To

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

Sub: Minutes of 2nd CTC & Review Meeting for the FY 2018-19
held on 12/10/2018

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A copy of Minutes of 2nd CTC & Quarterly review Meeting for the FY 2018-19 held on 12/10/2018 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 30/11/2018 for the information of Pr.CDA.

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

Copy to :-

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

(Regd)

(ABHINEET DHILLON, IDAS)
GO (O&M)
MINUTES OF 2nd CTC & REVIEW MEETING FOR THE 
FY 2018-19 HELD ON 12/10/2018.

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The 2nd CTC and Review Meeting of PCDA (WC) Chandigarh for the current financial year was held on 12/10/2018 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 on 28/06/2018.
   (b) Agenda Points for the meeting.

3. Meeting started with the discussion on in-house training programme particularly in respect of newly recruited auditors/clerks. GO(O&M) informed that while Induction Course auditors/clerks will be completed by 16/10/2018, next slot for training for new recruits would be taken shortly. In view of huge number of newly recruited staff presently posted in sub-office, PCDA advised that it would be advisable as well as economically viable if basic orientation training of auditors posted in and around Delhi, JRC & Pathankot is conducted at respective Area Account Offices (Pay). Emphasizing on importance of communication skills, PCDA directed GO(O&M) for preparation & submission of a standardized Training programme for Basic Orientation Training of all newly recruited staff incorporating therein material for improving Noting & Drafting skills, latest by 18/10/2018. He further directed that the Basic Orientation Training material should contain, in addition to other things, instructions to make the newly recruited staff conversant with the importance of maintaining office discipline and proper dress code.

(i) On raising requirement of one projector for the purpose of in-house training of staff by Shri Rajiv Sood, SAO, PAO(ORS) 14 GTC, PCDA directed that LED would be more beneficial as well as economical for the purpose. PCDA advised for early action on supply of a LED through office contingency to PAO(ORS) 14 GTC, Subathu. Action to be taken by AN/MAP on the basis of minutes of the meeting.

(Action by GO (AN/MAP)

4. After this, discussion started on Action Taken Report in respect of Action Points of last Review Meeting held on 28/06/2018. 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) Creation of Pay Master:-

With the exception of AAO(P) Delhi all other paying offices have completed creation of an authenticated Pay Master. Emphasising once again on significance of authenticated pay master in automation of Pay Bills with regular submission of Change Statement in soft copy by units concerned, Pr.CDA made it clear that unless and until change statements in soft copy are received from all units, automation of Pay bills cannot be successfully achieved. He further directed that since our all efforts to obtain change statement in soft copies from all units regularly could not be successful so far, we may approach once again appropriate authorities with a Draft Station Order to further impress upon unit authorities for regular submission of Change Statements.

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

(ii) Thereafter PCDA enquired about status of functioning of CICP. He advised that issues being faced during the operation of CICP such as amount of payment / amount of TDS in paisa which is in contravention of Govt. orders on the subject need to be pursued vigorously with the executives. On being informed that only hard copy of CICP Pay bills are being received from Units, PCDA directed GO(IT&S) that since problems pertaining to CICP already flagged to executive have not been resolved nor any reply in this regard received so far, we may issue a reminder to executives on the issue under intimation to HQrs office at the earliest.

(Action by GO(Pay), OICs AAO(P) Delhi, JRC & Pathankot & GO(IT&S))

(iii) PCDA further enquired as to whether LAOs concerned are carrying out audit through CICP and for that purpose whether they have completed check of last line transcription or still carrying out audit through Manual Ledgers. PCDA expressed that we have presently sufficient newly recruited staff having good knowledge of computer, which can be gainfully utilized for checking transcription of manual data to CICP, so factual position in this regard be ascertained by GO(IA) from LAOs concerned at the earliest and an Action Plan be put up as priority.

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

(iv) Clearance of Minus Credit Balance Cases:-

After taking stock of office-wise status of Minus Credit Balance Cases, Pr.CDA directed GO(Funds) for putting up a DO letter to CDA(Funds) with a copy to Jt.CGDA(AT) intimating therein case-wise details of action taken on all minus credit balance cases. As regards pending minus credit balance cases, PCDA directed AAO(P) JRC & Delhi for pursuing the cases vigorously with
LAOs & Units concerned under intimation to Fund Cell. A status of pending cases needs to be submitted regularly by Funds Cell through MIS Report till final clearance of the cases.

