

# PCDA (BR) DELHI CANTT.

**CTC MEETING**

**Held at Shillong**

**on**

**08/01/2010**

**Minutes of CTC Meeting**

**Held at Shilling**

**on**

**08 January 2010.**

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# **PROGRAMME**

<b>Date</b>	<b>Time</b>	<b>Events</b>
08-1-2010	0910 Hrs	Inaugural address by Shri Banwari Swarup IDAS, PCDA (BR)
	0930 Hrs to 1100 Hrs	1 <sup>st</sup> Session of CTC Meeting
	1100 Hrs to 1115 Hrs	Break
	1115 Hrs to 1300 Hrs	2 <sup>nd</sup> Section of CTC Meeting
	1300 Hrs to 1430 Hrs	Lunch at Officers Mess HQ CE (P) Setuk, Shillong
	1430 Hrs to 1630 Hrs	Final Session of CTC Meeting
	1630 Hrs to 1645 Hrs	Tea
	1945 Hrs	Mess Social by CE (P) Setuk at Officers' Mess

**List of participants attended CTC Meeting held on 8<sup>th</sup>  
January 2010 at Shillong under the Chairmanship of Shri  
Banwari Swarup, IDAS, PCDA (BR)**

1. Shri Dilip Kumar, IDAS, Addl CDA - AO (P) Vartak, Tezpur
2. Shri D K Rai, IDAS, Dy. CDA - Main Office, PCDA (BR)
3. Smt S A Synrem, IDAS, Dy. CDA - AO (P) Setuk, Shillong
4. Shri M H Khan, IDAS, Dy. CDA - AO (P) Dantak, Bhutan
5. Shri GC Dutta, IDAS, Asst. CDA - CDA(BR), Guwahati
6. Shri K Barman, IDAS, Asst. CDA - AO (P) Sewak, Dimapur
7. Shri B C Das, IDAS, Asst. CDA - AO (P) Udayak, D'Duma
8. Shri Niranjan Deb, SAO - AO 763 BRTF, Sapper
9. Shri S P Bhattacharjee, SAO - AO 752 BRTF, Khonsa
10. Shri A C Nath, SAO - AO 25 BRTF, Imphal
11. Shri GR Malhotra, SAO - AO 19 BRTF, Bhutan
12. Shri J A Khan, SAO - AO 47 BRTF, Guwahati
13. Shri Lalan Pandey, SAO - AO (P) Swastik, Gangtok

14. **Shri A K Saikiya, SAO** - **AO 758 BRTF, Gangtok**
15. **Shri Moloy Ghosh, AO** - **AO EBW, Tezpur**
16. **Shri M C Kothari, AO** - **AO 14 BRTF, T'valley**
17. **Shri N K Biswas, AO** - **AO 44 BRTF, Along**
18. **Shri Sanjay Apte, AO** - **AO 756 BRTF, Naharlagun**
19. **Shri K M Chakraborty, AO** - **AO 36 BRTF, Silchar**
20. **Shri Ram Murty, AO** - **AO 15 BRTF, Kohima**
21. **Shri D D Sharma, AO** - **AO (P) Pushpak, Aizwal**
22. **Shri D G Paithane, AO** - **AO 42 BRTF, K'Basti**
23. **Shri Tapan Ganguli, AO** - **AO 764 BRTF, K'pong**
24. **Shri R K Rai, AAO** - **AO (P) Arunank,**
25. **Shri Manish Gope, AAO** - **AO 765 BRTF, Chrachandpur**
26. **Shri Jayant Chakraborty, AAO** - **AO 755 BRTF, Agartala**
27. **Shri D K Roy, AAO** - **UA LO DGBR, Kolkata**

## **OPENING ADDRESS BY PCDA (BR)**

My dear fellow members of the DAD fraternity,

First of all I wish you a Very Happy and Prosperous New Year. On this occasion, I would like to avail this opportunity to share with you my vision for the organization of PCDA (BR).

The organization of PCDA (Border Roads) needs to re-invent itself successfully to adapt to the rapidly changing environment and responding with promptness to the expectations of the Border Roads Organisation. These call for greater professionalism and commitment in the discharge of our responsibilities so as to contribute in an effective manner towards optimum financial management of BRO especially in the present day situation of austerity and to ensure maximum satisfaction of our valued clients through prompt, efficient, accurate and quality service. In this regard I would like to mention the directive of HQrs Office where we have to set up a mechanism/system for monitoring and evaluating performance by addressing three basic questions: (a) What are your office's main objectives for the year? (b) What actions are proposed to achieve these objectives? (c) How would we know at the end of year the degrees of progress made in implementing these actions?

