

# CDA (BR) DELHI CANTT.

**CTC MEETING**

**ON**

**26/02/2009 & 27/02/2009**

# **Minutes of CTC meeting**

**Chaired By**

**Ms Gurjot Kaur, IDAS**

**Controller**

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## Programme

<b>Date</b>	<b>Time</b>	<b>Events</b>
26.02.2009	0930 hrs	Inaugural Address by Ms Gurjot Kaur, IDAS Controller
	1100 hrs	Tea
	1130 hrs	Presentation of 20 minutes – AOs (Projects); AO (P) Himank, Deepak, Beacon, Sampark, Chetak and Hirak
	1330 hrs	Lunch in HQ DGBR – Officer Mess
	1430 hrs	Presentation of 20 minutes –AOs (Projects); AO (P) Dantak, Setuk, Pushpak, Sewak, Udayak, Vartak and Swastik
27.02.2009	0930 hrs	Discussion- Agenda Points AOs (P), Vartak, Hirak, Sewak, Pushpak & Setuk.
	1115 hrs	Tea
	1145 hrs	Discussion – Agenda Points JCDA (BR) Chandigarh JCDA (BR) Guwahati PAO (GREF) Pune
	1245 hrs	Address by the IFA (BR)
	1330 hrs	Lunch
	1430 hrs	Discussion – Agenda Points AOs (Projects); Himank, Dantak, Sampark, Deepak, Chetak & Beacon.
	1600 hrs	Discussion - Agenda Points Main Office
	1700 hrs	Valediction

### **List of The Officers Who Attended CTC Meeting**

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|---------------------------------------|-----------------|
| 1. Shri D.K.Rai, DyCDA                | MainOffice      |
| 2. Shri Dev Raj, DyCDA                | MainOffice      |
| 3. Shri Vedveer Arya, JtCDA           | PAO (GREF) Pune |
| 4. Shri Ande Poshety, DyCDA           | AO(P) Dantak    |
| 5. Smt Sarika Aggarwal Syneram, DyCDA | AO (P) Setuk    |
| 6. Shri Dilip Kumar, DyCDA            | AO (P) Vartak   |
| 7. Shri Nabarun Dhar, ACDA            | AO (P) Himank   |
| 8. Shri K.Burman, ACDA                | AO (P) Sewak    |
| 9. Shri Phool Chand, ACDA             | AO (P) Chetak   |
| 10. Shri B.C.Das, ACDA                | AO (P) Udayak   |
| 11. Shri T.S.Verma, ACDA              | AO (P) Deepak   |
| 12. Shri K.J.Kapoor, SAO              | MainOffice      |
| 13. Shri Rajandra Singh, SAO          | MainOffice      |
| 14. Shri A.K.Jotshi, AO               | MainOffice      |
| 15. Shri N.K.Sharma, AO               | MainOffice      |
| 16. Shri Hukam Singh, AO              | MainOffice      |
| 17. Shri Jaswant Singh, SAO           | AO (P)Sampark   |

- |                        |                       |
|------------------------|-----------------------|
| 18. Shri A.B.Subba, AO | JtCDA (BR) Guwahati   |
| 19. Shri O.P.Verma, AO | JtCDA (BR) Chandigarh |
| 20. Shri A.K.Bhagat,AO | AO (P) Beacon         |
| 21. Shri A.K.Shinde,AO | AO (P) Hirak          |
| 22 Shri D.D.Sharma, AO | AO (P) Pushpak        |
| 23. Shri A.K.Saikia,AO | AO (P) Swastik        |

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## **Opening remarks by the CDA(BR)**

The meeting was chaired by the CDA. In her opening remarks, she mentioned that a lot of efforts had been put in during last one years in organizing work related courses at Chandigarh, Guwahati and Pune, covering a wide variety of subjects, such as pay-fixation, vetting of supply orders, scrutiny of contracts, scrutiny of Administrative Approvals & Technical Sanctions and accounting system in the BRO. Apart from this, serious efforts have been made to achieve cent percent computer literacy. She pointed out that these efforts, however, do not seem to be getting proportionally translated into improvement in the functioning of the Accounts offices to the extent it was expected, as the Super Review and Inspection Reports in general and other references and inputs received in the Main Office in particular continue to reveal some lapses in discharge of duties.

