeting concluded with a vote of thanks to the chair.

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Annexure ‘A’

Following Officers participated in the 2nd CTC meeting held on 18.10.2019 @ 10.00 hrs in Pr. CDA Conference Hall (Main Office) Chandigarh.

(i) Sh. D.R.Negi, IDAS
(ii) Sh. Sahil Goyal, IDAS
(iii) Sh. Manender, IDAS
(iv) Sh. R.K. Kharta, IDAS
(v) Smt. Indira Garg, IDAS
(vi) Sh. P.K.Gupta, IDAS
(vii) Smt. Rita Goyal, IDAS
(viii) Sh. N.C.Dogra
(ix) Sh. Nirmal Singh
(x) Sh. Balbir Singh
(xi) Sh. Vinod Kumar
(xii) Sh. Rajesh Goyal
(xiii) Sh. Narender Pal

- Pr. CDA (Chairman)
- GO (AN/MAP, IT&S)
- OIC (PAO ORs RRRC & PBG Delhi)
- GO (A/Cs)
- GO (O&M)
- GO (Funds, Pay & R Sec.)
- GO (AT ORs)
- SAO (AN)
- SAO (O&M)
- SAO (IT&S)
- AO (IT&S)
- AO (PAO ORs Subathu)
- AO (Pay)