In this direction, Office Automation and Single Window System have been implemented in the Main Office of PCDA (BR) after my assumption of charge. I would also like to implement the same in office of CDA (BR) Guwahati and JCDA (BR) Chandigarh in near future. To promote data transfer through e-mail, I would like to extend broad band facility to all AOs (Task Forces) and newly created sub-offices. For authentication of document, we are proposing digital signature to all Accounts Officers in this organization. Even we are envisaging to install video-conferencing between Main Office and major sub-offices of this organization in next financial year.

In addition to this, to contribute meaningfully in the area of Internal Audit, I call upon every body to make sincere efforts so that at least one MFAI must be raised yearly by each AOs(P/TF). In this regard, I appreciate the efforts put in by AO 36 BRTF in raising one MFAI in QE 09/09. We have also been considering change in present system of Audit by involving all stakeholders.

Further we have to make PCDA (BR) truly a learning organization. Suggestion on improvement in In-house training would be welcomed from all stakeholders. In this regard, we are in process of formalization of certain suggestion forwarded by office of CDA (BR) Guwahati. A training on open office and Linux would be organized very shortly in ensuing months.

Moreover we need to rechristen our role as IFA in accordance with IFA (BR) manuals. In this regard, we are taking up applicability of IFA (BR) manuals and DPM 2009 with HQDGBR at Project/ Task Force level.

I am sure In order to make my vision a reality, the entire organization especially the IDAS Officers & Sr. Accounts Officers and Accounts officers besides leading their Projects / Task Forces, need to fully involve themselves and work with greater commitment to achieve their professional targets and will rededicate ourselves to the core values of integrity, transparency, accountability and innovativeness and redouble our efforts to make this organization a vibrant, responsive, forward looking and professionally competent organization.

I wish you all the success in our individual and collective endeavor towards realizing this vision, and wish you all once again a very happy, peaceful and professionally rewarding New Year.

## CDA(BR), New Delhi-10

### Annual In-House Training Calander for year 2009-10

SL NO	COURSE	LEVEL OF PARTICIPATION	DURATION	From Date	To DATE	VENUE
1	2	3	4		5	6
12	Course on Pay Fixation (BRO and DAD), ACP Procudure and Problems	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/ SAO	3 days	27/04/2009	29/04/2009	PAO(GREF)
1	Adjustment of DIDs and clearence of Suspence Heads Viz	Clk/Aud/Sr Aud/SO(A)/ AAO	2 days	11/05/2009	12/05/2009	PAO(GREF), Pune
2	Course on Vetting of AEs by AO(P)/TFs	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	3 days	15/06/2009	17/06/2009	JCDA(BR) Chandigarh JCDA(BR) Guwahati
3	ADVANCE PC Course - Visual Foxpro ,designing and maintanance of wbsite, Data transfer through WAN	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	5 Days	13/07/2009	17/07/2009	PAO(GREF), Pune
4	Pay Accounting System-BRO and Pay Fixation- GREF personnel -procedure , orders and practical problems and ACP-Procedure and problems	Clk/Aud/Sr Aud/SO(A)/ AAO	5 Days	06/08/2009	10/08/2009	PAO(GREF), Pune
5	Local Audit under the revised system in BRO, Generation of IAR points, Post Audit of Vrs, Writing of Audit Reports	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	5 days	14/09/2009	18/09/2009	JCDA(BR) Chandigarh JCDA(BR) Guwahati
6	Induction course for newly posted staff in organisation of CDA(BR)	Clk/Aud	5 days	21/09/2009	25/09/2009	JCDA(BR) Chandigarh JCDA(BR) Guwahati
7	Course on Management Information System	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	1 days	12/10/2008		PAO(GREF), Pune
8	Course on Works related issues - Annual Works Plan , Scrutiny of AA & TS and Contract Agreement, payment of RARs and final bills, Scrutiny of Supply Order, Maintenance of construction Accounts.	Clk/Aud/Sr Aud/SO(A)/ AAO	5 days	26/10/2009	30/10/2009	JCDA(BR) Chandigarh JCDA(BR) Guwahati