The CDA further mentioned that generally reason is advanced for this: shortage of manpower. Disagreeing with this view, she pointed out that, there is overall shortage of staff in the department. Therefore, we all are to share the shortage of staff and manage the work within the available manpower but quality of work can not be compromised at all.

Concluding her remarks, the CDA said that there is a need to focus in the meeting on the training needs and see what changes and improvements need to be brought about in the coming year as the training programme for the current year had almost been completed.

**General Discussion For In House Training Calendar For The Year 2009-2010 :**

<b>ISSUE DISCUSSED</b>	<b>DECISION</b>
<p><b>Training Calendar-</b></p> <p>First and foremost issue discussed was to finalize the training calendar for 2009-10 with view that</p> <ol style="list-style-type: none"> <li>I. it meets the training requirements of the organization.</li> <li>II. It conforms to the training and development policy of the department.</li> <li>III. Faculty and venue for each and every course may be identified.</li> <li>IV. Proper identification of trainees with due regards to their current job responsibilities, future potential for growth etc may be ensured.</li> </ol>	<ol style="list-style-type: none"> <li>1. A calendar evolved after much deliberation and reaching consensus thereon is appended at Annexure 'A' which is subject to approval by HQrs office.</li> <li>2. It was decided that Main Office, PAO (GREF) and JCDA (BR), Chandigarh &amp; Guwahati would be venues as indicated against each course.</li> <li>3. Proper identification of trainees and faculties would be done by the respective offices conducting the course.</li> </ol>

## Annexure 'A'

**CDA(BR), New Delhi-10****Annual In-House Training Calendar For Year 2009-10\***

SI.NO	COURSE	LEVEL OF PARTICIPATION	DURATION	From Date	To DATE	VENUE
1	2	3	4		5	6
1	ADVANCE PC Course - Visual Foxpro ,designing and maintenance of website, Data transfer through WAN	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	5 Days	20-Apl- 2009	24- Apl-09	PAO(GREF), Pune
2	Adjustment of DIDs and clearance of Suspense Head	Clk/Aud/Sr Aud/SO(A)/ AAO	2 days	11- May- 2009	12- May-09	PAO(GREF), Pune
3	Pay Accounting System- BRO and Pay Fixation- GREF personnel - procedure , orders and practical problems and ACP-Procedure and problems	Clk/Aud/Sr Aud/SO(A)/ AAO	5 Days	6-Jul- 2009	10-Jul- 09	PAO(GREF), Pune
4	Course on Management Information System	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	1 days	10- Aug- 2009		PAO(GREF), Pune
5	Course on Pay Fixation (BRO and DAD), ACP Procedure and Problems	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	3 days	24- Aug- 2009	25- Aug-09	PAO(GREF) Pune
6	Refresher course of Newly Promoted SOs(A) who have undergone induction course at RTCs	SOs(A)	3 days	15-Jun- 2009	17-Jun- 09	PAO(GREF) Pune JCDA(BR) Chandigarh JCDA(BR) Guwahati
7	Local Audit under the revised system in BRO, Generation of IAR points, Post Audit of Vrs, Writing of Audit Reports	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	5 days	10- Aug- 2009	14- Aug-09	JCDA(BR) Chandigarh JCDA(BR) Guwahati
8	Induction course for newly posted staff in organization of CDA(BR)	Clk/Aud	5 days	21- Sep- 2009	25- Sep-09	JCDA(BR) Chandigarh JCDA(BR) Guwahati

9	Course on Works related issues - Annual Works Plan , Scrutiny of AA & TS and Contract Agreement, payment of RARs and final bills, Scrutiny of Supply Orders, Maintenance of Construction Accounts.	Clk/Aud/Sr Aud/SO(A)/ AAO	5 days	26-Oct- 2009	30- Oct-09	JCDA(BR) Chandigarh JCDA(BR) Guwahati
10	Noting & Drafting with practical	Clk/Aud/Sr Aud/SO(A)/ AAO	2 days	5-Nov- 2009	06- Nov-09	JCDA(BR) Chandigarh JCDA(BR) Guwahati
11	In House training for - MS word, Exel , Power Point including Open office	Clk/Aud/Sr Aud/SO(A)/ AAO	5 days	7-Dec- 2009	11- Dec-09	JCDA(BR) Chandigarh JCDA(BR) Guwahati
12	Budget monitoring, Maintenance of Liabilities register, Adjustment of DIDs, CP Vouchers, TBOs PI Vouchers, Preparation of Punching Compilation of Receipts and charges, MER/MES, Occupation and Vacation Returns, LF Bills , Watching its recovery	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	3 days	12-Jan- 2010	14-Jan- 10	JCDA(BR) Chandigarh JCDA(BR) Guwahati
13	PC course on Hindi Typing, Workshop on Rajbhasha	Clk/Aud/Sr Aud/SO(A)/ AAO	3 Days	11- Nov- 2009	12- Nov-09	Main Office, CDA(BR), New Delhi PAO(GREF), Pune