As regards dead-end cases where an employee has expired with no family pensioner behind, PCDA directed for initiating necessary regularization action in accordance with rules on the subject.

(Action by GO(Funds)) & OICs of AAOS(P) Delhi & JRC.

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

Pay section requested that maintenance of a single register for 3-4 Groups of Pay section for watching disposal of terminal benefits 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. In view of the postion explained and further keeping in view that objective is to watch timely disposal of terminal benefits which can be equally watched through a single Register or a number of Registers as the case may be, the proposal of maintaining separate registers was agreed to by the Pr.CDA.

(Action by: GO(Pay) & OICs AAOS(P) Delhi, JRC & Pathankot.)

(vi). Utilisation of Budget (DAD Including Works):

Pr.CDA directed AAO(P) Delhi for pursuing AEs for special repair to blocks 14 to 16 of DAD Residential Complex, Panchwati, with GE(South) on top priority basis.

Similarly, PCDA directed OIC, AAO(P) JRC for pursuing progress of DAD works sanctioned during the current FY. As regards sanction for the provision of walking plaza in front of Type D & E Type accommodation, PCDA directed GO(AN/MAP) for expediting necessary action in the matter. PCDA further directed that issue of sanction of submersible Pump/bore well which stands referred to HQrs. office be pursued till finality. PCDA also advised all for exploring the possibility of rain water harvesting in accordance with Govt policy on the subject to tide over problem of water scarcity.

(Action by: GO(AN) & AAO(P) Delhi, JRC Pathankot & OIC, PAO(ORS) 14 GTC Subthu).

(vii). Wanting LPCs, Pending Aadhar Enrolment Cases, Nil PAN/PRAN, NIL DOB, NIL Nomination, Double Occurrence cases.

Starting discussion on the point, Pr.CDA, inviting attention to the provisions of penalty, impressed upon once again on uploading of NPS data latest by last working day of the month concerned. He also directed all concerned for timely uploading of IT Returns.
(viii) **Pay Fixation under RPR, 2016**

AAO(P) Delhi raised the matter of non-submission of pay fixation cases by the unit authorities, despite the matter also being taken up at appropriate higher level, under intimation to Pay Section of MO. Pr.CDA directed that the matter be pursued through reminders under intimation to Pay Section. Pay Section may issue a semi-official reminder to authorities concerned in this regard at an early date.

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

(ix) **Booking of Expenditure in respect of AOsGE of Delhi Area by AAO(P) Delhi**

The matter of punching of data of expenditure by AAO(P) Delhi in respect of a number of AOsGE due to non-issue of ID/Password, again came up for discussion. Pr.CDA directed SAO(IT&S) for checking and intimating the factual position as to why ID/Password could not be issued to AOsGE concerned. The SAO(IT&S) also intimated that due to connectivity problem AOE, Samba and UA, DEO, Pathankot (for want of trained staff) are punching their data in AAO(P) Pathankot. Pr.CDA directed that available staff at UA, DEO need to be trained by AAO concerned to punch the data there only.

**Action By SAO(IT&S): AAOs(P) Delhi & Pathankot**

(x) **Regularisation of Provisional Payments Made Under Charge Head**

PCDA directed all concerned to follow-up all pending cases of payments lying unregularised under charged head and to ensure regular submission of status of this item of work through monthly MIS Report.

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

(xi) **Huge Rejection in DOS on ABF/TA/DA pertaining to PBORs on ERE posting with NCC Units**

Pointing out the consistently high increasing trend of rejection of DOS-II particularly pertaining to ERE, NCC units of PAO(ORS) 14 GTC which portrays a poor picture of work in PAO Portal, Pr.CDA enjoined upon SAOs of both PAOs(ORS) for taking necessary corrective action including training of clerks of Records offices & NCC units to minimize the rejection of DOS-II at the earliest.

(Action by: OICs of PAO(ORS) 14 GTC & RRRC, Delhi Cantt.)
(xii) Clearance of Invalid DOs-II

Pr.CDA also directed SAOs of both PAOs(ORS) particularly PAO(ORS) 14 GTC for early clearance of long outstanding invalid DOs-II( with OD of 2012 in respect of PAO(ORS) 14 GTC . A progress report needs to be submitted through MIS Report for Oct,2018.