9	Noting & Drafting with practical	Clk/Aud/Sr Aud/SO(A)/ AAO	2 days	05/11/2009	06/11/2009	JCDA(BR) Chandigarh JCDA(BR) Guwahati
10	PC course on Hindi Typing, Workshop on Rajbhasha	Clk/Aud/Sr Aud/SO(A)/ AAO	3 Days	11/11/2009	12/11/2009	Main Office, CDA(BR), New Delhi PAO(GREF), Pune
11	In House training for - MS word, Exel , Power Point including Open office	Clk/Aud/Sr Aud/SO(A)/ AAO	5 days	07/12/2009	11/12/2009	JCDA(BR) Chandigarh JCDA(BR) Guwahati
14	Refresher course of Newly Promoted SOs(A) who have undergone induction course at RTCs	SOs(A)	3 days	08/02/2010	10/02/2010	PAO(GREF), Pune ,JCDA(BR) Chandigarh JCDA(BR) Guwahati
13	Budget monitoring, Maintenance of Liabilities register, Adjustment of DIDs, CP Vouchers, TBOs PI Vouchers, Preparation of Punching Compilation of Receipts and charges, MER/MES, Occupation and Vacation Returns, LF Bills , Watching its recovery	Clk/Aud/Sr Aud/SO(A)/ AAO/AO/S AO	3 days	08/03/2010	10/03/2010	JCDA(BR) Chandigarh JCDA(BR) Guwahati

**The In-house training calendar 2009-2010 has been finalized keeping in view the following issues:**

- (a) Necessity of conducting these courses;
- (b) Feasibility of conducting them in the proposed months at the proposed venues and for the proposed duration;
- (c) Level and extent of participation;
- (d) Availability of officers who could serve as the faculty for various courses;
- (e) Contents of each course;

## Training Issues

A committee has to be constituted to look into following aspect and submit report within defined time frame:

- (i) Identification and review of training needs.
- (ii) Feasibility of roping in of retired DAD personnel as faculty member.
- (iii) Consultant for specific training areas/subjects.
- (iv) Identification of BRO personnel for roping in for training on major technical issues.
- (v) Standardization of training material.
- (vi) Formation of panel of faculty members.

<b>Point in Brief</b>	<b>Action Point</b>	<b>Action By</b>
<b>Reporting Mechanism</b>	A brief on reporting mechanism may be submitted to MO within following framework: (i) To be evaluated by Head of Office after period of three months (ii) Only Applied part of Training	<b>CDA(BR) Guwahati</b>
<b>Training to newly posted DAD employee</b>	A draft recommendation in this regard may be submitted to MO within following framework: (i) To be conducted in CDA(BR) Guwahati than RTC (ii) More focus on BRO working	<b>CDA(BR) Guwahati</b>
<b>Prioritization of training</b>	A comprehensive draft proposal on prioritization of training may be forwarded to MO within following framework: (i) Judicious mix of theory and practical in training (ii) Stress on vital topics	<b>CDA(BR) Guwahati</b>
<b>Splitting of longer Training Programs into smaller ones based on specific subjects</b>	A draft proposal with effect to break vast subject into smaller training modules for better assimilation and understanding of subject covered. In order to understand and draw inferences, trend analysis may also be undertaken.	<b>CDA(BR) Guwahati</b>
<b>Standardization of training material</b>	Three sub-committees would be constituted for standardization of training materials by dividing training subjects in three parts drawing members from CDA(BR) Guwahati, JCDA(BR) Chandigarh, PAO(GREF) Pune and Main Office within stipulated time frame.	<b>Main Office</b>
<b>Panel of faculty members</b>	A committee drawing members from CDA(BR) Guwahati, JCDA(BR) Chandigarh, PAO(GREF) Pune and Main Office would be constituted to form a panel of faculty members within	<b>Main Office</b>