**\* Subject to Approval.**

## **Issues Emanated from Presentations of AOs Projects/Task Forces on General Functioning of the Organization**

### **Over-expenditure viz-a-viz the budget allocation**

It has to be ensured that the expenditure does not exceed the allotment under any circumstances and that expenditure is strictly incurred as per the rules and norms.

### **Adjustment and Categorisation of liabilities**

The liabilities should not be kept unadjusted for any reason, especially on the ground that funds are not available. Availability of funds has to be ensured before committing the liability but once the expenditure has been incurred it has to be booked. In this connection, special emphasis should be laid on adjustment of CP Vouchers, TBOs, pay & allowances, etc. Liabilities also need to be categorized first on Adjusted / cash outgo basis and then as a firm/ contingent basis. The categorization will help MO in releasing Cash Assignment.

### **Completion Reports**

The oldest date is often not found reflected in the Part A& Part B of Completion Report. Also, the oldest dates are required to be mentioned separately for Part A & B. While furnishing the same AOs (P) are requested to quote the date of completion and not initiation. It is impressed upon all AOs (P) these date be reflected while furnishing all future reports to main office.

### **RAE/RAA**

There are many cases wherein it is observed that the projects have exceeded the AA by more than 10% - tolerance limit, thereby necessitating the initiation of RAEs/RAAs. AO(P /TF) should insist for RAEs/RAAs rather than booking to the project if AA is exceeded beyond Tolerance limit.

### **Transfer between offices( TBOs)**

All the TBOs (Old and Current) are to be followed to the finality. No TBO should be originated until Job has been indicated and the debit is being accepted. Regarding not responding of the TBOs by Main Office, the sub-offices are to trace out the respective vouchers at their end and ascertain their correctness of origin so that these Outstanding TBOs against Main Office is responded/rectified as per the merit of each case.

### **Clearance of bills**

It may be ensured that all bills /claims pertaining to GREF officers/personnel/ third party have to be cleared within stipulated time fixed by HQrs Office ie seven working days.

### **CP vouchers**

CP vouchers should not be returned to executives as routine matter. In case of incorrect indication of job of CP Vouchers, it can be sent back to executive for correct job allocation and other CP Vouchers have to be adjusted immediately.

### **Test Audit objection and drafting of MFAI**

It may be ensured that all Test Audit objections are given paramount importance and must be pursued to finality. It is observed that no MFAI has been reported since very long time. Further, in drafting of MFAI report, following points should be kept in mind: (i) the purpose of writing (ii) must contain full facts, narrated in simple but precise language (iii) contain analysis of facts and issues arising from such analysis (iv) should bring out all points of view, apart from the rule position.

### **Adjustment of departmental Charges**

It may be ensured that departmental charges are levied and adjusted in the accounts for March before the closing of the financial year or on completion of the work whichever is earlier.

### **Issues related to accounts**

#### **Agency/ Deposit Works**

This office has already issued letter vide this office No. A/II/252/Agency dated 22.12.08(Annexure 'B') , in which all works of Central Govt. / Depts. / Ministries and State Govt. Depts. / Public Sector Undertakings entrusted with BRO are "Agency" works. For this, the unspent balances at the end of financial year shall lapse.

All works relating to private bodies (excluding works as stated above in Agency Works) come under Deposit Works. Therefore, it should be ensured the classification of works in report on Agency Works / Deposit Works as per definition enumerated above.

### **Category Code Prefixing '04'**

Prefixing the category code '04' denotes all bookings made under any RD & R heads to BRO. But the transactions between BRO & other services will be adjusted by prefixing category code '00' or '01' as the case may be. Therefore, the category prefix code '04' will not be applicable to service heads, as mentioned in "Classification Hand Book".