(Action by :SAOs,PAOs(ORS) 14 GTC & RRRC,Delhi Cantt.)

(xili) Adjustment of Amount Through CRs on a/c of Pay & Allow of IE(TLB) in Tulip:

The issue of non-reflection of monthly progressive expenditure report on account of LTC,Tuition Fees in respect of TLB against allotment through TULIP was discussed at length once again. It emerged that since booking is presently made under service head, the said expenditure being centrally controlled head needs to be monitored through manual register only.

(Action by AAOs(P)Delhi Cantt,JRC & Pathankot)

(xiv) Offline Audit of ECHS Bills.

Pointing out to pendency of offline audit of ECHS,Pr.CDA directed OICs of AAO(P)JRC & Pathankot for gearing up early clearance of pendency of offline audit of ECHS Bills latest by 30/11/2018. Sh.Parveen Kakkar,SAO(IT&S) raised the issue of transmission of Register of Specimen Signature of authorities authorized to countersign bills /CRs of Rum & Cigarette Allowance. Pr.CDA directed OIC, AAO(P)Pathankot for immediate transmission of said register to Single Window System.

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

(xv) Special Repairs of Two DAD Qtrs. At Pathankot:-

While discussing the issue, Pr.CDA advised to examine the feasibility of procurement of Geysers through GeM while fittings of pipes etc. for the purpose could be ensured through Term Contract.

Action by AAO(P) Pathankot & GO(AN/MAP)

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

(A) AAO(P)Delhi Cantt.

(i) Shortage of AOs & AAOs.
Sh.H.K.Kaul,SAO,AAO(P)Delhi requested that shortage of AOs and AAOs be made good.

Pr.CDA pointed out that work of Misc. Section has since been transferred to Main Office hence existing posted strength of AOs & AAOs in AAO(P) is fairly sufficient.

(ii) Procurement Through GeM.

Sh.H.K.Kaul,SAO,AAO(P) Delhi raised the issue of non-receipt of a copy of Supply Order indicating therein item and quantity of items to be supplied to AAO(P)Delhi through GeM as a result of which preparation of CRV gets held up. Pr.CDA directed GO(AN/MAP) that henceforth a copy of supply order placed on GeM be sent to AAO(P)Delhi facilitating timely preparation of CRV at their level.

(iii) Change of Wiring for Installation of AC:-

While discussing the issue Pr.CDA advised that before taking any action on change of wiring for installation of ACs in present office building of AAO(P) Delhi, fact of movement to proposed alternative accommodation also be taken into account. Issues of adjustment of staff of COD in proposed alternative accommodation with AAO(P)Delhi where major repairs including networking is involved, were also discussed. Pr.CDA directed Shri H.K.Kaul,SAO for ascertaining & intimating the latest status of vacation of accommodation to where AAO(P) Delhi is proposed to be shifted.

Action by GO(AN), OIC,AAO(P)Delhi Cantt).

(iv) Extension of Outsourcing of Two Security Guards in AAO(P)Delhi:-

Pr.CDA directed GO(AN/MAP) for taking early action regarding proposed extension of outsourcing of two security guards in AAO(P)Delhi.

Action by GO(AN), OIC,AAO(P)Delhi Cantt).

(v) Liveries/Dress Allowance to Five Newly Recruited MTS:

During discussion on the issue, Pr.CDA directed GO(AN/Pay) for taking necessary action regarding payment of dress allowance in respect of newly recruited five MTS posted in AAO(P)Delhi, in accordance with rules on the subject at the earliest.

(Action by GO(AN/Pay).

(vi) Requirement of Wire Meshing in AAO(P)Delhi:-
PCDA directed that action on the issue be taken, after taking into account the urgency of proposal, vis-à-vis justification of expenditure to be incurred and fact of proposed movement of AAO(P) Delhi to alternative accommodation.