	<p>following framework:</p> <p>(i) Draw panel from both DAD and BRO (ii) Identify and Roping in retired DAD personnel on specific area (iii) Drawing out basic qualitative requirement for selection of faculty members (iv) Training not at one place but may be organized at other places on the basis of requirement and participation.</p>	
<b>Test for evaluation of effectiveness of training</b>	<p>Test should not be rigorous otherwise it smothers the confidence level of trainees. Test should focus on theoretical aspect of training because evaluation of applied part of training can be done through reporting mechanism. Organising Quiz at end of training falls within the framework as brought out above.</p>	<b>CDA(BR) Guwahati</b>
<b>Division of training areas between RTC and In-House Trainings</b>	<p>At the time of forwarding the proposal for In-house training calendar, special care must be taken by office of CDA(BR) Guwahati to avoid concurrent Training on same subject/inclusion of same subject in RTC and in-house training within following framework:</p> <p>(i) RTC for theoretical aspect of general topics and training for trainers on methodology and techniques of training (ii) In-house training for specific areas of work and more focus on applied aspect of subject.</p>	<b>CDA(BR) Guwahati</b>
<b>Training on IFA System</b>	<p>Training on IFA must be included in In-House training calendar and IFA Cases not dealt as per IFA(BR) manuals and DPM 2009 may be brought immediately in notice of Main Office.</p>	<b>CDA(BR) Guwahati</b>
<b>Training on working knowledge of PCs</b>	<p>A draft proposal for customized training program on various application softwares of Window / Linux OS may be submitted to MO for taking up with RTC Kolkatta. Moreover requirement of outsourcing the PC training maybe explored and accordingly a draft proposal may be forwarded to MO. Pending installation of servers and PCs have to be taken up with vendors for installation as quickly as possible.</p>	<b>Main Office and CDA(BR) Guwahati</b>

## **Audit & Accounting Issues**

<b>Point in Brief</b>	<b>Action Point</b>	<b>Action By</b>
<b>Categorization of Audit Objection and Power of settlement based on categorization</b>	<p>Proper categorization is essential for meaningful inferences. A draft proposal on power of settlement based on categorization of Audit objections may be submitted to MO.</p> <p>It is further stated that executive summary submitted by Audit Team Leader must categorize the audit objections in three parts:</p> <p><u>PART 'A'</u> : Serious irregularity with financial effect.</p> <p><u>PART 'B'</u> : Objections relating to departure from procedures (Rules &amp; Regulations).</p> <p><u>PART 'C'</u> : Objections of routine nature i.e. DO Part II O.O awaited, Acknowledgement of FRMO awaited.</p> <p>Where audit objections are not responded timely , matter may be taken up with higher authorities by raising the level and it should be brought in notice of higher DAD authorities in organization of PCDA(BR) like AO(P), CDA(BR) Guwahati, Main Office.</p>	<b>CDA(BR) Guwahati, All AOs(P/TF) under CDA(BR) Guwahati</b>
<b>Mechanism to monitor settlement of Audit Objection</b>	Settlement of Audit objections is being monitored through MPR submitted by all sub-offices. A committee is to be constituted to rationalize various reports and returns being forwarded to MO from Sub-Offices (i) to make sense out of reports (ii) be a trend analysis to draw out inferences (iii) be a kind of MIS for effective evaluation	<b>Main Office and CDA(BR) Guwahati</b>
<b>Physical verification of stores</b>	Status quo would be maintained at present.	<b>All AOs(P/TF) under CDA(BR) Guwahati</b>
<b>Change in present system of audit</b>	MO has already taken up the change in present system of Audit vide letter no. AT/BR/117/LA/Vol-IV/PC dated 15 <sup>th</sup> Nov 2006. The same need to be further deliberated with CDA(BR) Guwahati on Manpower requirement. For time being; AOs(P) will undertake audit of their projects and AOs(TF) will undertake audit of different task forces. Carrying out of audit during month of March and April preferably need not to undertaken on account of rush of works in offices of AOs(P/TF) due to closing and adjustment of account.	<b>Main Office and CDA(BR) Guwahati</b>
<b>Delegation of power to approve PTP/ATP for audit of BRO</b>	The decision in this regard has been conveyed to CDA(BR) Guwahati vide MO letter no.AT/BR/117/VI/ATP/PTP dated. 05.01.2010.	<b>CDA(BR) Guwahati</b>

<b>units based in Bhutan</b>		
<b>Audit &amp; Inspection of DAD Sub-Offices</b>	In future , any correspondence on internal audit & inspection of DAD sub-offices by JCDA/PCDA/CGDA to sub-offices would also be endorsed to concerned AO(P) and CDA(BR) Guwahati /JCDA(BR) Chandigarh.	<b>Main Office and CDA(BR) Guwahati</b>
<b>Financial Advice Report</b>	Any Financial Advice rendered by Organisation of PCDA(BR) to HQrs Office would be put in wide circulation through all possible means.	<b>Main Office</b>
<b>Applicability of DPM 2009 (Revenue Procurement)</b>	The MO would take up the issue with HQDGBR and intimate outcome shortly	<b>Main Office</b>