The same has already been circulated to all concerned under the jurisdiction of CDA (BR) vide this office letter no. A/II/238/Sec Comp dated 19.08.08(Annexure 'C'). The CGDA had also pointed out vide their No. A/B/II/11244/Ors-Gen-XII dated 17.07.2008(Annexure 'D').

### **Govt Receipt - Revenue**

As per RD & R pamphlet, deductions from payments to contractors/sub-contractors if payee is Corporate Body are to be compiled to the code heads 002/00 (Income Tax), 002/04 (Surcharge) & 002/05 (Education Cess) and if payee is an individual to code head 003/00, 003/02 (Income Tax), 003/04,05 (Surcharge) & 003/09 (Education Cess) under Corporation Tax 'Major Head 0020' and individuals Tax 'Major Head 0021' respectively.

### **Govt. Receipt – Recoveries**

Recoveries other than those deductions on account of Corporation Tax and Income Tax as stated in above para will be treated as Misc. Receipts & Other Receipts and compiled to code heads 301/30 & 575/30 under Minor Head 103 and Minor Head 800 respectively under 'Major Head '0076' .

### **Service Head 902/51**

Service Head (902/51) under 'Major Head 4076' has been provided for construction of CSG (China Study Group) roads and classified as expenditure head. Transfer entry cannot be operated as minus charge for raising funds under this head. Only rectification can be made if any misclassification is detected during the financial year and will be adjusted in the same year and not in subsequent year.

### **SURCHARGE**

It is advised to all concerned that the Surcharge @ 10% on Income Tax including Schedule 'B' amount should be recovered on every payment made to contractor / third party, if payment exceeds Rs. 10, 00,000 .

## **RDR Pamphlets**

For the better understanding of classification of accounting, it was advised that all AOs(P/TF) should have RDR Pamphlets/classifications Hand Books.

## **Issue related to 6th pay commission**

1. Presentation of A O (P) Himank revealed that a number of pay fixation cases on implementation of 6<sup>th</sup> CPC, were out standing for one reason or the other. All the AO, (P) were directed to accord top most priority so as complete the pay fixation work by 31.3.2009 positively.
2. Pay fixation in r/o Group D, GREF employees is to be carried out first in 1-S Pay band. Thereafter pay of such of those group D employees who already posses the revised minimum qualification recommended by the commission prescribed for entry in to PB-1 would be fixed w.e.f. 1.1.2006 in PB-1 with Grade Pay of Rs. 1800/. Such of those group D employees who do not possess the revised minimum qualifications for entry in to PB-1 would be retrained by the executive authorities. After retraining, those group D staff will also be placed in PB-1 with grade pay of Rs. 1800/ with effect from 1.1.2006.
3. The executive will publish pay fixation DO-II as ``Pay Com`` and these DO-II are to be supported by pay fixation proforma duly concurred with by the AO concerned.
4. Claims on account of CEA/Hostel Subsidy/Tuition fees are not to be entertained by the AO (P)/TF. These claims to be dealt with by PAO(GREF)
5. The requirement of entry of Increment DO-II after 2.1.2006 ceases to be made in the service book. The PAO (GREF) has issued circular to this effect too.
6. A report of mismatch between pay fixed by PAO(GREF) through system generated DO-II and that notified through Unit Dos-II duly concurred by the concerned AOs, shall be generated and sent to AOs (P/TFs) for monitoring/rectification of mismatch cases.
7. Status of demands on account TA/LTC outstanding for more then 6 months may be intimated through e mail to PAO(GREF). The e mail address of PAO(GREF) is **paogref @ hot mail.com.**



**AGENDA POINTS FOR CTC MEETING TO BE HELD IN CDA(BR) ON 26/02/2009 &27/02/2009**

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
<b>Administrative Issues</b>	<b>Shortage of staff members</b> (AO(P) Deepak, PAO GREF, AO(P) Himank, AO(P) Pushpak, AO(P) Setuk, AO(P) Sewak )	The timely rendering of reports/returns and carrying out of routine works of offices are getting hampered badly due to the shortage of staff posted in the offices against the actual strength of staff. This is causing all round delay in timely submission of time bound report to HQR. Office.	There is overall shortage of staff in the department. Therefore, we all are to share the shortage of staff and manage the work within the available manpower. However, we may take up the matter with HQrs office.
	<b>Non compliance of transfer Order</b> (JCDA(BR) Guwahati)	Despite the concerned sub-offices being reminded through Fax and telephonically, transfer orders issued by Main Office are not meticulously adhered to.	This needs to be strictly enforced by JCDA(BR)s and AOs(P/TF)) need to ensure it compliance.
	<b>Change of appointments of AO</b> (AO(P) Chetak)	It is proposed that the designation of the AO(P/TFs) may be changed as IFA (P)/IFA(TF). This will remove the confusion with GREF. In GREF, the designation of SAO/AO/AAO also used.	For the present, current designation may continue.

