

INDEX

	Pages
1. Minutes of 2 nd CTC Meeting (NW Region)	1-2
2. Programme	3
3. List of Participants	4-5
4. Opening address by the PCDA (BR)	6-9
5. Training Calendar for the year 2010-11	10
6. Tentative Training Calender for the year 2011-12	11
7. Follow up Action Taken Report of last CTC Meeting (11.03.2010 & 12.03.2010)	12-24
8. Fresh Agenda points for discussion in the CTC Meeting on 3 & 4 Feb. 2011	25-55

MINUTES OF 2ND CTC MEETING (NW REGION) HELD ON 03-04/02/2011
AT AO (P) SAMPARK, JAMMU

2nd CTC Meeting (NW Region) was held at AO (P) Sampark, Jammu on 03-04/02/2011 under the chairmanship of the PCDA (Border Roads) New Delhi.

The PCDA (BR) in his opening address welcomed all the participants in the meeting and advised them to discuss all the issues pertaining to their areas and highlight the achievements made during the last one year freely. A list of participants is enclosed as per Annexure 'A'.

In the opening address, among other things like generation of IAR items, MFAI items, Final Advice items, Settlement of outstanding local audit objections, Inspection & Super Review points, the PCDA (Border Roads) also enjoined upon every participant that we should act in a proactive manner while discharging our day-to-day functions and dealing with the various issues in the Accounts Offices. Wherever there is a difference of opinion between Accounts Office and Executives, the same should be handled judiciously and with maturity and proper advice should be given to the executives. However, in cases where Accounts Offices are not in a position to take the decision/advice to executives on the issue(s), they should refer the matter to Main Office promptly to avoid any complication at a later date. The PCDA (Border Roads) gave the opportunity in the open house to all the participants express their views/difficulties on day-to-day functioning and issues pertaining to them, if any. All the participants in turn spoke very well in respect of the issues pertaining to them. The PCDA (Border Roads) expressed satisfaction over organizing the CTC Meeting by AO (P) Sampark, Jammu and making all the administrative arrangements for the participants and finally the PCDA (Border Roads) declared the CTC Meeting a great success.

The Follow-up Action Taken Report of the last CTC Meeting Dated 11 & 12-03-2010 held at Jammu was reviewed in detail, based on the Feedback received from Accounts Offices/JCDA (BR) Chandigarh and comments of Main Office thereon. The necessary decisions arrived at in respect of these points are appended in Annexure 'B' for necessary action by all concerned.

The fresh agenda points received from Accounts Offices/JCDA (BR) Chandigarh were also discussed at length and the decision arrived at in respect of each issue are appended in Annexure 'C' attached.

In view of the points discussed in the meeting at length and decisions arrived at, all concerned are requested to go through these minutes thoroughly and furnish the feedback/progress report to Main Office PCDA (Border Roads) by the end of March 2011.

The concerned GOs/SAOs/AOs/AAOs in Main Office should also go through the minutes and take necessary action in respect of the points pertaining to them on priority and necessary feedback/progress report may be furnished to AO (AN) by the end of March 2011.

The meeting ended with a vote of thanks to all the participants and to the AO (P) Sampark and his team for making the necessary arrangements.

This issue with the approval of the PCDA (Border Roads)

No. AN/I/526/CTC/2010-11

Dated Feb'2011

(Dev Raj)
Dy. CDA (BR)

Copy to: -

1. PS to PCDA (BR)
2. GOs/SAOs/AOs - Main Office
3. JCDA (BR), Chandigarh
4. All Participants
5. Admin-I

PROGRAMME

Date	Time	Events
03.02.2011	0850 Hrs	Arrival of Participants
	0905 Hrs	Arrival of PCDA (BR)
	0910 Hrs	Introduction of Participants by AO (P) Sampark
	0915 Hrs	Inaugural address by Shri Banwari Swarup, IDAS, PCDA (BR)
	0930 Hrs to 1100 Hrs	Discussion, follow up of last CTC Agenda points (11.03.2010 & 12.03.2010)
	1100 Hrs to 1115 Hrs	Tea Break
	1115 Hrs to 1300 Hrs	Discussion, Fresh Agenda points
	1300 Hrs to 1430 Hrs	Lunch at Officer's Mess, HQ CE (P) Sampark, Jammu
	1430 Hrs to 1600 Hrs	Discussion, Fresh Agenda points.
	1600 Hrs to 1615 Hrs	Tea Break
	1615 Hrs to 1730 Hrs	Discussion, Fresh Agenda points, Training Calendar
04.02.2011	0930 Hrs to 1100 Hrs	Presentation by AOs (P)/TFs
	1115 Hrs to 1300 Hrs	Misc. issues of AOs (P) / TFs
	1300 Hrs to 1430 Hrs	Lunch at Officer's Mess, HQ CE (P) Sampark, Jammu
	1430 Hrs to 1530 Hrs	Open House Discussion
	1530 Hrs to 1545 Hrs	Tea Break
	1545 Hrs to 1600 Hrs	Closing Address by PCDA (BR)

List of participants of 2nd CTC Meeting (NW Region)
held on 03-04 February 2011 at AO (P) Sampark, Jammu under
the Chairmanship of Shri Banwari Swarup, IDAS, PCDA (BR)

1. Shri DEV RAJ, IDAS, Dy. CDA - MAIN OFFICE, PCDA (BR)
2. Shri JOSEPH LUKE, IDAS, Dy. CDA - PAO (GREF)
3. Shri H.S. BHATTI, IDAS, ACDA - JCDA (BR), CHD
4. Shri T.S.VERMA, IDAS, ACDA - AO (P) DEEPAK
5. Shri PHOOL CHAND, IDAS, ACDA - AO (P) CHETAK
6. Shri SURINDER SINGH, IDAS, ACDA - AO (P) HIMANK
7. Shri H.S. VERMA, IDAS, ACDA - AO (P) SAMPARK
8. Shri K.L.SHARMA, SAO - AO (P) SAMPARK
9. Shri DEV RAJ SHARMA, IDAS, ACDA - AO (P) BEACON
10. Shri B.K.SHARMA, SAO - AO 13BRTF
11. Shri J K THARMAT, SAO - AO 762 BRTF / (P) VIJAYAK
12. Shri ASHWANI TRIHAL, SAO - AO 35 BRTF
13. Shri KAMLESH SAREEN, SAO - AO 38 BRTF

14. Shri D.C. ATTARI, SAO - AO 50 BRTF
15. Shri R.K.SINGH, SAO - AO 49 BRTF
16. Shri JASWANT SINGH, SAO - AO (P) SAMPARK
17. SMT. T. VIJYALAKSHMI, SAO - AO (GREF) CENTRE
18. Shri SARWAN KUMAR, SAO - AO 21 BRTF
19. Shri K.M. CHAKARBORTY, SAO - AO 36 BRTF
20. Shri S.K.CHATTERJEE, SAO - AO 761 BRTF
21. Shri RASH PAUL, SAO - AO 760 BRTF
22. Shri Y.P.SHARMA, AO - AO 31 BRTF
23. Shri S.K. CHADHA, AO - AO WBW, PATHANKOT
24. Shri ANIL GUPTA, AO - AO 32 BRTF
25. Shri B. JADAV, AO - AO 753 BRTF
26. Sh. GIAN CHAND, AO - AO 45 BRTF
27. Shri SANJAY KACHRO, AO - AO 16 BRTF
28. Shri SANJAY KR. GUPTA, AO - AO(P) SHIVALIK
29. Shri NILANJAN DUTTA, AAO - AO (P) HIRAK
30. Shri. ANGAT SINGH, AAO - AO 759 BRTF

OPENING ADDRESS BY PCDA (BR)

My dear fellow members of the DAD fraternity,

It gives me immense pleasure to inaugurate the 2nd North Western Region (NWR) CTC Meeting.

I welcome all the participants to this CTC Meeting and expect that everybody will put in their best to make the meeting a success. Every body should feel free and raise the problems/issues that require clarification. This is also an opportunity for experience sharing in so far as success stories are concerned.

The meeting will be convened as per the agenda circulated to all the participants.

In order to share the achievements made by AOs (P)/TFs, all the participants have been allotted a slot of 10 to 15 minutes to **give the presentation** in respect of the various achievements and pendency, if any, during the last one year

I may mention that because of the proactive approach of PCDA (BR), certain issues like accounting of stores in the absence of **CP Vouchers** and local audit, that were hanging fire for a quite long have since been resolved by issuance of the circulars/instructions. It is hoped that with the issuance of circular on accounting of stores where CP Vouchers have not been received by the end of financial year as well as the revised **Local Audit System** circulated vide circular no. 02 of 1st Feb 2010 would have resolved the long pending problems of Executives as well as of Accounts Offices.

On the front of Office Automation, it is heartening to share that **Dynamic Website** of PCDA (BR) has been made operational except for only some content portion which is required to be updated. It is expected that the website will be officially launched soon whereby the executives, third party and DAD employees would be benefited by uploading their problems, getting the solutions on line. The Office Automation System is already implemented in Main Office and is working satisfactorily. Regarding implementation of **office automation** in sub-offices, Office Automation has also been implemented in o/o the JCDA (BR) Chandigarh in Dec. 2010. The Office Automation in respect of office of the PAO (GREF) is already in place in respect of GREF personnel and in respect of DAD, it is targeted to be completed by Feb. 2011. The **Single Window** System has been implemented in Main Office wherein the urgent nature of bills/claims i.e. LTC/TA Adv, Medical Adv, Cash Requisition etc is passed on same day and cheque is handed over to HQ DGBR. HQrs Office has also fixed personal target for the PCDA (BR) for the Financial Year 2010-11 regarding Clearance of **Suspense Heads** (50%). To achieve this target, I would request all the participants that they should analyze the outstanding amount under various Suspense Heads and ensure maximum clearance but not less than 50% in any case being a target.

Office Contingency Allotment of Rs. 20,000/- has been made to all the AOs (P)/TFs for the year 2010-11, followed by a fresh communication from Main Office for reviewing the fund requirement and submit the additional requirement if any by 15th Dec. 2010. All the procurement proposals of sub-offices were cleared. Any of the sub-offices requiring any additional allotment may submit their requirement with detailed justification by 15.02.2011.

Multi Functional Device (MFD) was sanctioned in respect of 23 AOs (P) / (TF) . As on date, 07 offices are yet to procure MFD. They may expedite the

procurement action and ensure completion latest by 31.03.2011. Besides, **Broadband** connection with STD facility has been sanctioned in respect of 20 AOs(P) / TFs . Against this, only 10 AOs(P) / TFs have been able to get the Broadband connections installed. Rest of the AOs need to speed up the procurement / installation work of Broadband, so that it is completed before 31.03.2011.

Many a time, **important reports** as well as the data required by the HQrs office are not furnished by all the offices with due priority. As a result, the consolidated reply/report is delayed which invites adverse comments. I would request all the participants to personally ensure that all the reports, information/data is sent to Main Office by due date.

Annual Performance Assessment Reports (APARs) as well as **General Targets** for Year 2010-11 have been circulated to all the offices. I am sure, all the officers will put in their best efforts to achieve the targets and would reflect the same in their APARs for 2010-11 for proper assessment at the end of Reporting, Reviewing and Accepting Officers.