## Administrative Issues

<b>Point in Brief</b>	<b>Action Point</b>	<b>Action By</b>
<b>Shortage of staff</b>	There is overall shortage of staff in the department. Therefore, we all are to share the shortage of staff and manage the work within the available manpower. However, 215 vacancies of Auditors & Clerks have been released to this organization by HQrs office to fill up the posts through SSCs. The shortage of staff will be filled up on receipt of requisite dossiers from SSCs. The sharing of shortage on equitable basis would be looked into and genuine cases of Transfers/Posting would be considered.	<b>Main Office</b>
<b>Change of appointments of AO</b>	IFA is one of the multiple functions to be performed by the AOs(P/TF). Hence present designation may continue to avoid confusion among executives	-----
<b>Posting of</b> <b>(A) DCDA/ACDA/SAO/AO</b> <b>(B) AAO</b>	Regarding A, the case has already been taken up with the MOD (Fin) vide HQrs office letter No. AN/III/ 3096/Vol-IV dated 28-10-09 and HQrs office has further been reminded to this effect vide this office letter No. AN/I/ 70/SARDP/2009 dated 10-12-2009.  Regarding B, the posting of AAOs is being considered in ensuing rotational transfer.  Those offices, where AAOs are posted in place of AOs and there is inherent problem of road connectivity/ communication or infested with militancy, Delegation of power to AAOs of AOs may be considered as a stopgap arrangement for routine disposal of work till requisite incumbents are posted.	<b>Main Office</b>
<b>Fixing of authorized strength of newly raised offices</b>	Case has already been taken up with the MOD (Fin) vide HQrs office letter No. AN/III/ 3096/Vol-IV dated 28-10-09 and HQrs office has further been reminded to this effect vide this office letter No. AN/I/ 70/SARDP/2009 dated 10-12-2009.	<b>Main Office</b>
<b>Tenure Station</b>	A detailed report along with statement of case may be forwarded to Main Office.	<b>CDA(BR) Guwahati</b>
<b>Duty Station HRA to DAD officers/staff who are in occupation of single/ mess accommodation</b>	A detailed case has to be sent to MO regarding admissibility/non admissibility of HRA to GREF& DAD Officers and staff in static & non-static locations w.r.t the orders on the subject, the practice being followed & the points at issue with recommendations etc.	<b>CDA(BR) Guwahati</b>

<b>at non static stations in BRO units</b>		
<b>Office Accommodation for CDA (BR) Guwahati</b>	The case for constitution of BOO for the purpose of Recce-cum-Sitting-cum-Costing has already been taken up with HQrs office vide letter No. AN/II/DAD/Accn dated 16-12-2009. CDA (BR) Guwahati has to take up again increased requirement of Land (minimum three acres ) with CDA Guwahati in view of up-gradation of office of JCDA(BR) into CDA(BR) Guwahati. Requirement of land for CDA (BR) Guwahati' residence must also be taken up separately with CDA Guwahati.	<b>Main Office and CDA(BR) Guwahati</b>
<b>Relieving date on transfer from Bhutan</b>	Date of relieving on permanent transfer from Bhutan being foreign posting is decided by the HQrs office. However reasonable time for relieving would be given not necessarily be last date of month.	<b>Main Office and CDA(BR) Guwahati</b>
<b>Grant of BCA</b>	On receipt of orders on revision of BCA issued from BRDB for BRO employees, the case is being taken up with MOD (Fin) through HQrs office for issue of orders for payment to DAD employees therefore there is in-built delay in the process of releasing of payment of revised BCA to DAD Employees vis-à-vis BRO personnel. However, Main Office would liaise with HQrs Office and MOD(Fin) for early issuance of order for grant of revised BCA.	<b>Main Office</b>