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
	<b>Training Program (AO(P) Beacon)</b>	Training program should be arranged for AOs /AAOs for finalization of Pay Fixation Cases under 6 <sup>th</sup> pay commission.	This is being included in-house training calendar of 2009-2010. However this has been included in RTC Calendar. Of 2009-2010.
	<b>Provisioning of Logistic requirement through DAD (AO(P) Himank)</b>	By providing independent infrastructure and logistic requirements, fearless auditing and proper financial advice may be ensured.	Proposals of logistic requirements may be forwarded to Main Office if requirements could not be managed locally.
	<b>Commencement and termination of leave at Chandigarh (AO(P) Himank)</b>	In case of GREF employees, their leave commences from Chandigarh and they are treated on duty when they report at Chandigarh after end of leave period.	AO(P) Himank may send complete case with orders on GREF side for examination in main office.
	<b>Authorization of Minor change in Leave schedule of SAO/AO to ACDA(P) (AO(P) Himank)</b>	Some times due to bad weather, flight get cancelled/rescheduled, in such situations, AO(P) Himank may be authorized to change leave programme of SAO/AO.	Authorisation of Minor change in Leave programme of SAO/AO may be given to ACDA(P) and all such changes must follow by a written communication to main office.
	<b>Enhancement of Imprest amount and Contingency fund (AO(P) Beacon)</b>	With the implementation of ME-IT, Requirement of funds for Office contingencies has increased therefore it is imperative to increase allocation of office Contingencies to sub-offices.	The requirements in detail may be forwarded to MO for examination.

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
<b>Audit &amp; Accounting issues</b>	<b>Power for settlement of Audit Objections. (JCDA(BR) Chandigarh )</b>	Objection statement should be prepared in three part 'A' 'B' 'C' by the team leaders, showing serious irregularities with financial effect in Part 'A' and objections relating to departure from procedures in Part 'B' and objection of routine nature i.e. DO Pt II OO awaited, acknowledgment of FRMO awaited, RCA & CNT etc in Part C. The power of settlement of audit objections to various functionaries should be based on the above categorization than age of objections.	The procedure of categorization of objections is already in place. Further, settlement is to be done as per this office circular No. AT/BR/08/Local Audit dt. 30.07.2004. (Annexure 'E')
	<b>Implementation of revised delegation of Administrative and financial power in BRO. (JCDA(BR) Guwahati)</b>	Now Chief Engineers(P) are empowered to sanction the work estimates (excluding accommodation works) upto Rs.20 lakhs for Special Repairs, Mansoon Damage (SRMD) and Immediate Restoration of Mansoon Damage (IRMD) works and restoration of Road damages as Agency work. Powers will be exercised in consultation with Accounts Officer Project. In order to carry out the effective audit, it is opined that – <ul style="list-style-type: none"> <li>(i) S.O.P should be framed</li> <li>(ii) Specialized training should be provided to dealing staff members</li> <li>(iii) Report should be introduced on the matter showing saving as per system adopted by IFA(BR)</li> </ul>	In this context, IFA (BR) Manual may be referred to & procedure as laid down therein may be followed for vetting of work estimates.  As regards specialized training, this topic is being included in in-house training calendar for the year 2009-2010.

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
	<b>Local Audit of store Accounts (JCDA(BR) Chandigarh)</b>	<p>(a) AOs proposed that Local Audit should be carried out by the respective AOs.</p> <p>(b) Powers to Settle the Audit Objections should be decentralized.</p>	<p>(a) Local audit in its present form is being carried out as a policy of HQrs office.</p> <p>(b) The monitoring of audit objection is done centrally by JCDA(BR) as decided vide circular No. AT/BR/08/Local Audit dt. 30.07.2004. (Annexure 'E')</p>
	<b>Issue of Schedule "B" stores to contractors (AO(P) Chetak)</b>	<p>In MES, issue of schedule "B" stores to the contractors has been dispensed with. It is proposed that similar action also required in Border Roads.</p>	<p>Present system is as per extant Govt. policy.</p>
	<b>Audit of Constructional Stores (AO(P) Chetak)</b>	<p>It is opined that issue audit of constructional stores should also be carried out on the pattern of MES.</p>	<p>Present system is as per extant Govt. policy.</p>