The position regarding contribution of **IAR items, MFAI items and Financial Advice** items is not satisfactory. During the current year, not even a single AO(P) / TFs has been able to contribute to Financial Advice items. Rendition of **Nil report** on MFAI/IAR/FA items does not speak well of such a big organization. It is not out of place to mention that BRO is executing works worth over Rs.4000 Crore and it is very rare that irregularities/procedural lapses are not there. What

is required, is the zeal, dedication and hard work. I would request all the participants to put in their best and contribute at least ONE MFAI, ONE

Financial Advice and ONE IAR point in a quarter is a must to the image of the organization. Nil report will not be accepted.

I may mention that during half year ending Sep 2010, FOUR MFAI items have been converted into IAR items and included in IAR report submitted to HQrs office.

I also find from the data held in this office that a large number of local audit **objections**, test audit objections and super review items and inspection items are outstanding. From the outstanding figures, it is evident that a lot more needs to be done to review the outstanding items so that the outstandings are kept at the minimum. I would suggest that all the AOs (P)/TFs should review these items in a time bound manner and achieve the maximum clearance. In the next CTC Meeting, I would request that all the AOs (P)/TFs will come prepared with necessary feedback in this direction.

At the end, I would request all the participants to discharge their audit, accounting, payment, financial advice functions diligently and sincerely so that the image of the organization is not only maintained but also enhanced in the eyes of our clientele.

With best wishes

PCDA (BR)

PCDA(BR), New Delhi-10

Annual In-House Training Calendar for year 2010-11

SLNO	COURSE	LEVEL OF PARTICIPATION	DURATION	From Date	To DATE	VENUE
1	2	3	4		5	6
1	GRES Pay system and accounting thereof	Clerks to AAO	5 days (twice)	14.06.2010 06.12.2010	18.06.2010 10.12.2010	PAO(GRES), Pune
2	PC awareness course and use of MS Word/excel for new recruits	Clerks to SAO	5 days	09.08.2010	13.08.2010	RTC Pune, Pr.CDA (BR) New Delhi, CDA (BR) Guwahati & JCDA (BR) Chandigarh
3	Follow up action on MIS Report generated by EDP	Clerks to AAO	3 days (Twice)	10.05.2010 10.01.2011	12.05.2010 12.01.2011	PAO(GRES), Pune
4	Workshop on Pay fixation and MACP	Clerks to AAO	2 days (twice)	19.04.2010 21.02.2011	20.04.2010 22.02.2011	JCDA(BR) Chandigarh JCDA(BR) Guwahati
5	(i) Organisational structure of BRO (ii) Role of Accounts Officers attached with Projects, (iii) IFA system in BRO.	Clerks to SAO	5 days	7.6.2010	11.06.2010	CDA (BR) Guwahati & JCDA (BR) Chandigarh.
6	(i) Adjustment of transaction through TBOs, (ii) Adjustment of transaction through CP, PIVs, QSAs (iii) Liquidation of liabilities, (iv) Scrutiny of Cash assignment proposals	Clerks to SAO	3 days	12.7.2010	14.07.2010	CDA (BR) Guwahati & JCDA (BR) Chandigarh.
7	(i) Budget Monitoring and fiscal discipline in BRO, (ii) Annual works plan & annual procurement plan in BRO.	Clerk to SAO	2 days	23.8.2010	24.8.2010	CDA (BR) Guwahati & JCDA (BR) Chandigarh.
8	Preparation of abstract of Receipt & charges and Workshop on maintenance of Construction Accounts, MER, MES	Clerk to AAO	3 days	13.9.2010	15.9.2010	CDA (BR) Guwahati & JCDA (BR) Chandigarh.
9	Internal Audit and Cash inspection Store A/cs	Clerk to AAO	3 days	15.11.2010	17.11.2010	JCDA(BR) Chandigarh JCDA(BR) Guwahati
10	Re-orientation course for newly posted officers and staff in the organisation of PCDA (BR)	Clerk to SAO	3 days	13.12.2010	15.12.2010	JCDA(BR) Chandigarh JCDA(BR) Guwahati
11	(i) Scrutiny of contract, (ii) Scrutiny of AA & TS, (iii) Scrutiny of Supply orders, (iv) Audit and payment of contract bills & SO bills, (v) Amendment, Deviation in the CA/SO	Clerks to AAO	5 days	10.1.2011	14.01.2011	JCDA(BR) Chandigarh JCDA(BR) Guwahati
12	PC course on Hindi Typing, Workshop on Rajbhasha	Clerks to AAO	3 Days	20.12.2010	22.12.2010	PCDA (BR) New Delhi, CDA(BR) Guwahati, JCDA(BR) Chandigarh PAO(GRES) Pune

Pr.CDA (BR) DELHI CANTT-10**ANNUAL IN- HOUSE TRAINING CALENDAR FOR THE YEAR 2011-12**

SI No.	COURSE	LEVEL OF PARTICIPANTS	DURATION	FROM DATE	TO DATE	VENUE
1	2	3	4	5	6	7
1.	Follow up action on MIS Report generated by EDP	Clerk to AAOs	3 days (twice)	02-05-2011 09-01-2012	04-05-2011 11-01-2011	PAO (GREF) Pune
2.	PC awareness course and use of MS Word/Excel and Hindi Typing/workshop on Rajbhasha	Clerk to SAOs	5 days (3+2)	23-05-2011	27-05-2011	PCDA(BR) Delhi Cantt, CDA(BR) Guwahati, JCDA(BR) Chandigarh, RTC Pune
3.	Workshop on Pay Fixation and MACP	Clerk to SAOs	3 days (twice)	06-06-2011 06-02-2012	08-06-2011 08-02-2012	CDA(BR) Guwahati & JCDA(BR) Chandigarh
4.	GREF Pay System and accounting thereof	Clerk to AAOs	5 days (twice)	04-07-2011 12-12-2011	08-07-2011 16-12-2011	PAO (GREF) Pune
5	Training of newly recruited Clerks/Auditors in BRO	Clerk to Auditor	5 days	11-07-2011	15-07-2011	PCDA(BR) Delhi Cantt, CDA(BR) Guwahati, JCDA (BR) Chandigarh and PAO(GREF) Pune
6	(i) Adjustment of transactions through TBOs, DIDs (ii) Adjustment of transaction through CP Vrs, PIVs, QSAs (iii) Liquidation of liabilities (iv) Scrutiny of cash assignments proposals	Clerk to AAOs	3 days	08-08-2011	10-08-2011	CDA(BR) Guwahati & JCDA(BR) Chandigarh
7	i) Organizational structure of BRO (ii) Role of Accounts Officers attached with Projects & Task Forces (iii) IFA System in BRO (iv) MFAI, IAR & Financial Advice	Clerk to AAOs	5 days	12-09-2011	16-09-2011	CDA(BR) Guwahati, JCDA(BR) Chandigarh and PAO(GREF) Pune
8	(i) Re-orientation course for newly posted officers and staff in the organization of PCDA(BR) (ii) Local Audit Stores Accounts and Public fund	Clerk to SAOs	5 days (3+2)	17-10-2011	21-10-2011	CDA(BR) Guwahati & JCDA(BR) Chandigarh
9	(i) Scrutiny of contract Agreements (ii) Scrutiny of AA & TS (iii) Scrutiny of Supply Orders (iv) Audit & Payment of contract bills & SO bills (v) Amendment, Deviation in the CA/SO (vi) Escalation	Clerk to AAOs	5 days	14-11-2011	18-11-2011	CDA(BR) Guwahati & JCDA(BR) Chandigarh

Annexure 'B'

Follow Up Action Taken Report Of CTC Meeting Held At Jammu On 11-03-2010 & 12-3-2010**I - Administration Issues**

Sl. No.	Name of the Office	Agenda Point in Brief	Point In Detail	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011																
1	2	3	4	5	6																
1.	Jt.CDA (BR) Chandigarh, & PAO (GREF), Pune & AO 753 BRTF	Shortage of staff	<p>(i) 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 office against authorized strength of staff.</p> <p>(ii) Further, detailing of staff members on local audit also aggravates this problem.</p>	<p>(i) The Status of fresh recruitment of Auditors / clerks / Stenos is as under :</p> <table border="0"> <tr> <td>Requisition placed to SSCs</td> <td>221</td> </tr> <tr> <td>Dossiers received from SSC</td> <td>182</td> </tr> <tr> <td>Appointment letters issued</td> <td>25</td> </tr> </table> <p>The process of recruitment has commenced and new recruits have started reporting and they are being posted to offices where there is acute shortage of staff. The following staff has been posted in the following offices:</p> <table border="0"> <tr> <td>(a) AO 32 BRTF</td> <td>01</td> </tr> <tr> <td>(b) AO 762 BRTF</td> <td>01</td> </tr> <tr> <td>(c) AO 31 BRTF</td> <td>01</td> </tr> <tr> <td>(d) AO WBW(WSD)</td> <td>01</td> </tr> <tr> <td>(e) PAO (GREF)</td> <td>11</td> </tr> </table> <p>(ii) The revised instruction for local audit have already been issued vide Main Office Circular No. AT/BR/117/LA/Vol - IV/ PC dated 01.02.2010 under which the respective AOs (P) / TF will carry out the local audit. The point may be dropped.</p> <p>Action taken by: Main Office</p>	Requisition placed to SSCs	221	Dossiers received from SSC	182	Appointment letters issued	25	(a) AO 32 BRTF	01	(b) AO 762 BRTF	01	(c) AO 31 BRTF	01	(d) AO WBW(WSD)	01	(e) PAO (GREF)	11	The process of recruitment is already in progress. With the Joining of new recruits, the staff position is likely to improve in the sub-offices. The point need not be pursued further.
Requisition placed to SSCs	221																				
Dossiers received from SSC	182																				
Appointment letters issued	25																				
(a) AO 32 BRTF	01																				
(b) AO 762 BRTF	01																				
(c) AO 31 BRTF	01																				
(d) AO WBW(WSD)	01																				
(e) PAO (GREF)	11																				

Sl. No.	Name of the Office	Agenda Point in Brief	Point In Detail	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
2.	Jt.CDA (BR) Chandigarh AO(P) Deepak	TA/DA Claims of SAOs/AOs	TA/DA claims in r/o DCDA/ACDA/SAO/AO are delayed due to being forwarded through JCDA (BR) Chandigarh to Main Office PCDA (BR)	The powers to countersign TA / DA claims in respect of Sr.AOs / AOs have already been delegated to JCDA (BR) Chandigarh vide this office Pt - I OO NO. 113 dated 12.07.2010. It is felt that problem of delay must have been solved. The point may be dropped. Action taken by: Main Office	In view of the delegation given to the In-charge JCDA (BR) Chandigarh, the point need not be pursued further.