**AGENDA POINTS FOR CTC MEETING TO BE HELD AT SHILLONG ON 08-01-2010 & 09-01-2010**

<b>Issues at Hand</b>	<b>Agenda Point in Brief</b>	<b>Point In Detail</b>	<b>Remarks</b>
<b>Administration Issues</b>	<b>Shortage of staff</b>	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.	There is overall shortage of staff in the department. Therefore, we all are to share the shortage of staff and manage the work within the available manpower. However, 215 vacancies of Auditors & Clerks have been released to this organization by HQrs office to fill up the posts through SSCs. The shortage of staff will be filled up on receipt of requisite dossiers from SSCs.
	<b>Change of appointments of AO</b>	It is proposed that the designation of the AO(P/TFs) may be changed as IFA (P)/IFA(TF). This will remove the confusion with GREF. In GREF, the designation of SAO/AO/AAO also used.	IFA is one of the multiple functions to be performed by the AOs (P/TF). Hence present designation may continue to avoid confusion among executives.
	<b>Posting of DCDA/ACDA/SAO/AO/AAO</b>	It is suggested for posting of the officers in the following offices: A. <b><u>DCDA/ACDA/SAO/AO</u></b> (i) AO (P) Arunak (ii) AO 23 BRTF (iii) AO 755 BRTF (iv) AO 765 BRTF B. <b><u>AAOs</u></b> (i) AO 24 BRTF (ii) AO 44 BRTF (iii) AO 48 BRTF	Regarding A, the case has already been taken up with the MOD (Fin) vide HQrs office letter No. AN/III/3096/Vol-IV dated 28-10-09 and HQrs office has further been reminded to this effect vide this office letter No. AN/I/70/SARDP/2009 dated 10-12-2009.  Regarding B, the posting of AAOs is being considered in ensuring rotational transfer.
	<b>Fixing of authorized strength of newly raised offices</b>	Needs authorized strength of the following newly raised offices: (i) AO (P) Swastik (ii) AO (P) Arunank (iii) AO 23 BRTF (iv) AO 763 BRTF (v) AO 764 BRTF (vi) AO 765 BRTF	Case has already been taken up with the MOD (Fin) vide HQrs office letter No. AN/III/ 3096/Vol-IV dated 28-10-09 and HQrs office has further been reminded to this effect vide this office letter No. AN/I/ 70/SARDP/2009 dated 10-12-2009.

<b>Issues at Hand</b>	<b>Agenda Point in Brief</b>	<b>Point In Detail</b>	<b>Remarks</b>
	<b>Tenure Station</b>	AO 763 BRTF (Newly Raised) is located at 'Upper Khirmu' in Arunachal Pradesh at an altitude of 9000 ft above sea level having extreme cold climate and highly slide prone areas. The distance from NRS is 321 Kms and has to pass through Sela Pass at an altitude of 13700 ft. The station is very hard station and suggested for declaring as Tenure Station.	Agreed. A detailed report along with statement of case may be forwarded to Main Office.
	<b>Duty Station HRA to DAD officers/staff who are in occupation of single/mess accommodation at non static stations in BRO units</b>	DAD officers/staff posted with BRO units at static station and occupying single/mess accommodation are being paid duty station HRA as per direction of MO letter No. AN/II/533/CAT/A. RAM dated 14-9-2005. There is no such direction of MO for payment of duty station HRA to DAD officers and staff who are posted with BRO units at non-static stations and are in occupation of single/mess accommodation. Decision of MO in response to letter No. BR/111/02/HRA/ Vol-IV dated 28-8-2006 is awaited.	Point needs to be deliberated at length in the CTC meeting followed by forwarding of a detailed case to MO regarding admissibility/non admissibility of HRA to GREF& DAD Officers and staff in static & non-static locations w.r.t the orders on the subject, the practice being followed & the points at issue with recommendations etc.
	<b>Office Accommodation for CDA (BR) Guwahati</b>	CDA (BR), Guwahati is housed in the same building of CDA, Guwahati. CDA, Guwahati has informed that a land measuring 1.5 Acres has been earmarked for construction of office building for CDA (BR), Guwahati. Case for constitution of BOO for the purpose of Recce-cum-Sitting-cum-Costing has been forwarded to MO vide letter No. BR/413/JCDA(BR)/Accommodation dated 01-7-2009	The case has already been taken up with HQrs office vide letter No. AN/II/DAD/Accn dated 16-12-2009.

<b>Issues at Hand</b>	<b>Agenda Point in Brief</b>	<b>Point In Detail</b>	<b>Remarks</b>
<b>Administration Issues</b>	<b>Relieving date on transfer from Bhutan (AO (P) Dantak)</b>	Consequent on completion of laid down/prescribed tenure, subordinates assigned to the offices in other command are earmarked for relief on last working day of the month to ensure disbursement of their pay and allce for the month they are working with the present assignment preferably but such practice is not in vogue so far as posted in Bhutan. As the transfers are ordered with specific date of relief, staff are therefore compelled to face the avoidable consequences besides unwarranted accounting/adjustment of their pay and allce are created. Relaxation in date of relieving of the staff, if granted till last working day of the month would not only be the extension of conveniences to the staff but minimize inter-command accounting/adjustment of their pay and allce etc.	Date of relieving on permanent transfer from Bhutan being foreign posting is decided by the HQrs office. Therefore, status quo may be maintained.
	<b>Grant of BCA (AO (P) Dantak)</b>	On revision of BCA, the same is not paid to the DAD Establishment at the earliest in comparison to GREF Officers/Personnel. Since the subject allowance being element of pay and allowances is delayed, objection among the staff has been noticed. Needs Remedial measures to ensure the payment in time.	On receipt of orders on revision of BCA issued from BRDB for BRO employees, the case is being taken up with MOD (Fin) through HQrs office for issue of orders for payment to DAD employees therefore there is in-built delay in the process of releasing of payment of revised BCA to DAD Employees vis-à-vis BRO personnel.

