

## MINUTES OF THE CONFERENCE HELD AT MAIN OFFICE ON 13.04.2018

A conference of GOs/SAOs/AOs/AAOs of Main Office and LAOs/RAO was held in the Conference Hall of Main Office of PCDA Bengaluru on 13.04.2018 at 10.00 AM to assess the work position in different sections in Main Office and LAO/RAO.

The meeting was presided over by Shri K. Satheesh Babu, IDAS, PCDA and attended by the following Officers.

1. Smt. Aarti Dewan Gupta, IDAS, Adtl. CDA
2. Smt. K.G. Amulya, IDAS, DCDA
3. Shri S.P. Sandeep, IDAS, ACDA
4. Smt. V. Padmaja, Asst. Director, Hindi Cell
5. All SAOs/AOs of Main Office & LAO(s) (Local)/RAO (MES), B'lore
6. All AAOs in Main Office

Shri S.P. Sandeep, IDAS, GO (Admn.), welcomed PCDA as well as other officers present in the conference and requested PCDA to address the gathering. All the sections of main office and LAOs (local)/RAO (MES) Bangalore made presentations about the status of work. PCDA reviewed the presentations and following decisions/directions are conveyed.

Sr. Accounts Officer, Admin Section started the presentation on the work status of her sections. During the presentation it was intimated by AN III Sn that 48 B type quarters are lying vacant and sanction for demolition of 15th Block already received in September 2017. Replying the query of PCDA regarding delay in demolition, it was intimated by AAO, AN III Section that the tendering process has not started by concerned GE. PCDA directed the section to liaise with the concerned authorities and also requested Shri Chandran, SAO, RAO (MES), Bangalore to liaise with the MES authorities to speed up the demolition process and complete the same within one month.

It has also been brought to the notice of PCDA by Secretary and President of DAD Quarter welfare association that the maintenance of DAD quarters is satisfactory but there is water logging in 14, 15 and 16<sup>th</sup> Block and condition of the children's park is pathetic. It was also intimated by AN III Sn. AAO that the sewerage work is in progress and will be completed in 15 to 20 days. PCDA further directed to maintain the office environment clean especially in common areas and toilets and also intimated GO (Admn.)/SAO/AAO to ensure the cleanliness of the toilets/wash rooms every day. This is to be ensured by carrying out periodic personal checking of these facilities.

During the presentation of Legal Cell PCDA directed AAO Legal Cell to brief about 9 DAD cases and 29 non DAD Court cases separately.

(Action by - Admin III and Legal Cell)

Sr. Accounts Officer, AN PAY Section also made the presentation on the work status of her sections. During the presentation it was intimated by AN Pay II Section that there are 34 medical bills pending pertaining to the DAD staff. PCDA directed the SAO to clear the same on priority.

(Action by - AN Pay II Section)

During the presentation of Accounts Section, it was observed by PCDA that large number of DIDS pertaining pre 1994 and post 1994 (both originating and responding) are pending for lack of basic documents available in the section or with the other controllers. PCDA directed GO and SAO Accounts Section to take up the issue demi officially for getting the required documents and if required raise the level of communication. It was directed to GO (Accounts) to analyse the case CDA wise and transaction wise (both inward and outward) to brief PCDA within 10 days of time. It is also observed by PCDA that huge amounts were pending under SBI CMP code head and PCDA directed to immediately analyse the outstanding and take necessary action to clear the outstanding. Regarding other PAO suspense head PCDA observed that there is a lack of monitoring/follow up action in the sections. PCDA directed to take follow up action appropriately. In this juncture, PCDA advised O&M section to issue directives to all sections/sub offices to maintain reminder diaries for follow up action.

It was also observed by PCDA that large number of DMROs are yet to be linked with OMROs. PCDA directed SAO Accounts to pay full attention to call for action from the concerned audit section. The position of cheque linking with the schedule-3 may also be incorporated in the presentation to be made to PCDA in the next weekly conference.

(Action by - Accounts & O&M Section)

During the presentation of D Section, it is observed by PCDA that there are Rs. 19,48,577/- CMP rejections. PCDA directed GO (D)/SAO (D) to submit a daily report on the receipt and clearance of CMP rejections to Addl. CDA.

It was also intimated by D Section that cheques on account of service labels/customs duty are being made through cheques. SAO, HAL Cell intimated that HQrs has directed for issue of Customs Duty payments through cheque.

(Action by - D Section)

During the presentation of E Section, PCDA directed O&M section to include a training module on E Section/AO GE functioning. PCDA further directed SAO E Section to review the BG Bonds at periodical intervals to avoid lapse of the same. It was told by the AAO E Section that the contract agreements are kept under the custody of auditors concerned in their respective almarahs. PCDA directed to keep the CE contract documents under the personal custody of SAO (E) and CWE & GE contract documents under the personal custody of AAO (E) Section.

(Action by - E and O&M Section)

During the presentation of Hindi Section, it was intimated by Asst. Director of Hindi Section that this office has made the 58% correspondence in Hindi as against 55% prescribed target by the HQrs.

(Action by - Hindi Section)

During the presentation of IFA Section, it was observed by PCDA that 238 proposals were returned by the section during last financial year 2017-18. PCDA directed SAO (IFA) to intimate whether all the returned cases were resubmitted during the last financial year.

(Action by - IFA Section)

During the presentation of O&M Section, it was observed by PCDA that 495 old O&M inspection observations were pending for settlement with oldest period 2014-15. PCDA directed SAO (O&M) to give one month time to the sections concerned to settle all the outstanding objections.

(Action by - O&M Section and all sections in M.O./ sub offices)

During the presentation of R Section, it was complained by the SAOs in Main Office that the ordinary dak pad is not being submitted to them instead the same were handed over to the concerned section AAO. PCDA directed that all DAK pads initially to be submitted to GO and finally to the AAO for eventual distribution to the task holders. It was also observed by the PCDA the letters of complaint nature are not diarised in Tulip.

PCDA directed R Section SAO and AAO to mark the complaints with the correct nomenclature.

(Action by - R Section)

During the presentation of LAO (A), Bangalore, PCDA enquired whether any vouchers are being sent by audit sections of Main Office for special linking purpose. PCDA directed E, Store and M Section to identify high value vouchers and payments of suspicious nature and send to LAOs for special linking. LAO (B), LAO (C) and RAO (MES) Bangalore also made presentation on the status of work in their respective offices. PCDA positively commented on the efforts made by the LAOs and RAO for initiating recovery action on various overpayments, irregular attachment of JCO/PBORs, irregular payments of OTA payments and recovery leave encashment on LTC without performing journey.

(Action by - LAO (A), LAO (B), LAO (C) and RAO (MES, Bangalore)

The conference ended with the remarks of the PCDA to meet every week.

\*\*\*\*\*