II - 6th CPC Related Issues

Sl. No.	Name of the Office	Agenda Point in Brief	Point in Detail	Follow up Action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1.	PAO (GREF) Pune AO 32 BRTF	Regulation of Grade Pay to personnel granted ACP	The individual granted ACP between 1 st Jan. 06 to 31 st Aug, 08 and who opt for fixation of pay under CCS (RP) 2008 from 01.01.2006 are to be granted Pay as per the hierarchy of Grade pay or with reference to the hierarchy of the cadre.	The individual granted ACP between 1 st Jan. 06 to 31 st Aug, 08 and who opt for fixation of pay under CCS (RP) 2008 from 01.01.2006 are to be granted Pay with reference to the hierarchy of the cadre. The clarification on the subject has been circulated vide Main Office letter No. Pay Tech/1352/PF/6 th CPC Dated. 20.07.2009 Action: The point may be dropped.	In view of the follow up action taken report, the point may be dropped.
2.	AO 45 BRTF	Fixation of Pay of individual posted in Bhutan	Individual posted in Bhutan with receipt of BCA is not entitled for DP. As per RPR 2008, pay has been fixed on the basic pay as on 01.01.2006 multiplied by a factor of 1.86. Since individual does not draw DP, his amount of drawn works out to less than the employee who were posted in India, resulting more payment of arrear to the individual posted in Bhutan.	As per GOI MO FA No Q/FD/6910/2/2004 and HQrs letter no AT/4513/XIX DT-12.02.2009 the dearness pay is payable to all officers/staff serving / served w.e.f. 01/04/2004. Individuals posted in Bhutan who are in receipt of BCA, are also entitled for D.P. w.e.f. 01.04.2004. However, BCA has been reduced by DP amount w.e.f. 01.04.04. Pay of Individual has been correctly fixed and arrear on account of 6 th CPC correctly paid after adding DP on drawn side. Action: The point may be dropped	In view of the follow up action taken report, the point may be dropped.

Sl. No.	Name of the Office	Agenda Point in Brief	Point in Detail	Follow up Action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
3.	PAO (GREF) Pune	Increment on pay	<p>Qualifying service of less than six months rendered between 1st Jan. and 30th June of any year on account of EOL will have the effect of postponement of increment to 1st July to next year. However, GREF personnel who are granted EOL between 1st July and 31st Dec are allowed the increment due on 1st July of the following year irrespective of the period of EOL during July to December.</p> <p>According to Rule 10 of CCS (RP) Rules 2008, employees completing six months and above in the revised pay structure as on 01/07/2006 will be eligible to be granted next increment on 01.07.2006. Similarly the employees for whom the date of next increment was between 01/07/2006 to 31.12.2006 in their case the first increment after fixation of pay on 01.01.2006 was also granted on 01.07.2006 which means that their increment between the period 02/05 to 06/05 in their case date of next increment has been deferred and they got next increment after a period of 13 to 16 months. It is clear that one category of employees got increment after six months and another category got next increment after 13 to 15 months. This is causing financial hardships to those employees who were granted last increment in the month of 02/05, 03/05, 04/05, 05/05 and 06/05. It is also against the principles of natural justice. Hence one time relaxation may also please be granted to terms of Rule of 16 of CCS (RP) Rules 2008 to those employees who were granted last increment between 02/05 to 06/05 (completed six months as on 01/0/2006 and they may also be granted annual increment on 01/01/2006 to enable them to draw another increment on 01/07/2006</p>	<p>DOPT vide letter no. 16.02.2009 – Estt (Pay-1) dated 02.07.2010 has clarified that the service of less than six months on account of EOL without (Medical Certificate) between 1st July of the Previous Year till 30th June of the year under consideration shall have the effect of postponing the increment to 1st July of the Next Year. The period of EOL should not exceed 180 days.</p> <p><u>Action: The point may be dropped.</u></p>	<p>In view of the follow up action taken report, the point may be dropped.</p>

III - Training Issues

Sl. No.	Name of the Office	Agenda Point in Brief	Point in Detail	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1.	Jt.CDA (BR) Chandigarh	Training on Computer	Computer training should be conducted routinely to enable the staff to develop desired skills for working on PCs	The AOs(P) / TFs located at a station or nearby station (like Jammu, Akhnoor & Vijaypur) can send one consolidated proposal to Main Office PCDA (BR) of PC awareness training course after obtaining the rates from reputed institution like NIIT, Aptech etc & JCDA(BR) Chandigarh. The training can be proposed in the 2 nd half to avoid dislocation of office work. Action: By AOs (P) / TFs	The concerned AOs (P) / TFs may send their proposal of PC awareness training course to Main Office PCDA (BR) through JCDA (BR) Chandigarh.
2.	Jt.CDA (BR) Chandigarh PAO (GREF)	Training to newly posted DAD employee	Training should be imparted to the employees who are newly posted in DAD offices attached with BRO	Training in respect of new recruits has been conducted from 13.12.2010 to 15.12.2010 by Jt.CDA (BR) Chandigarh. Action: Point may be dropped.	In view of the follow up action taken report, the point may be dropped.
3.	PAO (GREF) Pune	Training for working on MIS reports	Training may be conducted for newly posted staff in PAO (GREF) Pune for working on MIS Reports generated by the EDP and the procedures to be followed for correcting errors in accounts of GREF personnel pointed out by units.	Discussed by GO (AN) with PAO (GREF). A proposal for training of New Recruits and Newly posted staff will be sent in due course of time. Action: PAO(GREF)	PAO (GREF) may send its proposal for training of New Recruits and Newly posted staff to Main Office PCDA (BR). Action: PAO(GREF)

Sl. No.	Name of the Office	Agenda Point in Brief	Point in Detail	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
4.	AO 13 BRTF	Prioritization of training	Stress should be given on accounting methodology and regularity/performance audit.	<p>A comprehensive draft proposal on prioritization of training has not been received from sub-offices. However, AO (P) Deepak vide their letter no. AO/DPK/CTC/Meeting dated 30.07.10 has intimated that Training for accounting methodology and regular performance may be imparted to staff of sub-offices for better performance in audit.</p> <p>In this regard, Office of the JCDA (BR) Chandigarh should include the topic in the in house training calendar year 2011-2012 also Main Office should consider inclusion of topic in RTC training calendar.</p> <p>Action: JCDA (BR) Chandigarh and Main Office AN-I</p>	The training calendar for the year 2011-2012 was discussed at length in CTC Meeting and finalized accordingly.

IV - Audit & Accounting Issues

Sl. No.	Name of the Office	Agenda Point in Brief	Point in Detail	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1.	Jt.CDA (BR) Chandigarh AO(P) Beacon	Issue of Schedule B Stores to contractors	Para 611 BR Regulation lays that work on construction of roads will normally be carried out departmentally. Contracts are also being concluded for execution of works like dense bituminous macadam for resurfacing works and huge quantity of schedule 'B' stores like bitumen etc; is being issued to the contractors. On MES side, issue of schedule 'B' stores to the contractor has been dispended with. It is proposed that similar dispensation is also required in Border Roads Organization. This will result in less procurement of Bitumen from the oil companies who generally complain for delay in payment to them.	Matter has been taken up with HQDGBR to dispense with issue of Bitumen as Sch 'B' stores with certain exceptions which HQDGBR may decide like difficult areas of Leh. One receipt of acceptance of HQDGBR the same necessary instructions will be issued to AOs (P) / Task Forces for compliance. <u>Action: Main Office (Work Cell)</u>	The decision of HQDGBR in the matter as and when received will be circulated by main Office. The works cell of of main office needs to pursue the matter vigorously with HQDGBR. <u>Action: Main Office (Work Cell)</u>
2.	AO 45 BRTF	Audit of Constructional Stores	The audit of constructional stores should also be carried out on the pattern of MES.	This is a policy matter to be decided by the Govt. In the Minutes of the Meeting, it was stated that proposal for audit of Construction Stores may be submitted with due justification. However, no such proposal has been received from Accounts Offices. It is therefore felt that we should continue with the existing procedure. <u>Action: No further action is required.</u>	In view of the follow up action taken report, the point may be dropped.

Sl. No.	Name of the Office	Agenda Point in Brief	Point in Detail	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
3.	Jt.CDA (BR) Chandigarh	Adjustment of old TBOs	A policy framework on adjustment of old TBOs where concerned jobs have been closed needs to be formulated by MO.	Main Office (Works Cell) took up the matter with DGBR to explore possibilities of clearance of these old TBOs and instruct CEs (P) / TF in this regard. HQrs DGBR has also issued instructions to CEs (P) / TFs to clear all these TBOs and resolve this long pending issue with concerned AO(P) / AO(TF). However, no major breakthrough has been achieved so far. Our AOs(P) / AO(TF) are also helpless at this belated stage due to non-availability of vouchers / records. A monthly report on this is also sent to HQrs Office. The AOs should work hard individually to find out the solution to this problem and send their views to Main Office. Action : Works cell	In view of discussion held in the CTC Meeting concerned AOs (P) / TFs need to pursue the matter with the executives and settle the old outstanding TBOs. The works cell of Main office should also pursue the progress. Action: Main Office (Works Cell) and concerned AOs(P) / TFs
4.	AO 13 BRTF	Store accounting job-wise	As per SOP promulgated vide GOI MOST BRDB No. F.231(64)/BRDB/BWA/95 dated 30.05.97 and due to job-wise allotment since 2007, stores should be accounted job-wise in construction store ledger by SS&TC and issue should be in conformity with provision of store in TS. However it is found that SS&TC do not maintain stores as per SOP therefore necessary instruction in this regard may be	The AO TF should send a detailed case highlighting the merits as well as demerits of the existing accounting system. And also obtain the comments of Cdr TF/CE(P). The case should be sent through AO(P) & JCDA (BR) Chandigarh for further action in Main Office. Action:- All AOs(P) / TFs	Necessary action may be taken on the basis of follow up action taken report. Action:- All AOs(P)/TFs

Sl. No.	Name of the Office	Agenda Point in Brief	Point in Detail	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			issued.		
5.	AO 49 BRTF AO (P) Sampark	E-Payment by DDOs	Payment to third parties through e-modes by various Projects / Task Forces is still a non- starter.	Latest status regarding implementation of e.payment has not been intimated by AOs (P) & TFs despite issue of repeated instructions / guidelines. They are required to intimate the reasons where e payments have not started with reasons. Action:- All AOs(P) / TFs	All AOs(P)/TFs are to pursue the matter with executive authorities and ensure that pay and allowances in respect of GREF and third party payment should be made through e-mode as per CVC guidelines. Progress achieved in this regard should be reported to audit section main Office. Action: Audit Section (Main Office) & All AOs(P) / TFs
6.	AO 49 BRTF AO (P) Sampark	MFAI	Every AO (P/TF) has to contribute minimum one MFAI in year.	MO has already issued instructions to all sub-offices for contributing one MFAI in each half yearly vide letter no. AT/BR/157/MFAI/corrs. dated 29.3.2010. Only one AO 45 BRTF sent five MFAI items during the year. Four were not found fit for MFAI and the current one is under examination. Action:- All AOs(P) / TFs	AOs(P) / TFs should render at least one financial advice in a quarter. Action:- All AOs(P) / TFs
7.	JCDA (BR) Chandigarh	Raising of Debit on account of Pay and Allow. by AO GREF Centre	It has been proposed that the TBOs raised against the TFs is to be fully responded by the responding TF. At present they are being accepted partially on the plea that the individual stand posted to other TFs	In this context, Main Office vide letter no. W.Cell/1132/TBO/Corres dated 30.11.2010 has clarified to all AOs(P) / TFs that TBOs raised by AO GREF Centre on account of Recruits pay must be responded in full and portion pertaining to other Task Forces should be raised through TBO. The point may be dropped.	In view of the follow up action taken report, the point may be dropped.