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
	Maintenance of construction accounts (AO(P) Chetak)	'Construction Accounts' in Border Roads are being maintained by the DAD.	There are valid reason for the difference in procedure being followed in BRO & The MES. Status-quo is to be maintained.
	Delegation of powers to JCDA(BR)s for approval of IRP and IRCR (AO(P) Himank)	To avoid delay in approval of IRP and IRCR, JCDA(BR) may be authorized to approve the same.	The time taken by MO for finalization of Inspection Review Programme(IRP) and Inspection Review Completion Report(IRCR) needs to reduced.
	E-payments	Difficulties in implementing E- payment in the field.	Need to bring out difficulties in detail
	Job-wise maintenance of Stores Ledgers (AO(P) Beacon)	With the implementation of job-wise allotment, maintenance of job-wise sore ledger is required. This will facilitate transfer of surplus stores from one job to other job and status of stores would also be available readily.	This is a policy issue. It need to be examined in consultation with DGBR.

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
	Wages of CPLs (AO(P) Beacon)	Wages of CPL has been revised w.e.f. 04/08 by CE(P) Beacon.	Project Beacon has revised the rate of CPL @ of 4030/- per month w.e.f. 4/2008. AO 35 BRTF has pointed out that the rates are on higher side and would be over payments. We have taken up the case with H.Qrs DGBR to intimate the authority on the basis of which instructions have been issued to all Projects for revision of Minimum Wages @ of Rs.130/- per day. H.qrs DGBR has intimated that the revision of rates was in view of BRDB letter No.BRDB/14/17/Minutes/08/Wks dated 14/3/2008 (Annexure 'F') and Secretary, BRDB DO letter No.BRDB./11(02)/VIP/2007-GE-II Dated 12/3/2008. (Annexure 'G') This office has again insisted upon to provide the authority viz., orders / notification of Ministry of Labours and Employment under which Minimum Wages of Labour @ 130/- per day has been fixed.

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
Yardsticks for vetting estimates for works	<p>IRMD/SRMD works under delegated powers to CE(P) ( AO(P) Vartak, JCDA(BR) Chandigarh &amp; Guwahati, AO(P) Pushpak)</p>	<p>(a) AOs(P) have intimated that they are facing difficulties in vetting the estimates submitted to them by CEs(P) for IRMD/SRMD works under revised delegated powers . Accordingly, they have requested as under: (i) Drill/guidelines may be provided for vetting the estimates (ii) Technical staff to assist in vetting the estimates may be provided from BRO (b) No expenditure is to be incurred without allotment of funds but what is procedure in case of IRMD Work.</p>	<p>(a) In this regard, guidelines as contained in IFA(BR) manual may be followed. However, this item is being proposed to be included in in-house training calendar for the year 2009-10. (b) As per circular No. 12 of 2004, the expenditure up to three months can be booked in case of works as per para 560 BR Regulations without ADM Approval.</p>
	<p>Scrutiny of Approximate Estimate etc. at AOs(P)/TF level (JCDA(BR) Guwahati)</p>	<p>BRDB vide Annexure-I to their letter No. 04/696/2007/BEA/21801/PC/DGBR/TPC dated. 27/11/2007 ,has issued 'Revised Delegation of Financial powers' and cover both inherent powers as well as those exercisable in concurrence .  Since the ibid objects are required to be dealt with by the IFAs attached with the concerned CFA for the first time, AOs(P) must be provided with guidelines on the modus operandi</p>	<p>In this regard, guidelines as contained is IFA(BR) manual may be followed. However, this item is being proposed to be included in the in-house training calendar for the year 2009-10.</p>
Issues related	<p>Fixation of Pay on Promotion ( AO(P) Chetak)</p>	<p>Since various pre-revised scales have been merged i.e. 5000-8000, 5500-9000 &amp; 6500-10000 but pay band and grade pay is same therefore benefit of promotion in terms of Rule FR-22 (I) (a) (I) would not be admissible now.</p>	<p>The point stands referred by HQ DGBR to BRDB.</p>