**Action by GO(AN), OIC, AAO(P) Delhi Cantt.**

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

With reference to above issue raised by AAO(P) Delhi, Pr.CDA directed SAO (IT&S) for looking into the matter and taking further necessary action to resolve the problem at the earliest. During discussion on the issue, Pr.CDA reiterated that despite repeated instructions, disposal of manually rejected/returned bills/letter is not being marked by a number of Sections/sub-offices through TULIP which presents a poor picture of status of work on our Website/AWAN. Pr.CDA directed once again all OIC, Sections/sub-offices for reviewing the status of their Section/Office and taking further necessary action in this regard. This work needs to be completed by all latest by 31/10/2018. Any problem being faced in this regards needs to be brought to the notice of Sh. Praveen Kakkar, SAO (IT&S) for early resolution who will submit Section/office-wise status report on the subject latest by first week of Nov, 2018.

(Action by all GOs, & OICs of AAOs(P) Delhi, JRC & Pathankot.)

(B) AAO(P) Jalandhar Cantt.

(i) **Merger of AABSO (East) & AABSO (West) Jalandhar Cantt:**

Sh Mohan Lal, IDAS, DCDA, OIC, AAO(P) JRC intimated that a proposal of merger of AABSO (East) & (West) JRC has been submitted to AN of Main Office. He further submitted that the proposal if accepted would result in considerable savings to state. Pr.CDA directed GO(AN) for examining the proposal and taking further necessary action in consultation with E Section at the earliest.

Action by GO(ANP).

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

The OIC, AAO(P) JRC & Pathankot raised the issue of forwarding claims 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. He intimated that all such sy.claims in respect of Ty. Labourers duly audited by respective LAOs are paid by LAOs in offices of other Controllers. Pr.CDA directed GO(Pay) for examining the issue in the light of provisions contained in relevant OM as also ascertaining the practice being followed by other Controllers in this regard at the earliest. Status report needs to be submitted latest by 15/12/2018.
(iii). Uniformity in Maintenance of Registers by AOsGE:

Sh. Mohan Lal, IDAS, DCDA pointed out to variation in maintenance of various Registers in respect of different AOsGE noticed by him during inspection. Pr. CDA directed GO(O&M) for sending a standardised list of prescribed Registers along with Fly Leaf Instructions to all AOsGE under intimation to OIC of all AAOs(P) & LAOs concerned. The said list also be displayed on our website.

Action by GO(Pay).

(C) PAO(ORS)RRRC, Delhi Cantt:

(i) Payment of PMHA, Adhoc Bonus, LRA in R/O 128 INF Bn of TA(Eco):

Shri Jagdeep Ahuja, SAO, PAO(ORS)RRRC, Delhi Cantt raised the issue of payment of PMHA, Adhoc Bonus, LRA etc. which is presently not being done through system. He further intimated that for want of information called for from Records office but still awaited regarding Category such as ‘Regular’ or ‘Others’ in respect of TA personnel, payment is not being made through system. Pr. CDA directed GO(AT/ORs) to put up the issue on file at the earliest latest by 01/11/2018.

Action by GO(AT/OR) & SAO, PAO(ORS)RRRC.

(ii). SOC for Anomaly of Pay in R/O PBOR:

Shri Ahuja took up the case of anomaly of pay of same class of PBOR of pre-2016 and post-2016, referred to AT/ORs Section under PAO(ORS)RRRC letter of 10/07/2018, with no decision on the issue so far. Pr. CDA directed GO(AT/ORs) for early submission of the case on file.

Action by GO(AT/OR).

(iii). Proposal for Supply of Stand—By Server:

Shri Ahuja, SAO, raised the issue of stand—by server which is still awaited in PAO(ORS) RRRC, despite reminders. Pr. CDA directed GO(IT&S) for taking immediate action on the issue.

Action by GO(IT&S).

(iv). Sanction for Office Imprest:

On raising the long outstanding issue of office imprest by Shri Ahuja, Pr. CDA accorded sanction in principle for increase in existing CML of office imprest to Rs. 5000/- in respect of
PAOs(ORS)RRRC & 14 GTC. Pr.CDA directed GO(AN) for taking necessary action in this regard at the earliest.

(Action by GO(AN) & SAOs,PAOs(ORS) RRRC & 14 GTC.)

(v) Payment of Bills Sent to Main Office:-

Pr.CDA directed GO(AN/MAP) for releasing payment of all outstanding bills of PAO(ORS) RRRC, Delhi Cantt at an early date.

