

Office of the Controller of Defence Accounts
No. 1, Staff Road, Secunderabad

Minutes of Monthly Conference held on 10.07.2017

Monthly Conference to review the status of work and important activities undertaken during the month of June 2017 was held on 10.07.2017 at Main Office under the Chairmanship of Shri T. Rambabu, IDAS, Controller. GO (Admin), GO (IA), SAOs/AOs and AAOs of all Sections of the Main Office have attended the Meeting.

2. At the outset, Chairman has informed the Officers present in the Meeting that CGDA would be visiting Secunderabad/Hyderabad on 26th to 28th July 2017. During the visit, CGDA would like to review the functioning of PAOs and Main Office on 27th July 2017. Chairman directed all the Officers to bring up the status of work of their Sections to the current state and prepare few PPT Slides on the important areas of work being dealt in the Sections and significant improvements achieved during the recent past and hand over the soft copy to the IA Section by 20th July 17 for consolidation.

(Action: All Sections)

3 Prior to review of work status, Chairman has once again reiterated that the bills/valuables received in the audit groups should be cleared within five working days invariably. In the event of delay, reasons for such delay have to be recorded.

3.1 As the 'Disposal' per se comprises both factors 'admittance' and 'rejection' together, the final outcome of disposal status is not true in the spirit, in the sense of clearance of bill to the finality. Therefore, Chairman has advised to segregate the indicators of disposal under 'Passed' or 'Rejected'. While rejecting the bills, it was also suggested to ensure that the concerned Units/Formations are advised properly about the audit requirements to avoid protracted correspondence.

3.2 Audit Groups were advised to ensure that all vendors/suppliers are operating their accounts with one PAN. Usage of multiple PANs by same vendor needs to be curtailed.

(Action: All Audit Sections)

4. Distribution of AAOs in the Main Office vis-à-vis deficiency in the Sub Offices was reviewed. To maintain equilibrium in the posted strength, Chairman has advised to put up a proposal for posting out some of the AAOs in excess to the authorization in the Main Office to the Sub Offices.

(Action: AN-I)

5. Considering the existing deficiency and number of Staff superannuating this year and also to overcome the high attrition rate of new recruits, Chairman has advised to seek more number of dossiers of the SSC selected candidates from the HQrs Office.

5.1 Chairman advised to process the final claims on priority in respect of the Officers demised recently.

(Action: AN-II)

6. As the occupancy of Type A Quarters is abysmally low for a long time and likely to persist post 7th CPC scenario, Chairman has advised to initiate a proposal for conversion/re-appropriation of Type A Qtrs into Transit/Guest House for better utilization of Govt. assets as well as meeting the shortfall of accommodational requirements of visiting Officers and Staff to the Station.

6.1 Chairman advised to liaise with MES authorities for finalizing the Annual Works Plan for 2017-18 for DAD Works.

6.2 While reviewing the status of issue of plastic identity cards, Chairman advised to provide identity cards to the remaining Officers and Staff by the end of July 2017. It was also directed to accomplish the disposal of scrap in a week's time.

(Action: AN-III)

7. As regards recovery of Training Costs in respect of Foreign Trainees, Chairman advised to closely follow up the reimbursement of training costs by MEA. If required, MEA may be visited for materializing the reimbursement swiftly. With regard to under recovery of Training costs as pointed out by the Test Audit Team, Chairman directed to get the recovery statements for the difference of training cost from the Training Establishments and forward to MEA for reimbursement.

(Action: Misc Section)

7. While reviewing the pendency of Bills/Valuables, Chairman directed to submit a report analyzing the time consumed at various levels right from the receipt of the Bill to generation of DP Sheet, extracting the data from TULIP with the help of EDP.

7.1 It was noted by the Chairman that the outstanding of bills in the Store Section is being shown as 2015 by the system. Chairman directed to ascertain the reasons for such old date of pendency. If it happens to be a technical issue, Chairman advised to liaise personally with the EDP/IT&SDC to sort out the issue in a week's time and if not resolved by then, put up a DO letter to CDA IT & SDC.

EDP/AAOP/

7.2 Chairman observed that the MIS Report Generation in the present OA System with regard to the status of work and day to day progress of clearance is not up to the desired level. Chairman advised to take up the issue with IT & SDC for improvements in MIS Reports.

EDP. -
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7.3 Chairman directed to clear the adjustment of outstanding of MROs on priority.

(Action: Stores Sn/EDP)

8. Chairman advised to take concrete steps for implementation of online leave module in the sub offices in a week's time.

8.1 Chairman enquired about receipt of inputs on the outstanding TULIP issues from the Sections and advised to analyze the issues received from the Sections and if necessary, meeting with IT & SDC to be convened shortly for resolving the issues.

*Put up to C.A.
Matter to be arranged
in consultation with
ITSDC.*

8.2 Since providing information to the Vendors/Suppliers with regard to status of their bills forwarded by the Units/Formations is the need of the hour and being put in practice by other Controller Offices on their respective websites, Chairman has advised to initiate necessary action and means to facilitate such facility on CDA Secunderabad website immediately.

(Action: EDP)

EDP/AAO

9. While reviewing the issue of irregular payment of 3% siltation charges by the DGNP to VPT, Chairman advised to examine the issue comprehensively so as to bring it under MFAL.

9.1 To ascertain the standards of functioning by AOs GE, Chairman directed the Sr. Accounts Officer (IA) to complete the review of functioning of any one of the AO GEs.

(Action: E-Section/SAO (IA))

10. While reviewing the bill disposals of Medical Section, Chairman has advised to identify the common deficiencies generally observed in the medical claims and to communicate such general deficiencies to the concerned Units/Formations to minimize the rejection of bills on such grounds.

(Action: Medical Sn)

10. As regards O&M observations, Chairman has advised to issue reminders to all Sections and get the replies on the outstanding observations by the end of July 2017 for examination and settlement.

(Action: O&M Cell)

11. While reviewing the work status of IFA Sn, Chairman desired a Report quantifying the savings achieved by way of rendering financial advice to the Units/Formations on the proposals received in the IFA Sn during the past two years.

(Action: IFA Cell)

12. To sustain the momentum in recently initiated process of conducting of Audit Conclaves for clearance of outstanding MFALs and Local Audit Observations in focused manner, Chairman has advised to chalk out a Schedule of Audit Conclaves

covering all Units/Formation for current financial year for resolving the long outstanding objections.


(Action: IA Cell)

13. Chairman instructed all sections to furnish the replies to the Test Audit Observations in a week's time so that matter will be taken up demi-officially with the Principal Director of Audit (DS) Pune for settlement.

(Action: All Sections)

Meeting ended with a vote of thanks to the Chair.

This issues with the approval of CDA.


(Premeagar Meena)
Group Officer (IA)

① A/c's Sn.
② NPS: NIL
③ ORS cell: 9-EME
④ DS: NIL
9 obs - EME pending directly to be taken up by writing a DO. letter.