V - IFA Issues

Sl. No.	Name of the Office	Agenda Point in Brief	Point in Detail	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1.	JCDA (BR) Chandigarh	Implementation of IFA Scheme	Even after issue of IFA (BR) manual to all AOs (P) vide MO letter no.Insp/1462/CG/IM dated 20.04.2009, AOs(P/TF) are being consulted only for vetting of SO and scrutiny of Contract Agreement by executives. Therefore necessary instructions to Projects and Task Forces may be issued by MO for consulting AOs (P/TF) at various stages as envisaged in IFA (BR) Manual.	HQDGBR has already accepted applicability of IFA(BR) Manual in BRO vide letter no. 24228/DGBR/POL/3163/E-8 dated 21-01-2010 being vetted by Secretary BRDB and approved by Honorable RM. HQDGBR has again been reminded to issue the necessary instructions. Action:- Main Office (Audit Section)	The status quo may be maintained. Action:- Main Office (Audit Section)
2.	JCDA (BR) Chandigarh	Applicability of DPM 2009 (Revenue Procurement)	Provision of DPM 2009 is generally not accepted by the BRO Executives. The same may be made applicable in BRO in consultation with DGBR.	BRO Procurement Manual which is at par with DPM has been uploaded at PCDA (BR) website www.pcdabr.gov.in . The same may be downloaded and hard copy maintained for reference and record. Action:- All AOs(P) & TFs	AOs(P) / TFs need to take necessary action as per follow up action taken report. Action:- All AOs(P) & TFs

Apart from the agenda points, the following points also came up for discussion in the meeting:-

Sl. No.	Name of the Office	Agenda Point in Brief	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5
1	AO(P) Himank	Non-installation of PCs in various sub-offices by M/s. HCL	The firm has supplied 15 PCs and installed only 7 in the Northern Region. EDP Cell needs to pursue the matter with the Firm and get the PCs installed without further loss of time. <u>Action: Main Office (EDP)</u>	AOs(P) /TF should submit the installation report and EDP section should also monitor the progress of installation. <u>Action: Main Office and AOs(P) / TFs</u>
2	AO(P) Himank	Entitlement of Govt. employees staying in Govt. Guesthouses	All AOs (P) after consulting AOs TFs may send the proposal for recovery of guest house charges to Main Office through JCDA (BR). <u>Action:- AOs(P) and Main Office (AT Section)</u>	The AOs(P) / TFs should submit the feedback report to (Audit Section) Main Office by 15 th March, 2011. <u>Action:- AOs(P) / TFs and Main Office (Audit)</u>
3	AO(P) Himank	Feasibility of organizing open office Training at Jammu, Chandigarh, Pune 0. and Guwahati	The training on Linux OS and Open office was dropped due to short closure of MEIT Project which was based in Linux OS. <u>Action:- The point may be dropped.</u>	In view of the follow up action taken report, the point may be dropped.
4	AO(P) 36 BRTF	Statement of case for Multi Functional Device, Broad Band and STD facility	Sanction has been issued on 20.01.2011 <u>Action:- EDP (Main Office)</u>	No further action is required.
5	AO(P) 36 BRTF	Candidates for training from various AOs (P/TF) should be selected by OI/C of that office	In this regard instructions have been issued to CDA (BR) Guwahati and JCDA (BR) Chandigarh. Vide no. AN/I/Trg/Misc/10 dated 23.08.2010 <u>Action: Point may be dropped.</u>	In view of the follow up action taken report, the point may be dropped.

Sl. No.	Name of the Office	Agenda Point in Brief	Follow up action	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5
6	AO (GREF) Centre	Pricing of PBD vouchers by LAO (Army) of PCDA (SC)	The matter was taken up with HQ Office and HQ Office has advised to obtain the practice in other controller's offices. Final outcome may please be awaited. <u>Action: Main Office (Audit Section)</u>	In view of the action taken report, final outcome may please be awaited. <u>Action: Main Office (Audit Section)</u>
7	AO(P) Beacon	Shifting accommodation of AO (P) Beacon to Main building of HQ CE (P) Beacon	The matter may please be taken up with the executive authorities under intimation to JCDA (BR) Chandigarh and Main Office. <u>Action: AO(P) Beacon</u>	AO (P) Beacon may get the needful done & progress may be intimated to Main office. <u>Action: AO(P) Beacon</u>
8	AO 31 BRTF	Providing good accommodation to office of AO 31 BRTF.	AO(P) Sampark need to intervene in the matter. If still remains unresolved, the matter may be reported to Main Office. <u>Action: AO(P) Sampark</u>	AO (P) Sampark may get the needful done & progress may be intimated to Main office. <u>Action: AO(P) Sampark</u>

Fresh Agenda Points for CTC Meeting – 3rd & 4th Feb 2011 at AO(P) Sampark, Jammu

I- Administration Issues

Srl No	Office	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1.	Jt.CDA (Chandigarh) AO 762 BRTF AO(P) Himank AO 16 BRTF AO 753 BRTF AO 32 BRTF AO 31 BRTF AO 35 BRTF AO(P) Hirak AO 50 BRTF	Shortage of staff	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 authorized strength of staff. This is causing all round delay in timely submission of time bound report to HQrs office.	<p>i) The Status of fresh recruitment of Auditors / clerks / Stenos is as under :</p> <p>Requisition placed to SSCs: 221</p> <p>Dossiers received from SSC : 182</p> <p>Appointment letters issued: 25</p> <p>The process of recruitment has commenced and new recruits have started reporting and they are being posted to sub-offices where there is acute shortage of staff. New staff have been posted in the following sub- offices:</p> <p>(a) AO 32 BRTF 01 (b) AO 762 BRTF 01 (c) AO 31 BRTF 01 (d) AO WBW(WSD) 01 (e) PAO (GREF) 11</p>	The process of recruitment is already in progress. With the Joining of new recruits the staff position is likely to be improved in the sub-offices. The point need not be pursued further.

Sr No	Office	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
2.	AO(P) Himank	Termination of leave at par with GREF Employees	DAD employees serving at Leh station have to spend at least 6 days on journey while travelling during leave from Leh and back hence a good amount of leave gets wasted in transit, which defeats the very purpose of leave. It is therefore proposed that leave of DAD employees should start and terminate at the stations where leave of GREF employees starts and terminates. Furthers both DAD and GREF are governed by CCS leave rules hence the disparity is not justified also.	AO (P) Himank may send the detailed statement of case duly supported with orders on GREF side through JCDA (BR) Chandigarh for further examination and necessary action of Main Office. <u>Action: AO(P) Himank & Audit Section (Main Office)</u>	AO(P) Himank may take necessary action as per column no. 5. <u>Action: AO(P) Himank & Audit Section (Main Office)</u>
3.	AO (P) Himank	LTC	Free IC Ticket to Jammu in addition to hometown LTC for GREF employees has been authorized but facility has not been extended to DAD Staff.	AO (P) Himank may send the detailed case duly supported with relevant orders on GREF side through JCDA (BR) Chandigarh for further examination in Main Office. <u>Action: AO(P) Himank and AN Section Main Office</u>	AO(P) Himank may take necessary action as per column no. 5. <u>Action: AO(P) Himank & AN Section (Main Office)</u>
4.	AO 31 BRTF	Office accommodation	This office is located in a remote area and situated in hutted type accommodation since inception. In this office, no pmt wiring, no pmt roof and even no plastered flooring, only temporary arrangement for office has been provided. This point was also discussed in the last CTC Meeting held in March 2010 at AO (P) Sampark.	AO (P) Sampark may intervene in the matter and get the issue resolved, if need, be after discussion with CE (P). If still unresolved, Main Office would intervene. <u>Action : AO(P) Sampark</u>	AO(P) Sampark may take necessary action as per column no. 5. <u>Action: AO(P) Sampark</u>

Sr No	Office	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
5	AO (P) Sampark	Passing of claims of AOs/Sr.AOs	Personal Claims of AOs/Sr.AOs are presently routed through JCDA (BR) CHD and final payment is made after getting countersignature from Main Office. Most of the time is lost in transit which causes delay in finalization of bills. It is therefore, requested to consider to allow JCDA (BR) to admit th bill direct by delegating him the power to countersign the bills.	Powers of passing personal claims upto AOs/SAOs have already been delegated to i/c JCDA(BR) Chandigarh and with this it is hoped that the problem of getting delayed payment must have been resolved. <u>Action: No Further Action is required.</u>	In view of the comments of Main Office as per column 5, the point may be dropped.
6	Jt.CDA(BR) Chandigarh	Assignment of duties	Duties of the Controlling officers are being assigned to the most junior officers whereas it should be given to the senior officers.	It was decided in the last March 2010 meeting that status quo be maintained. <u>Action: No Action</u>	In view of the comments as per column 5, the point may be dropped.

Srl No	Office	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
7.	AO 35 BRTF	Delegation of Powers to AAO	<p>Each Task Force generally has work load of 3 RCC, 1 workshop, 1 SS & TC, 2 to 3 Pioneer Coy, MI Room, as such AO office has to deal with personal claims and other related activities of appx. 1300 personnel mainly:-</p> <p style="padding-left: 40px;">GPF Claims; Ration Money claims; TA DA Claim TA/DA requisitions; Pay Fixation Cases Audit of Service Books & Misc Claims</p> <p>All above cases are finally disposed of under the powers of AO. Keeping him busy all the day in above stated activities. Hardly any time is left with AO do deal with important work of Fin. Management etc.</p> <p>It is proposed that power, vested with AAO may be allowed to be used independently by AAO, as a result AO can concentrate on other important activities.</p>	The point may be deliberated in CTC Meeting and consensus may be arrived at.	<p>AN-I section may review the Delegation of powers as per CDA (BR) letter no. AN/I/30 dated 12.05.1992 and CGDA letter no. AN/XI/1060/Powers/AAO/Vol.III dated 28.08.2003 and put up the revised delegation of powers in respect of AAOs for final approval of PCDA (BR) and circulation to sub-offices. <u>The matter may be treated as urgent.</u></p> <p><u>Action: Main Office (AN-I)</u></p>

Sr No	Office	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
8.	AO 35 BRTF	Rotation of Staff	<p>During the previous CTC held at Jammu worthy PCDA stressed upon greater professionalism and commitment in the discharge of our responsibilities so as to contribute in an effective manner towards optimal financial management of BRO to ensure maximum satisfaction of our valued clients through efficient, accurate and quality service.</p> <p>It will be agreed that work in BRO is of Technical nature and requires practical knowledge, as such staff and Officers serving with PCDA (BR) be rotated between Task Force. CE (P), Jt.CDA (BR), PCDA (BR). CDA Guwahati etc. Otherwise by the time one becomes conversant with the working he is posted out and the new one again starts learning and this goes on.</p>	<p>The staff is rotated within AOs(P) & TFs etc.</p> <p><u>Action: No further action is required.</u></p>	In view of the comments as per column 5, the point may be dropped.
9	AO (P) Sampark	Advance move sanction	Detailment of staff/officers is made for Ty .duty on short term notice giving a very short spell to draw TA/DA advance and also too get reservation. Main Office may kindly consider to issue orders on drawl of advance from cash assignment.	Blanket sanction / permission can't be given. However, in urgent cases sanction of PCDA (BR) may be obtained for drawl of advance out of cash assignment.	In view of the comments as per column 5, the point may be dropped.