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
	<p><b>Up-gradation of pre-revised scale in terms of Part C section-II of 6<sup>th</sup> CPC ( AO(P) Chetak)</b></p>	<p>Fixation of pay where revised pay comes to less than minimum of revised pay band</p>	<p>The AO(P) has given the answer himself that pay of Overseers has been fixed at the minimum of revised pay scale with Grade Pay Rs.4200 as per orders of 6<sup>th</sup> CPC.</p>
	<p><b>Audit &amp; Payment of TA/DA claims consequent on implementation of 6<sup>th</sup> CPC recommendations by GOI</b>            ( AO(P) Deepak            ( AO(P) Dantak            ( AO(P) Hirak</p>	<p>Clarifications has been sought on the applicability of rates for ordinary DA, Hostel rates as well as on the requirement of furnishing of receipts.</p>	<p>HQrs office vide letter no.AN/XIV/14162/6<sup>th</sup> CPC/DA/Vol-I dated 05.02.2009 (Annexure 'H') has clarified that the reimbursement for expenditure on taxi , Hotel and food will be made on production of bills/receipts. However, as per Govt. letter No. 19030/3/2008-E.IVdated. 22-01-2009, Ministry of Finance, Department of Expenditure,( Annexure 'I'), the officers may choose to be governed either by orders dated 23.09.2008 or dated 17<sup>th</sup> April, 1998 in regards to Daily Allowance on tour.</p>

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
<b>EDP Issues</b>	<b>Installation of Servers, Connectivity and Hardware ( AO(P) Dantak)</b>	<p>The matter of Installation of servers was communicated to Main Office vide our letter dated 07.11.08 and also discussed with Addl-CGDA and CDA (BR) during their visit to this office. As per directions of the Addl-CGDA &amp; CDA, local vendors have been approached to install the Servers. Representative of one of the local firm M/S Dhendup Info Services visited this office on our request to assess the expenditure of installation and AMC. During the interaction with him it was noticed that there is no Server Operating System found. As we all know, without Operating System, installation is of no use. It is not clear whether the operating system is preinstalled or not. We have found neither OS CD/DVD nor any OS logo sticker on the hardware.</p> <p>Connecting the Servers from Bhutan to our VPN in India needs the permission of Govt of Bhutan.</p>	<p>Since implementation of CAS in Project(Dantak) would be taken up in Phase -III and difficulties in sending M/s IBM and M/s ICS engineers to Bhutan, One time action to install servers, operating System and CAS would be taken up in office of AO, 47 BRTF, Guwahati for all sub-offices in Bhutan. Then in-house capabilities would be developed to manage the system. The date for above activities would be intimated soon after consulting M/s IBM and M/s ICS.</p>
	<b>Posting of EDP Trained staff ( Project Deepak)</b>	<p>Some EDP trained individuals are required to be posted since Mission Excel IT is being made functional. This will facilitate preparation of data bank of various items of expenditure and procurement etc.</p>	<p>Suitable manpower would be deployed in sub-offices before implementation of CAS. In this connection this office will be organizing training for System Administrator in association with M/s ICS.</p>
	<b>Training of Staff by reputed Institute</b>	<p>As MEIT being implemented, it is opined that it would be helpful if the staff are provided proper training course from reputed computer training institute from outside.</p>	<p>Main Office has already planned such course awaiting only approval of HQrs office.</p>

Issues at Hand	Agenda Point In Brief	Point In Detail	Remarks
	MEIT	<p>1.) Implementation of MEIT – Hurdles faced for complete Parallel run.</p> <p>2.) Settlement of Observations raised by the Pilot / Implementation sites of MEIT – CAS after considering the severity of the Observations by the Core Team and Main Office and taking up the matter with ICS – Bangalore for effective functioning of the CAS application.</p>	<p>(i) Main Office is putting up the best efforts by taking up and coordinating with SIG at HQrs Office and M/s ICS for early rectification of bugs and observations so that complete parallel may be started soon.</p> <p>(ii) Out of 38 , 34 observations have already been rectified and it is expected that a revised build of CAS would be installed along with database changes very soon.</p>
	Providing of new computer	Old model computer may please be replaced with new model computer.	This office has already taken up the case of sanction of Hardware with HQrs Office. Provisioning of new computer will be done very soon after getting approval of CGDA office in place of Old Computer(BER).

### VALEDICTION

The meeting ended with vote of thanks.