<b>Issues at Hand</b>	<b>Agenda Point in Brief</b>	<b>Point in Detail</b>	<b>Remarks</b>
<b>Training Issues</b>	<b>Reporting Mechanism</b>	A mechanism through reporting system should be evolved to evaluate the performance of the trainees on completion of three months after training.	Agreed. A brief on reporting mechanism may be submitted to MO.
	<b>Training to newly posted DAD employee</b>	Training should be imparted to the employees who are newly posted in DAD offices attached with BRO.	Agreed. Deficiencies in training of newly posted employees may be clearly spelled out and a draft recommendation in this regard may be submitted to MO.
	<b>Prioritization of training</b>	Stress should be given on accounting methodology and regularity/performance audit.	Agreed. A comprehensive draft proposal on prioritization of training may be forwarded to MO.

	<b>Splitting of longer Training Programs into smaller ones based on specific subjects</b>	<p>Training should be on specific subject and for shorter duration i.e. Accounting system in BRO embraces broadly the following topics:</p> <ul style="list-style-type: none"> <li>(a) Adjustment of transactions through TBOs, DIDs etc</li> <li>(b) MER , MES</li> <li>(c) Maintenance of Construction Accounts</li> <li>(d) Liabilities</li> <li>(e) CP/PI Vrs, QSA etc</li> </ul> <p>Training for the entire above subjects in one go with longer duration finally ends up with confusion among the trainees after the training is over. It is suggested that instead of clubbing the above topics, training may be imparted on specific topic with shorter duration say one or two days preferably on first working day of the week. For this, the trainees should be identified in such a way that only those officers/staff who are actually deployed on the job and handling the related subject/topics are called upon for training. This would save the working mandays and training will be more meaningful.</p>	Agreed. A draft proposal with effect to bring out the changes as suggested may be forwarded to MO.
	<b>Standardization of training material</b>	Centralized and updated training material/handouts encompassing all the latest orders should be prepared based on which training is to be imparted.	Agreed. Three sub-committees would be constituted for standardization of training materials by dividing training subjects in three parts drawing members from CDA(BR) Guwahati, JCDA(BR) Chandigarh, PAO(GREF) Pune and MO.
	<b>Panel of faculty members</b>	A panel of faculty members based on their experience on the subject and skill may be drawn up centrally and employed as faculties for imparting training.	Agreed. A committee would be constituted to form a panel of faculty members.
	<b>Test for evaluation of effectiveness of training</b>	A brief performance test based on objective questions should be conducted on the concluding day of the in-house training.	Agreed. May be implemented.

<b>Issues at Hand</b>	<b>Agenda Point in Brief</b>	<b>Point in Detail</b>	<b>Remarks</b>
<b>Training Issues</b>	<b>Division of training areas between RTC and In-House Trainings</b>	Training on the same subject should not be conducted concurrently at both ends i.e. RTC and In-House Training Centre. The subject or topic should either be included in the training calendar for RTC or in the In-House Training Program. This will avoid repetition of training on the subject and avoid unnecessary movement of officers/staff apart from saving of Govt. money.	Agreed. At the time of forwarding the proposal for In-house training calendar, special care must be taken by office of CDA(BR) Guwahati to avoid concurrent Training on same subject/inclusion of same subject in RTC and in-house training.
	<b>Training on IFA System</b>	Training on IFA system is necessary to the staff deployed in AOs(P)/TF keeping in view of the decentralization of decision making mechanism and delegation of financial powers to the lower CFA viz CEs (P)/Cdrs TF.	Agreed. A draft proposal with various topics on IFA system and training material for inclusion in In-house training calendar may be submitted to MO.
	<b>Training on working knowledge of PCs</b>	Computer training should be conducted routinely to enable the staff to have free access to PCs.	Agreed. A draft proposal for customized training program on various application softwares of Window / Linux OS may be submitted to MO for taking up with RTC Kolkatta. Moreover requirement of outsourcing the PCs training maybe explored and accordingly a draft proposal may be forwarded to MO.