II - Audit & Accounting Issues

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1.	AO(P) Sampark	Confirmation regarding ascertaining the head of department in medical reimbursement claims	AO 50 TF has received medical claims for re-imburement of medical expenses incurred for treatment from Hospital recognized by the State Govts/CGHS/CSMA Rules, 1944. As per GIMH F No: 14025/7/2000-MS dated 28.03.2000 and F.No. 14021/06/2005-MS dated 04.01.2007 permission can be granted by the Head of the Ministry/Department/ Office to the Central Govt. Employees /Members of their families to obtain medical services from any of the private hospital mentioned above. The claims have been submitted along with prior permission accorded by Commander Task/force/OC Wksp /OC supply being the Head of the Office. Executive have failed to produce any delegation of powers of H.O.O. to any these officers mentioned above by the Deptt./Ministry under Rule 2(xvii) of GFR. As such DGBR may be requested to issue clear orders on the subject.	Matter has been taken up with HQDGBR. Further communication may please be awaited. However, point can be deliberated in CTC Meeting. <u>Action: AO(P) Sampark & Audit Section (Main Office)</u>	Audit section should pursue the matter with HQDGBR and issue the necessary instruction. <u>Action : Audit Section (Main Office)</u>
2	AO (P) Himank	Post-audit of Paid Vouchers	Since Contract agreements falling within powers vested in Commander Task Force are scrutinized & kept under the safe custody of AO TF. So the proper scrutiny of contractor's bills w.r.t. CA/Work orders / amendments is becoming difficult. In this connection if appropriate orders are issued to provide AO (P) with a copy of all the relevant documents such as CA/Work	This point needs deliberation in the CTC Meeting.	The AOs / TFs will obtain two copies of each CA, work order etc and send one copy to AO (P) for his reference and record. <u>Action: AOs(P)/ TFs</u>

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			orders/Amendments in respect of contract agreements concluded by Cdr - Task Forces. It will definitely improve the quality of post-audit paid vouchers which are paid on the basis of such contracts concluded by the Task Force commander.		
3	Jt.CDA (Chandigarh) AO(P) Himank	Local Audit	At present local audit of Task Force is being carried out by the team headed by the concerned AO of the Task Force. Among various sections the office of AO TF is also required to be audited and the audit of his own office by the AO himself appears to be incorrect. As such it is proposed that concerned AO (P) should directly audit the AO office of Task Forces in his jurisdiction and for this purpose three mandays in r/o each AO TF to the AO(P) be allowed.	In this regard it is intimated that at the time of review of audit system all these aspects have been considered by the competent authority and it has been decided that under the revised system of local audit circulated vide our circular No.1 of 2/2010 audit of Task Forces/Projects will be carried out by the respective Accounts officers of TF/Project which may be followed. The audit of office of AO(TF) is covered under the inspection conducted by IDAS officers. Action: No Further Action	In view of the comments as per column 5, the point may be dropped.
4.	JCDA (BR) Chandigarh)	Non- rendition of Sectional compilation reflected the progressive total	Sectional compilation generated by the EDP centre of Main Office does not reflect the progressive total of expenditure resulting in difficulties in controlling expenditure as per printed compilation & copy of MER.	As intimated by EDP (Main Office) letter no. EDP/601/Gen Corr/II dated 28.01.2011, the progressive total in sectional compilation will be shown from February 2011 onwards.	EDP Section should ensure that progressive total is invariably shown in the sectional compilation being sent to account offices with effect from 02/2011 Action: EDPs Main Office

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
5.	Jt.CDA(BR) Chandigarh	Clarification of work procedure	Preparation of Ration Return and Ration Accounts in BRO It has been observed that Adm Check is being prepared instead of RR & Ration account in the HQ 49 BRTF and its allied units which are located in peace and semi modified field area.	The point may be deliberated in CTC meeting. After discussion, final course of action may be decided by the PCDA.	The existing procedure may be followed.
6.	Jt.CDA(BR) Chandigarh	Condiment allowance to GREF Officers.	Admissibility of condiment allowance to GREF Officers. The office of the HQ 49 TF is drawing ration articles but claiming condiment allowance which is not being admitted in audit. Some AO TFs are admitting condiment allowance to GREF Officers. There should be uniformity in payment of condiments allowance in BRO.	As per para <u>171</u> (refer annexure 10) of BR Regulations, Condiment allowance is to be paid only in cases where condiment is not issued in kind.	In view of the comments of Main Office at column no.5, the point may be dropped.
7	Jt.CDA(BR) Chandigarh	Cash Inspection Public Fund	Cash inspection of Public Fund, Imprest Accounts cash book of BRO units. Cash inspection should be carried out on half yearly basis as per audit of store accounts.	The periodicity is yearly as per Para 529 OM Part. XIII Vol. I	In view of the comments of Main Office at column no.5, the point may be dropped.
8	Jt.CDA(BR) Chandigarh	Settlement of Audit Objections	Settlement of old audit objections of store accounts. It is proposed that settlement of old objection may be carried out by the concerned AO(P) / AOTF's	Settlement of audit objections may be carried out as per Main Office Circular No. AT/BR/117/LA/Vol-IV/PC dated 01.02.2010 {refer para 2(vii)}	In view of the comments of Main Office at column no.5, the point may be dropped.
9	Jt.CDA(BR) Chandigarh	Financial Advice Report	Reports pertaining to financial advice rendered by the AO(P) / TFs to the Executive Authorities are being furnished by the AO TFs to the MO independently. As all other sub-offices remain unaware of	Financial advice which is accepted by HQrs Office is posted on the website of PCDA (BR) as well as circulated to all the sub-offices.	In view of the comments of Main Office at column no.5, the point may be dropped.

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			the facts, hence circulation of the finalized advice to all the offices under command would be very useful instrument for reference and guidance.	<u>Action: No Further action</u>	
10	AO 35 BRTF	Amendment to Para - 611 BR Regulations	Earlier, excepting construction of Bridges or ancillary buildings others constructional work such as constructions or roads formation cuttings etc was being carried out by BRO in terms Para BR Reg - 611 which has since been amended and now even small jobs like BT are being carried out through contract. By entrusting work to contractors there should be considerable cut in following elements which needs to be reviewed at PCDA's level by getting feed back required.	The point may be deliberated in CTC Meeting and consensus may be arrived at.	No action in the matter is required. The point may be dropped.
11	AO 35 BRTF	Job wise Accounting of stores	Job wise store accounting is still not being done.	The point may be deliberated in CTC Meeting and consensus arrived at. However, this is a policy issue.	The AOs(P) / TFs may forward their comments indicating necessary merits & demerits of jobwise store accounting through JCDA by 30.03.2011. <u>Action: AOs(P)/ TFs</u>
12	AO 35 BRTF	Proforma Expenditure	The Proforma expenditure is booked to GS and Agency / Deposit work. However, the GS budget projection to the Govt. is less than the Proforma expenditure. I have personally felt that majority of our staff needs education on this. It is proposed that circular in this regard be issued. In addition, number of circulars/ Govt. Orders are being circulated by Main Office.	The point is valid. In the meantime, all the AOs (P) and TFs should submit the necessary feedback to Main Office and Main Office Audit Section after consolidation of views can issue a detailed circular.	The AOs(P) / TFs may forward their comments and practice followed in accounting of proforma expenditure through JCDA (BR) Chandigarh by 30.03.2011. <u>Action: AOs(P)/ TFs</u>

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			The important one need to be consolidated printed / uploaded for guidance / knowledge of staff. Few orders have been consolidated by CDA (BR) vide no. AT/BR/Gen (vol - 1) 15 th May 1998.		
13	AO GREF Centre	Raising of Debit on a/c of Pay and Allowances (TBOs)	<p>1. TBOs raised by AO GREF Centre is based on the status of Nominal Roll or projects as on closing of a particular quarter ending generated by PAO GREF Centre. Hence the TBOs raised by AO GREF needs to be fully responded by the TFs concerned whereas in practice many of the task forces accept partially and intimate that as the individual stands posted to other Task Forces the debit may be raised against that task force resulting in all round correspondence and non clearance of TBOs</p> <p>2. Further TBOs raised by AO GREF Centre being unique the condition of Pre-acceptance and the amount should not be less than 1 Lac does not arise, as there is no separate funds allocated t AOGREF centre.</p>	<p>The point of AO GREF centre is valid. In case of AO GREF center, all the TBO's raised irrespective of amount or not pertaining to AO who received the TBO, must be responded in full and the portion pertaining to others should be passed on through TBO.</p> <p>In this context, Main Office vide letter no. W.Cell/1132/TBO/Corres. dated 30.11.2010 has clarified the issue.</p> <p>Action: All AOs(P) & TFs</p>	<p>The AOs(P) / TFs need to take necessary action as per column 5. The point may be dropped.</p> <p>Action: AOs(P) / TFs</p>
14.	AO GREF Centre	Flexibility of introducing of prefixing of Code TBO 00/022/10 (TBO)	<p>AO Sampark prefix code 01 AO Shivalik prefix code 02 Thus TBO raised on AO Sampark will be coded as 01/022/10 All the amounts of O/S under code head 01/022/10 as + Charges will denote the amount of TBO raised against AO Sampark and remaining O/S. Report generated by EDP centre main office for code head 00/022/10 with prefix will enable to</p>	<p>There is no provision / system of prefixing in case of TBOs. The clearance of TBO may be watched through a Register (Responding / Originating) and reports thereon.</p>	<p>The existing procedure as per column 5 may please be followed. The point may be dropped.</p>

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			identify the task force and will be a effective MIS system to monitor the amounts lying unadjusted in each task force.		
15	AO(P) Beacon	Transferring of unpaid wages to Govt (Misc receipt 01/575/30)	<p>1. As per provisions contained in Para 666 & 667 of BR Regulations, if any wages remained unpaid from casual personnel Bills or from a muster roll, the same will be credited in the Cash Book. The payment of unpaid wages will be reclaimed on Hand Receipt and HR will be passed by the Accounts office and entry will be made in the UNPAID WAGES REGISTER. The final disposal of remaining unpaid amount over a period of three years is not dealt with in the above Regulation. However, based on the instructions issued by Hqrs. DGBR vide their letter no. 2251/policy/DGBR/81/E 3 B and Main Office circular no. , the amount of unpaid wages will be credited to Head -K deposit 00/017/05 by debiting to the job at its closure. (in this connection Main office circular no. 101 dated 30.11.2005 refers)</p> <p>After close of job the amount lying under Head-K deposit 00/017/05 plus receipt will be transferred</p> <p>While reviewing the UNPAID Wages Register maintained by RCCs under the administrative control of task force commanders (BRTF) it has been observed that a huge amount (in Lacs) w.e.f. 2000 to Feb 2006 has remained unclaimed. This amount is required to be transferred to Govt. account as a lapsed deposit. The</p>	The point may be deliberated in CTC Meeting and consensus arrived at.	<p>The unpaid wages amounts may be transferred to Govt. accounts code head 01/575/30 without asking for any sanction.</p> <p><u>Action: All AOs(P) / TFs</u></p>