GO(AN)

(D) PAO(ORS) 14 GTC, Subathu:

(i) Urgent B/R Repairs including Retaining Wall & Garbage Well Due to Sinking Land:-

Shri Rajiv Sood, SAO, PAO(ORS) 14 GTC raised the issue of immediate repairs of retaining wall and garbage well stating that any delay would be detrimental to Govt. property as well as human lives. Pr.CDA directed SAO, PAO(ORS) 14 GTC for immediate submission of AEs alongwith SOC enabling early action in the matter.

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

(ii) Urgent E/M Works:-

Shri Rajiv Sood, SAO invited attention to urgent E/M works including Fans, Genset services, separation of office and residential electricity meters, already referred to MO under their letter No.G/108/Office Exp dated 17/08/2018. Pr.CDA directed GO(AN) for looking into the matter and taking further necessary action at the earliest.

Action by GO(AN/MAP).

(iii) Booking of Air Tickets From An Agency other than Authorised:-

Sh. Rajiv Sood pointed out that despite repeated instructions army authorities are not paying heed to booking of air tickets from authorized agency on account of LTC, Ty. duty, permanent move etc. He further submitted that clarification sought from MO is still awaited.

Pr.CDA directed GO (AT/ORS) for submitting the issue on file at the earliest.

Action by GO (AT/ORS)

(iv) Issue of Payment of HRA to PBOR:-

Sh. Sood thereafter raised the issue of grant of HRA in respect of PBOR less than 21 years and HRA on the issue of NAC issued by an authority other than Station Commander. Pr.CDA
directed GO(AT/ORs) to put up the cases on file at an early date. Pr.CDA also advised Sh.Rajiv Sood for raising queries on these cases on PAO Portal.

Action by GO(AT/ORs & SAO,PAO(ORS)14 GTC )

(v) Allotment of Hostel Type & Above Entitlement Accommodation:

Thereafter, Shri Rajiv Sood raised the issue of allotment of hostel type accommodation with flat license fees and allotment of ‘Above Entitlement’ accommodation with normal license fees.

Pr.CDA directed GO (AN) for examining and resolving the matter in the light of latest orders on the subject at an early date.

( Action by GO(AN) & SAO(PAO(ORS) 14 GTC Subathu.)

(vi)Children Difference of periodicity of Academic Sessions :-

Shri Rajiv Sood further raised the issue of difference of periodicity of academic sessions.

He further elaborated that presently there is no provision in system for difference of academic sessions as a result of which considerable rejection of DOs-II pertaining to CEA takes place.

Pr.CDA advised Shri Rajiv Sood for putting a query in this regard on PAO Portal early.

( Action by SAO(PAO(ORS) 14 GTC Subathu.)

Shri Praveen Kakkar, SAO(IT & S) raised the issue that IT & SDC has called for details of activities facing slow speed. Necessary information has been called for from all Sections of Main Office and sub-offices. However, information in this regard in majority of sub-offices is still awaited as a result of which submission of a consolidated reply to the IT & SDC is held up causing delay in resolution of problem of slow speed. Pr.CDA directed all concerned for expediting the requisite information in this regard without further delay.

( Action by GOs of all Sections of MO & OICs of Sub-offices.)

After this, the meeting concluded with a vote of thanks to the chair by Mrs. Abhineet Dhillon, IDAS, GO(O&M).

( Abhineet Dhillon, IDAS)
GO(O & M).
Annexure-A

List of Officers/staff present in 2nd CTC & Review Meeting held on 12/10/2018
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)
4. Mrs. Abhineet Dhillon, IDAS, GO(O&M).
5. Sh. Anmol Amar Singh, IDAS, GO(Pay)
6. Shri. Rajiv Sood, SAO, PAO(ORS) 14 GTC, Subathu
7. Sh. Pradeep Kumar, SAO (Sys & Coord)
8. Smt. Renu Gupta, SAO (A/Cs.)
9. Sh. Jagdeep Ahuja, SAO, PAO(ORS) RRRRC, Delhi Cantt.
10. Sh. N. C. Dogra, SAO (AN/MAP)
13. Sh. Praveen Kakkar, SAO (IT&S)
14. Sh. Manan Gupta, SAO (O&M)
15. Smt. Veena Katyal, AO (Funds)
16. Sh. Yeshwant, AAO (O&M)
17. Sh. Rajiv Ranjam, AAO (A/Cs.).
18. Sh. Abhishek Kumar, AAO (Pay Tech)

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