

No. IA/1422/MPR/12/17
O/o the PCDA
Bangalore
Dt: 12-02-2018

To

- | | |
|--------------------------|---|
| 1. All IDAS Officers | 2.All SAOs/ AOs in Main Office |
| 3. PAO (ORs) ASC (South) | 4.PAO (ORs) ASC AT |
| 5. PAO (ORs) MEG & C | 6.PAO (ORs) CMP |
| 7. PAO (ORs) PARA | 8.PAO (ORs)PCTC & All Sections (Local) |

Sub: Minutes of Monthly Conference held on 19th January, 2018

Minutes of Monthly Conference held on 19th January, 2018 is forwarded herewith for necessary action please.


Encls: as above


Asstt. Accounts Officer (IA)

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The Officer in-charge
EDP Cell
Local.

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Asstt. Accounts Officer (IA)

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MINUTES OF THE MONTHLY SAO/AO CONFERENCE

HELD ON 19th January, 2018

The Monthly SAO/AO and AAOs of Main Office conference was held in the Conference Hall, Main Office on 19th January, 2018 at 11.30 a.m. The following officers were present.

In the Chair, **Shri M. ANJANEYULU, IDAS, PCDA**

1. Shri M.S. Saravanan, IDAS, Addl.CDA
2. Smt. K.G. Amulya, IDAS, DCDA
3. Shri Sandeep S P , IDAS, ACDA
4. All PAO in-charges (Local)
5. All SAOs/ AOs in Main Office
6. All AAOs in Main Office

Shri Sandeep S P, ACDA(IA), welcomed all the officers and requested PCDA to address the officers present in the conference. At the outset PCDA congratulated all the officials for successful conduction of All India DAD Cricket Tournament organized by PCDA, Bangalore. Further he also stated the following issues:

- (a) In view of recently concluded inspection of implementation of official language act by officials from Min. of Defence, PCDA instructed all the officials to ensure that the provisions of Official Language Act, 1963 as amended and the rules made there under are properly complied with:
- (b) The Forms and Headings of Registers used are printed in bilingual form i.e. in Hindi & English.
- (c) All name-plates, sign-boards, letter-heads and inscriptions on envelopes and other forms of stationery are in Hindi & English.
- (d) PAO's monthly meeting minutes may be recorded in bilingual. For this purpose a separate register may be maintained.
- (e) General orders and other papers, etc. to be issued invariably bilingually.

(f) Letters, etc., received in Hindi to be replied to in Hindi.

(g) Rubber-Stamps, name-plates, notice boards etc. to be prepared bilingually.

(Action by all sections in Main Office and all sub-offices)

'IA' section presented the slides about pending positions of the letters and bills as per MPR for the month December, 2017. PCDA inquired about 237 pending bills(Medical, LTC & TA/DA) with AN.Pay.II section. In reply GO of Pay section intimated that all bills are audited and kept pending for paucity of funds.

As per schedule Sr. AO of 'Administration' Section gave the presentation about the functioning of all administration sections and Legal Cell. PCDA enquired about the compassionate appointments. In reply Sr.AO of Admn. Section intimated that out of total 5 vacancies two compassionate appointments cases are under process.

Further, the following issues were also presented:

- Pension cases : 2017 - 2018- All the cases pertained to 2017 have been cleared except 1 VR case of Smt.Latha Prasad as pension papers are still awaited. In r/o 3 VR cases, PPOs are awaited. Cases upto 04/2018 have been forwarded to PCDA(P), Allahabad. Cases of 05 & 06/2018 are under process. 1 VR case is due on 01.03.2018. PPOs received upto 02/2018.
- Status of DAD Residential Accommodation in Bangalore (as on 18.01.2018)
- DAD works under PCDA Bangalore .
- Demolition of Block 15(Type B) in DAD Residential Complex, Bangalore approved by competent authority. Referred to GE(South), Bangalore for necessary action. AAO (AN.III) intimated that tender action yet to be initiated by GE(South), Bangalore. In this connection, PCDA directed to initiate a letter to GE(South) for expediting the process.
- Status of Court cases/Legal Cases - DAD and non-DAD .
- Status of RTI applications, complaints and CPGRAMS cases.

(Action by Admn. Section)

'PBOR' Section also gave the presentation about functioning of seven PAOs and the position of DOIs rejection. Sr.AO of 'PBOR' Section apprised that 25961 IVRS calls were received and sorted out. As far as Recorded complaints, only 10 complaints having oldest date 17-01-2018 are pending out of 118 recorded complaints received in January, 2018. In this connection PCDA enquired about outcome of "workshop on functioning of PAOs" held in Pune during 16th & 17th January, 2018. Addl.CDA briefed about the workshop and intimated that Shri Puskal Upadhyay, Jt.CGDA remarked that the performance of PAOs under PCDA, Bangalore are far above and has set the bench mark for other PAO's. The following issues were also discussed:

- Processing of Dos.II - 12/2017
- Master Missing cases
- DOs.II Rejections - 12/2017
- DOs.II Rejections & NA items - Analysis.
- Status of Invalid DOs.II (Accumulated)
- Invalid DOs.II age-wise analysis.
- AFPP Fund Bills status
- TA/DA/LTC Claims
- Status of all FS cases
- Status of LPC cases
- Status of RTI/CPGRAMS letters

(Action by all PAOs)

The conference ended with vote of thanks to the Chair.


A C D A (IA)