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			main question involved in the instant case is whether the sanction of CFA be insisted upon to transfer the amount from K-Deposit 00/017/05 to Mosc Govt receipt 01/575/30 and the AO Task Forces may please be advised to transfer the amount remaining unclaimed to Govt. as Misc Receipt through the operation of Transfer Entry so as to clear the amount from unpaid registers.		
16.	AO(P) Beacon	Holding of plant and Machinery beyond authorization	According to Annexure - ii to BRDB New Delhi letter no. BRDB/06/132/GE-1 dated 19.12.2007 only eight number of Vehicle / Equipments are authorized for one Surface in Platoon (SPL) where as it has been seen in audit that these RCCs including SPL are holding vehicles and Equipments in the Range of 150 to 200. Thus, holding of Vehicles / Equipment over and above the authorized scale is not justified in view of its authorization vide BRDB letter referred to ante. Since the procurement of Vehicles / Equipment is centrally being done at DGBR Headquarters level as such it is requested that matter may kindly be taken up with higher - ups to revise the existing PE for Vehicles / Equipment for the RCCs and SPLs depending upon the manpower Strength and quantum of work-load handled by them.	AOs(P) may send the authorization and holdings in respect of each category of vehicle / Plant after obtaining the comments of CEs(P) / Task Force and send a detailed report. This point can be examined in Main office in consultation with IFA(BR) and then referred to HQDGBR for corrective action. <u>Action: All AOs(P) & TFs and Main Office (Work Cell)</u>	The AOs(P) may take necessary action as per comments contained in column 5. <u>Action: AOs(P) / TFs</u>
17.	AO(P) Beacon	Condemnation of Tyres and Tubes by RCCs instead	During repairs to vehicles, equipment and plants the old parts/components requiring replacement are retrieved by the workshop and accounted for in the relevant ledgers	The point is valid. The point may be deliberated in CTC Meeting and consensus arrived at.	The existing procedure may be followed.

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
		of by Field Workshop.	<p>for further disposal or eventual condemnation except non serviceable items like rubber parts, pins brushed and oil seals etc. which are to be dealt under Para 1021 of BR Regulation.</p> <p>The tyres tubes and batteries (TTB) have a fixed life span requiring replacement after completion of the given life. These tyres tubes are replaced by the workshop but worn out tyres and tubes so retrieved not accounted for by the Workshop like other retrieved spares but are allowed to be taken along by the user units under BER Certificate from the Workshop. These condemnable tyres and tubes are accounted for by the RCCs in their books and condemnable through a BOO at their level. Para 969 BR Regulations authorizes the convening of condemnation board at quarterly periodicity. Para 970 BR Regulations speaks for the powers of CE to accept the recommendations of the Board Proceedings which is Rs. 2 lakh and beyond that the DGBR and the GOI. Authorizing the RCCs to convene the BOO for condemnation will keep the depreciated amount of the items well within the powers to CD and would save the Project/RCCs to seek sanction of the DGBR. More so every condemnation board does not always encompasses all the salvage holding of tyres and tubes on the given date but just honoring the ceiling</p>		

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			<p>monetary limit of Rs. 2 lakh quantitative monetary balance.</p> <p>The main point is that when for the tyres and tubes, the responsibility for indenting, procurement, storage and issue of New Tyres and tubes rests with the Field Workshop then why the accounting of old Ones is authorized to the user units. The plea that the tyres and tubes are Cat 'B' Stores is not tenable as the batteries also falls within the categorization of Cat 'B' stores but are condemned by the Workshop at their level and not by the RCCs.</p>		
18.	AO(P) Beacon	<p>Non - Preparation of CRV in respect of stone material retrieved from Departmental Stone Curshers.</p>	<p>It has been noticed during audit that on an average two to three Stone curshers are held on charge of each Road Construction Company and Stones for Crushers are being obtained from State Mining Department/Forest Deptt. For which a huge amount of Govt. Money is being paid to the state in terms of royly. The production of Stone Crushers in terms of Stone Chips, Stone dust etc. are booked directly in the Work Diary of the relevant Job and progress of road material so crushed are being intimated by the RCC to their task Force Headquarter through MPR. The document like MPR does not come under the preview of Local audit, the consumption of POL of Stone Crushers is watched in audit with reference to their KPLs fixed by the Workshop authorities. But the laid down formula of production</p>	<p>AOs(P) Himank & Beacon may carry out a study and send the report to Main Office after obtaining the comments of CEs(P) / TF through JCDA (BR), Chandigarh for further necessary action in the matter.</p>	<p>The point discussed in detail and the existing procedure may continued to be followed.</p>

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			of Stone Crusher i.e. 1:75 of the stone material retrieved in terms of Stone Chips etc can not be watched in audit in the absence of production of CRV for the material so retrieved from the Stone Crushers held on charge of RCCs. The Point thus needs to be elaborated at higher level and suitable instructions / guidelines may please be issued.		
19	AO(P) Beacon	Recovery of furniture Charges	<p>Recovery on account of furniture issued to married accommodation at Srinagar is to be affected as per provision contained in Para - 699 to MESR and the directions issued by Main Office vide letter No. W/Cell/1108/AA dated 06/12/06.</p> <p>In this connection, it is pointed out that no such recovery is being made from the occupants of buildings to whom the furniture has been issued despite repeated requests in this regard.</p>	<p>The point may be deliberated in CTC meeting and consensus arrived at.</p> <p>AOs(P) / TFs is to take the necessary action to effect the recovery from the occupants.</p>	<p>The AOs(P) / TFs should pursue the case with CEs(P) and send the report to Main Office (Audit Section).</p> <p><u>Action: AOs(P) / TFs & Main Office (Audit Section)</u></p>
20	AO(P) Sampark	Request to review present audit system.	<p>Presently the audit is being carried out by staff only and review is conducted by AO but due to shortage of staff the quality of audit is not maintained upto the standard. It is therefore, proposed that Main Office may kindly consider to allow AAO to accompany the audit party against the existing Audit Mandays and review be carried out by AO Task Forces so that quality of audit be maintained.</p> <p>Further overall review of task forces audit by DCDA/ACDA (Project) concerned may kindly be considered for cash inspection of Task Forces and scrutiny</p>	<p>The single tier review is as per decision of HQrs Office.</p>	<p>In view of the comments of Main Office at column 5, the point may be dropped.</p>

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			of audit documents with higher audit angle.		
21	AO(P) Sampark	Non-maintenance of Contingent/firm liability registers.	Project / TFs are required to maintain separate registers to record contingent and firm liabilities. It has been observed that in spite of repeated requests to these authorities no such registers have been maintained violating the guideline issued by MO / DGBR. As such DGBR may be asked to circulate instruction to all CEs/(P)/Cdr TF for maintaining contingent and firm liability separately so that correct practice may be followed.	Instructions for maintenance of Liability register in two parts by HQ Task Force already circulated by HQDGBR vide letter no. 22524/LIAB/95-96/DGBR/38/E5B dated 27.12.1995. In this regard, detailed instructions have also been issued by Main Office vide Circular No.88 dated 1.07.2005 . These instructions need to be scrupulously followed for better financial control. However, HQDGBR may be asked to reiterate these instructions. <u>Action: Main Office (AT Section) & all AOs(P) & TFs</u>	The existing instructions for maintenance of liability registers issued vide this office circular no. 88 of 1-07-2005 may be strictly followed. However, Main Office (Audit Section) needs to reiterate the instructions regarding maintenance of liability registers. <u>Action: AOs(P) / TFs & Main Office (Audit Section)</u>
22.	AO 45 BRTF	Local Purchase of Cat 'A' Stores:	As per GOI MORTH letter No. BRDB/ 04/ 696/ 2007/ BEA/ 21801/ PC/ DGBR/ TPC dated 27/11/2007 amended vide even No. dated 20/8/2009 delegated powers of various authorities of BRO were enhanced. As per Annexure-I Sl No. 25 (c) to ibid Govt. letter existing powers of CE/ CDR (TF) etc for procurement of Cat 'A' stores have been enhanced and while mentioning the amount the word " each occasion " has been mentioned. It is mentioned in Para 1 (g)of the ibid letter that BR Regulation will be deemed to have been amended accordingly which means that the powers mentioned in Para 904 have been enhanced. It is also mentioned in the ibid Para that the powers are for each occasion. It has	The point may be deliberated in CTC meeting and consensus arrived at for final decision in the matter.	The AOs(P) and TFs need to send their comments duly supported with the orders and practice being followed by them in vetting the Cat 'A' supply orders to audit section Main Office) for examining the issue and issue of necessary clarification. <u>Action: AOs(P) / TFs & Main Office (Audit Section)</u>

Sr No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			<p>been further clarified in Para 913 of BR Regulations that the powers of local purchase laid down in Paras 904, 905, 907, 911 and 917 will be determined with reference to the value of each article and a number of similar articles purchased at the same time and not with reference to the total cost of all item purchased at a time. One supply order may be issued for a group of dissimilar item though the total value of the supply order may exceed the direct purchase powers of the authority issuing the order, if the value of each item in the order is within his power the word “per occasion” has been further clarified against Para 904 (e) (Extract of Para 913 of BR Regulations attd). It is clear from the above that the powers are delegated per item per day. This has also been clarified in Rule 147 of FR Pt-I Vol –I.</p> <p>However recently it has been objected by the AO (P) Chetak that since the powers have been delegated for each occasion as such OC of a workshop cannot place supply order if the total value of the S.O for procurement of cat 'A' spares exceeds Rs 25000/-. This has perhaps been objected based upon the recent clarification issued by main office for procurement of medicines vide their letter No. AT/ BR/ 169/ power dated 16/8/2010.</p> <p>In the opinion of this office the powers have been enhanced and these relates to per item per day. This aspect has also been clarified in Rule 147 of FR Pt 2 Vol-I.</p> <p>In view of the Position stated above, the case</p>		

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			needs examination and the practice being followed by all the sub offices of BRO may be obtained for better appreciation of the case.		
23.	AO 45 BRTF	Payment of Outfit Allowance/Renewal Outfit allowance to Group A&B Officers	As per Govt. of India MORTH BRDB letter No. F. No BRDB/ 03/ 105/ 1998/ GE-1 dated 13/5/2010 circulated vide main office Part-I office order No. SO dated 20/5/2009 the rates of Renewal grant have been revised along with other type of allowances. It would be seen therefrom that the rate of renewal outfit allowance named as Renewal Grant have not been changed but the periodicity has been reduced from 7 years to 3 years. These orders are effective from 1/9/2008. It is not clarified in the ibid letter that those who have already been paid Renewal grant before 1/9/2008 for seven years (as previously this grant was admissible after every seven years), from which date they are entitled for renewal. For example, an officer was paid renewal outfit allowance on 1/10/2005 whether he is entitled for full amount of renewal grant on 1/10/2008 as he completed 3 years on 1/10/2008 and the fresh orders are effective from 1/9/2008. Since the officers are submitting their renewal outfit allowance claim as per the above mentioned Govt. orders, an early clarification in this regard may kindly be obtained from the Ministry so that the claims are regulated accordingly. This matter was referred to main office vide AO(P) Chetak letter no AO/P/Chetak/2007/Misc dated 28/7/2009(In Hindi).	Clarification on the subject has been sought for from BRDB by HQDGBR letter no. 18368/OUT FIT/ ALLC/DGBR / T&C dt. 17.02.10. We should wait for the same. Till then, the status quo may be maintained.	The Renewal Outfit allowance may be paid as per Govt. of India MORTH BRDB letter No. F. No BRDB/ 03/ 105/ 1998/ GE-1 dated 13/5/2010.
24	AO 45 BRTF	Signing of payment order by	It is intimated that as per old practice of this office all the bills passed by this office under the signature of AO are being further put up to the cash assignment holder or any other officer	The point may be deliberated in CTC meeting. Once the bill has been passed by the AO(TF) there is no need of signing payment	The requirement of payment order by Task Force Commander / Staff Officer should not be insisted upon.

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
		Commander (TF)/Staff officer after the bill is passed by the SAO/AO(TF)	<p>nominated by the commander TF for signing the payment order. Cheque is prepared after getting the signature of GREF officer on the payment order. This practice is being followed on the basis of delegation of powers under the provision of rules- 65 (b) of Financial Regulation Part-1 (1963-Edn).</p> <p>Recently a senior Adm Officer has been posted in this HQ and the commander as usual delegated the powers to him to sign on the payment order of the bills passed by this office against cash assignment except contract bills, supply order bills, electricity bills and telephone bills quoting Para 778 of BR Regulations. When the bills of different nature passed by this office (Except 3rd party) were sent to his office for signing the payment order, he returned the same without signing these vouchers stating the reasons that once the bill is passed by the Audit authorities (AO) it is not required to be signed by the GREF officer and only the cash assignment holder will sign the CBI while attesting the entry made in the cash book. He also told that prior to posting in this HQ he has handled cash assignment in 3-4 task forces and no such practice of signing payment order by the GREF officer is being followed by any other AO (TF). However, it was discussed with the commander that since this practice of getting the payment order signed by the GREF Officer/Commander is being followed since long as such this office cannot discontinue without the approval of our higher authorities. Till such time old practice should continue. Hence he agreed upon my proposal and the same is continuing.</p>	order by the executives. However, it should be signed by the cash assignment holder at the time of preparation / signing of cheque.	<u>Action: AO 45 BRTF and AO 32 BRTF</u>

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			<p>In the meantime the undersigned contacted to different AOs (TF) on telephone to know the practice being followed in their office. The matter was also officially referred to many AOs (TF)/ (Ps) vide this office letter no even dated 13/7/09 (Copy enclosed). While examining all the replies received from different AOs it has been observed that out of 8 AOs only 2 AOs stated that the Payment order is being got signed by the Commander or any officer nominated by him. Remaining 6 AOs stated that since powers have been delegated to the AOs (TF) /AO (Ps) as such there is no need of getting the payment order signed from the Gref officer and they are not getting payment order signed by the commander or any other Gref Officer nominated by the Commander as seen from the specimen of the stamp of Payment order(Photo copies enclosed for ready reference) In this connection Para 629 of BR Regulations is very clear on the subject where it is stated that "Cheques will be drawn with the concurrence of the Accounts Officer or Accountant, on the basis of bills preaudited and passed for payment by him". In this connection Para 4.3 of Annexure A to CDA (BR) letter no AN/I/030 dated 12/5/92 (copy enclosed) is also relevant on the subject. Since the cheques are being issued duly signed by the cash assignment holder and all the entries in the cashbook are attested by him as well as by the AO (TF) as such this office also feels that there is no need of getting the payment order signed by the GREF officer.</p> <p>In view of the position stated above it is stated</p>		

Srl No	Offices	Agenda Point in Brief	Point In Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			that since all the AOs (TF)/AOs (P) are functioning under PCDA (BR) and a uniform system has to be followed by all the sub-offices as such the matter may kindly be examined and necessary guidelines in this regards may kindly be issued to all for following the uniform system of payment of bills.		
25	AO(P) Deepak	Super Review of RCC,BCC, SS&TC/Workshop	At present the super review is being carried out by IDAS officer in respect of Task Forces and CE (P), in this context it is submitted that overall expenditure incurred against allotments by the BRO is at RCC/BCC//SSTC/Workshop level which remain untouched. To make more effective and meaningful, it needs to be considered that all concerned allied units such as RCC SSTC and workshop may also be inspected during the super review of Task Forces.	Within the existing mandays, it is not possible to visit all the sub-units of a Task Force viz RCC, SS&TC, Workshop. However, in case need arises the accounts of any sub-units i.e. RCCs etc are subjected to Super Review.	The super review may be carried out as per existing practice i.e. of HQ CE (P) / TF.
26	AO(P) Hirak	Booking of Pay & Allowances	Due to impending move of Project Hirak all the jobs are about to exhaust. Necessary guidelines may please be given to book obligatory charges like pay and allowances.	AO Project needs to pursue the matter with CE (P) and ensure that expenditure booked is within the sanctioned amount and allotment. Action: AO(P) Hirak	AO(P) need to ensure that expenditure is kept within the available allotment. Action: AO(P) Hirak

III - Training Issues

Sr/No	Offices	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1.	Jt.CDA (BR) Chandigarh HQ 21 TF (GREF) AO(P) Shivalik AO 21 BRTF AO 761 BRTF	Training on Raising of MFAI item.	It is proposed that training on raising of MFAI item may be included in the future training Programme.	The Course on raising of MFAI, Financial Advice items and courses related to motivation and morale can be included in next in house calendar 2011-12. Action: JCDA (BR) Chandigarh	A course on generation of MFAI items has been included in the training calendar 2011-12.
2.	HQ 21 TF (GREF)	Course relating to pension rule	It has also been proposed for inclusion of course relating to Pension rule and audit of Pension Documents in respect of BRO.	Courses on Pension are conducted by PCDA (P) Allahabad.	AN -I Section of Main Office needs to nominate the Officers / Staff from sub-offices for Pension courses as and when conducted by PCDA(P) Allahabad. Action: Main Office (AN-I)
3.	HQ 21 TF (GREF)	Course related to motivation morale.	Course may please be introduced from time to time on " motivation and morale.	Such courses are conducted by RTC Meerut and staff/officers are nominated from time to time.	AN -I Section of Main Office needs to nominate the Officers / Staff from sub-offices for courses on motivation & morale as and when conducted by RTC Meerut. Action: Main Office (AN-I)
4.	AO 32 BRTF AO(P) Shivalik AO 21 BRTF AO 761 BRTF	Computer training of DAD officers/staff posted in GREF offices	In the present, computerization of every field, need is felt that DAD staff posted in all GREF Offices, lacking basic knowledge of computer work, should have proper knowledge of computer work. Therefore, it is requested that short courses should be commenced to impart computer training / literacy to DAD staff (Officers as well as subordinate staff) on routine basis which can help not only in smooth functioning of the DAD offices attached to various GREF	The AOs(P) / TFs located at a station or nearby station (like Jammu, Akhnoor & Vijaypur) can send one consolidated proposal to Main Office PCDA (BR) of PC awareness training course after obtaining the rates from reputed institution like NIIT, Aptech etc through	AOs(P) / TFs requiring PC awareness training may send their consolidated proposal to Main Office PCDA(BR) through JCDA (BR) Chandigarh.

Srl No	Offices	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			organizations but also will reduce of dependency on the GREF personnel attached with DAD Offices.	JCDA(BR) Chandigarh. The training may be proposed in the 2 nd half to avoid dislocation of office work.	
5.	AO(P) Shivalik AO 21 BRTF AO 761 BRTF	Providing of Books	Newly raised offices may please be provided books of manual, audit drill and a set of previous all important orders.	All AOs(P) & TFs should submit their requisition to JCDA(BR) Chandigarh for consolidation or they can send their requisition individually to Main Office by 15.02.2011.	As confirmed by I/C JCDA (BR) Chandigarh books are being provided to the sub-offices shortly. I/C JCDA (BR) Chandigarh to confirm the compliance to Main Office PCDA (BR) by 31.03.2011. <u>Action: JCDA (BR) Chandigarh</u>

IV – 6th CPC Issues

Srl No.	Office	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1	AO 45 BRTF	Grant of Grade pay of 5400/- for AO/SAO/ACDA	As per the recommendations of VIth CPC grade pay of Rs 5400/- has been granted to Accounts Officers/Senior Accounts Officers and ACsDA .It is submitted that the cadre of Accounts Officer is feeder cadre for next promotion i.e. Senior Accounts Officer. Similarly SAO is feeder cadre for promotion for ACDA (ranker). Since the grade pay of feeder cadres and promotion cadres is the same as such no such substantial financial benefit is presently admissible as compared to the other cadres for promotion. For example an Auditor whose grade pays is 2800 gets next grade pay of 4200 on promotion to Senior Auditor. Similarly an AAO promoted to AOs grade gets Grade pay of 5400 on promotion to AOs grade. Unfortunately only the above mentioned cadres of AOs/SAOs are getting only 3% of the Pay only on their next promotion which is less than the promotional benefits available to the Auditors and the AAOs.It is also learnt that AAOs are being directly recruited in the grade pay of 4800.And if they came to know that after getting first MACP in the grade pay of 5400 they will have to remain in the same grade pay for next 20 years it is felt that they will try for employment for other departments and this will not be beneficial for our department.SAS examination has already been made so difficult that the desired candidates are not appearing/passing the examination which has resulted direct recruitment of AAOs.It is also recalled that prior to Vth CPC the pay scale of AO was higher than the pay scale of IDAS (Direct entry).Reasons for keeping the low pay scale in Vth CPC might had been justified by our department. But it is submitted that Senior AO gets the promotion of ACDA after about 7-8 years it should not be linked with the Grade pay of the IDAS (Direct Recruits).It is also a fact that all the IAS candidates selected for IDAS rank are not joining this department and that is why one of our senior IDAS officers has to write a Do to all the new entrants of IDAS Batch 2010 to join this	<p>As per RPR-2008, AAO (ACP) and AO are placed in pay Band 9300-34600 (PB-2) with Grade pay 5400/- & SAO, ACDA have been placed in Pay Band 15600-39100 (PB-3) with Grade Pay 5400/-</p> <p>Re-structuring of the cadre, benefit given on promotion are being dealt in HQrs Office.</p> <p>Grade pays have been approved by the Govt as per the recommendation of VIth CPC.</p> <p>Therefore, upgradation / suggestion does not come within the ambit of PCDA (BR).</p> <p><u>Action: No further action.</u></p>	<p>Grade pays have been decided by 6th CPC and approved by Govt.</p> <p>Therefore no action devolves on PCDA (BR).</p> <p>The point is dropped.</p>

Srl N o.	Office	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3- 4/02/2011
1	2	3	4	5	6
			<p>department.. Keeping the feeder cadre and the promotional cadre in the same grade and that too for the next two promotions is not justified and it cannot be treated as a promotion So at this stage there is need for cadre review so that the grant of same Grade Pay for above mentioned cadres is amended otherwise there is no need of promotion from AO Grade to SAO Grade or ACDA. It is submitted that since the duties of AO and SAO are similar as such the post of SAO may be abolished as it has been done in the case of erstwhile AAO and AO should be promoted to the of DCDA in the grade pay of Rs. 6600/-.</p>		
2.	AO(P) Hirak	TA / DA claim	<p>1.It is experienced that TA / DA bills are submitted with Hotel bills in which Hotel registration numbers are written by hand. Please clarify whether this type of bills to be admitted for Hotel DA. 2. Agents charges for Air tickets to be reimbursed only for two agents who are authorized to book Air tickets. The units of GREF are located in remote places where no authorized agents are available. Guidelines may please be given to deal with such type of cases. 3. Acknowledgements from PAO (GREF) in r/o Ty. Advance not received to clear the outstanding demands.</p>	<p>1. Registration no on the bills is required and may be watched. 2. In case authorized agents are not available, the tickets may be obtained from the counter of the Airlines or downloaded through internet. 3.Matter may be taken up with PAO (GREF) Demi- officially. <u>Action: No Further Action</u></p>	In view of the comments of the Main Office as per column 5, the point is dropped.
3.	AO(P) Hirak	Pay of direct recruits	<p>Individuals who are direct recruits on or after 01/01/2006 are getting more pay than the individuals who are promoted after 01.01.2006.</p>	<p>Direct recruits are getting more pay as per RPR 2008 notified by Govt. vide letter no. vide Ministry of Finance (Department of Expenditure) Notification GSR 622(E) and Min. of Fin. Resolution no. 1/1/08-IC dated 29/08/08 <u>Action: No Further Action</u></p>	Being a policy matter, no action devolves on us. The point is dropped.

Srl N o.	Office	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3- 4/02/2011
1	2	3	4	5	6
4.	Jt.CDA (BR) Chandigarh AO 45 BRTF	Grant of TPT Allowance	TPT Allowance is being granted to the Officers and GREF personnel on the basis of DOs Part - II and not admissible while on TD/EOL/HPL/EL for full month as per RPR-2008, but it is not clear whether TPT allow should cease automatically or on publication DO Part - II	This point needs deliberation in the CTC Meeting.	PAO (GREF) confirmed that in case of temporary duty DOs II are treated as non actionable. However, in case of leave, the absence cessation is notified through Dos II. PAO (GREF) further confirmed that he has taken up the matter with HQDGBR for publication of cessation DO II by CEs(P) / TFs including HQDGBR. PAO(GREF) needs to pursue the matter to finality and inform the Main Office PCDA (BR) PAO Cell. <u>Action: PAO (GREF) & PAO Cell Main Office</u>

V - Issues related to Works

Srl No.	Office	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
1.	JCDA (BR) Chandigarh	Raising of Debit on account of Pay and Allow by AO GREF Centre	It has been proposed that the TBOs raised against the TFs is to be fully responded by the responding TF. At present they are being accepted partially on the plea that the individual stands posted to other TFs	In this context, Main Office vide letter no. W.Cell/1132/TBO/Corres dated 30.11.2010 has clarified to all AOs(P) / TFs that TBOs raised by AO GREF Centre on account of Recruits pay must be responded in full and portion pertaining to other Task Forces should be raised through TBO.	AOs(P) / TFs need to respond the TBOs raised by AO (GREF) Centre in full irrespective of all the amount involved. Action: All AOs(P) / TFs
2.	Jt.CDA(BR) Chandigarh	Construction Accounts	Maintenance of Construction Accounts. It is proposed that construction accounts should be maintained by the executive authorities as in MES.	The status quo may be maintained.	Status quo may please be maintained.
3	Jt.CDA(BR) Chandigarh	Applicability of DPM 2009 (Revenue Procurement)	Provision of DPM 2009 is generally not accepted by the BRO Executives. The same may be made applicable in BRO in consultation with DGBR.	BRO Procurement Manual has been uploaded on PCDA's website www.pcdabr.gov.in . The same may be downloaded and hard copy maintained in office for reference and record. Action: All AOs(P) & TFs	Needful may be done as per comments in column 5. Action: All AOs(P) / TFs
4.	AO 35 BRTF	Outsourcing of work	Outsourcing of work is being carried out on large scale, even for small jobs like BT whereas, departmental sources are available. In certain roads/stretches departmental works as well as contracts works are carried out simultaneously	Works are being executed as per the sanction accorded by the CFA and Technical sanction accorded by Engineering Authority. However, specific cases where there is deviation	Specific cases involving deviation in execution of works may please be reported to Main Office (Works Cell) through JCDA (BR) Chandigarh.

Srl No.	Office	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			thereby chances of inter mingling of both works is not ruled out. Each project should decide some roads as a whole for contact and others roads for department works.	may be reported to Main Office through AO (P) & JCDA (BR) Chandigarh. Action: AO 35 BRTF	Action: All AOs(P) / TFs
5	AO 35 BRTF	Deployment of Pioneers on Admin duties.	Pioneers are basically recruited for deployment on Road works but practically in majority cases they are deployed for administrative duties. As a result Labour Components is increasing day by day and may be exceeding laid down norms of the job.	AO 35 TF may carry out the necessary study and send a report through AO(P) & JCDA (BR) Chandigarh to Main Office. Action: AO 35 BRTF	Point deliberated and decided not to pursue it further.
6	AO 35 BRTF	Control of Blank Muster Roll	Blank muster roll form no BRDB 19 A is being held by TF/RCC without any control thereby leaving chances of manipulation back dated / post dated preparation. It is suggested that Muster Roll forms audit Office (AO TF) like MB/USR book which will lead to arresting malpractices if any.	The point may be deliberated in CTC Meeting and consensus may be arrived at.	AOs (P) / TFs will send a detailed report to Main Office (Work Cell) Action: All AOs(P) / TFs & Works Cell (Main Office)
7	AO 35 BRTF	Booking of Bitumen	In Technical Sanction, contract cost includes the cost of bitumen whereas, bitumen is procured by Department & Subsequently issued to Contractor, since bitumen is a Cat B item, its payment is booked to Cat - B stores and not to contract as a result cost of Cat - B stores shoots up with reference to TS provisions and cost of contract provisions comes down. The point needs to be looked into.	The point may be deliberated in CTC Meeting and consensus may be arrived at. A study may be carried out by AO 35 TF and sent through AO(P) & JCDA (BR) to Main Office (Works Cell) Action : 35 BRTF	Point deliberated and decided not to pursue it further.
8	AO(P) Beacon	Issue of Schedule -B Stores to contractors	During scrutiny of contracts concluded for the 2010-2011, it has been observed that the rates of the Sch-'B' stores incorporated in the tender documents to be issued to contractors vary at large. The procedure followed by CE Beacon is that at the time of issue of NIT, the rates of	Main Office has already taken up the matter with HQDGBR advising to issue necessary instructions to CEs(P), not to issue the Bitumen as Sch-'B' stores on the pattern of MES. However, The point may be	Point is under reference to HQDGBR. Further communication may be awaited. Audit Section of Main Office needs to pursue the matter with HQDGBR.

Srl No.	Office	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3-4/02/2011
1	2	3	4	5	6
			<p>bitumen/cement etc are obtained from the concerned Task Force duly vetted by the AO and the same are reflected in the tender documents. In the present system, it is seen that the rate of Sch - 'B' stores are not correctly applied. The variation in rates is shown in Appx'A'. To that, the latest rates are shown in tender documents it is held that at the time of floating NIT the rate as applicable on that day should be called for through Fax from IOC etc and carriage factor is added with reference to the contracts concluded for handing and conveyance for that station. In this way the latest prevailing rates of the items under Sch 'B' in the market will be mentioned in the NIT and recovery of the same will be affected from the contractor at the time of releasing the payment against the contract agreement.</p>	<p>deliberated in CTC meeting and consensus arrived at.</p>	<p><u>Action: Main Office (Audit Section)</u></p>
9	AO(P) Sampark	Adjustment of QSA upto Rs. 1 lac	<p>As per DGBR No. 22524/Liab/DGBR/168/E5B dt. 23.12.2003 addressed to all units with a copy to the CDA (BR) and CDA (BR) Circular no.59 dt. 18/01/2005 instructions regarding adjustment of TBOs between CE/TF have been issued. Further Para 4(a) of DGBR letter & Para 1(a) of PCDA (BR) letter ibid stipulate that TBOs will not be raised in respect of amount of Pay and allowances upto Rs. 1 Lakh. In one of the cases, PAO (GREF) vide his letter No. PAO/GREF/CC/A/C dt 18.08.2010 has forwarded a Summary of QSA in respect of units under CE(P) with the concerned unit through TBO. Accordingly extract of QSA</p>	<p>In view of the given circumstances, the earlier instructions, which were probably based on pendency, require review and necessary classification. The point may be deliberated in CTC Meeting and consensus arrived at.</p>	<p>The existing instructions on not raising the debit on account of pay and allowances between CEs(P) & TFs upto Rs.1 Lac may continue to be followed.</p>

Srl N o.	Office	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3- 4/02/2011
1	2	3	4	5	6
			<p>not pertaining to this office was sent to HQ 31 BRTF for adjustment but same has not been adjusted by the AO 31 BRTF and same has not been accepted by the HQ 31 BRTF on the pretext that amount involved is less than one lakh quoting reference of letters of PCDA (BR) & DGBR letter ibid stating that same require adjustment at HQ CD(P) Level.</p> <p>This office is of the opinion that adjustment of Pay & Allowances pertaining to staff deployed in Task Force is mandatory irrespective of amount involved because expenditure on this account is to be booked in the Jobs wherein individual has actually been deployed (jobs being cost oriented) and there is no Centrally Control Head for booking of Pay and allowances in respect of individuals employed in BRO ignoring such adjustment at Task Force level may lead to exhibit incorrect financial status of jobs. Moreover there is no system of operation of Jobs in the Project HQ where only Ground Establishment head for booking of Pay & Allowances of GREF Personnel deployed therein is available.</p>		
10	AO (P) Sampark	Non-detailment of B.O.O. for market survey, Non-production of price list of manufacturer while giving	<p>During the scrutiny of contract / L.P. documents, it is noticed that reasonability certificates are not being endorsed by B.O.O. either on CST or separately. Reasonability is given by commander TF's only on the basis of which CE also endorses consent.</p> <p>Executives were advised to have market</p>	The point may be deliberated in CTC meeting and consensus arrived at to decide further course of action w.r.t. the available guidelines in DPM, GFR & BRO Procurement Manual.	AO(P) Sampark may send the complete case with his comments for examination in the Main Office.

Srl N o.	Office	Agenda Point in Brief	Point in Detail	Comments of Main Office	Decision Arrived at in CTC Meeting Dated 3- 4/02/2011
1	2	3	4	5	6
		reasonability of rates quoted by L-1 B.O.O. due to endorse reasonability certificate on CST.	survey through B.O.O, reasonability may be given taking into account the prevailing market trend but this is not being done in CE(P) Sampark. May please be examined and taken up matter with DGBR so that instructions may be issued on the subject. (Instance case is enclosed.		