<b>Issues at Hand</b>	<b>Agenda Point in Brief</b>	<b>Point in Detail</b>	<b>Remarks</b>
<b>Audit &amp; Accounting Issues</b>	<b>Categorization of Audit Objection and Power of settlement based on categorization</b>	<p>Responsibility for conducting and coordinating audit works in respect of BRO units stationed in NE Region including Sikkim, Kalimpong and Kolkata are entrusted to this office and accordingly audit is conducted on regular basis.</p> <p>As per existing SOP Provisions, the settlement of Internal Audit Objection are done as under</p> <p>(a) Settlement of objection up to 6 months from the date of issue of audit report by the respective AO (P)/TF concerned.</p>	<p>Agreed. A draft proposal on power of settlement based on categorization of Audit objections may be submitted to MO.</p> <p>It is further stated that executive summary submitted by Audit Team Leader must categorize the audit objections in three parts:</p> <p><u>PART 'A'</u> : Serious irregularity with financial effect.</p>

	<p>(b) Up to two years, the powers of settlement will be exercised by the JCDA (BR) now CDA (BR), Guwahati.</p> <p>(c) And beyond the above period, outstanding objections/observation will be extracted and forwarded to the CDA (BR) now PCDA (BR) for consideration of settlement at their end.</p> <p>(i) Our past experience suggests that the three tier system as given above are not working in a very effective manner and therefore needs a partial modification. It is suggested that the entire process of settlement of audit objection should be entrusted to this office to see that the objections are handled in a time bound and effective manner. Under the present system, abnormal delay is found to be taking place in stages towards finality of settlement of object.</p> <p>(ii) Only important cases of audit objections should be referred to the PCDA through MFAI/IAR Reports.</p>	<p><u>PART 'B'</u>: Objections relating to departure from procedures (Rules &amp; Regulations).</p> <p><u>PART 'C'</u>: Objections of routine nature i.e. DO Part II O.O awaited, Acknowledgement of FRMO awaited.</p>
<b>Mechanism to monitor settlement of Audit Objection</b>	To enable the PCDA (BR) Office to watch over the development and settlement of objections, a suitable monitoring mechanism should be put in place.	Settlement of Audit objections is being monitored through MPR submitted by all sub-offices. Shortcomings of present monitoring mechanism may be taken up in CTC meeting and any suggestion with effect of improving monitoring mechanism would be welcomed.
<b>Physical verification of stores</b>	As per Rule 30 of FR-I, physical verification of stock can be carried out at any time by an officer of DAD, if felt necessary by that department. AO of inter TFs and vice versa should be deployed for the purpose at least once in quarter of a year as being done in case of Public Fund Cash Book Inspection.	Agreed, Only in exceptional cases where it is prime facie case for physical verification. A detailed justification along with statement of case may be forwarded for seeking prior approval of PCDA(BR).

<b>Issues at Hand</b>	<b>Agenda Point in Brief</b>	<b>Point in Detail</b>	<b>Remarks</b>
<b>Audit &amp; Accounting Issues</b>	<b>Change in present system of audit</b>	Under the existing system, the audit of TF is conducted by a team constituted by this office. This audit team is headed by AOs (P) of the respective TFs. Each Project consists of 3 TFs. The AO (P) has to remain at outstations on Ty. Duty for local audit for a quite significant period. This is hampering smooth functioning of office and invite adverse remarks from executives. It is suggested that AO (TFs) and AAOs may be nominated to head the audit team to avoid disruption of office works. This system had been in force before the introduction of present system.	In this regards, MO has already taken up the change in present system of Audit vide letter no. AT/BR/117/LA/Vol-IV/PC dated 15 <sup>th</sup> Nov 2006. The said proposal may be deliberated in CTC meeting.
	<b>Delegation of power to approve PTP/ATP for audit of BRO units based in Bhutan</b>	<p>The audit of BRO units under the jurisdiction of the respective AO (P)/TF are conducted by the AO (P)/AO TF concerned with their own staff subject to the approval of MO. Prior to this system of audit introduced vide MO No. AN/I/35/Move/04 dated 11-11-2004, the internal audit of all the units under AO(P)/AO TF in Bhutan were used to be coordinated by this office starting from constitution of Team Members from different AO(P)/AO TFs outside Butan as is presently done in respect of all other units.</p> <p>To bring about uniformity in the system, it is suggested that the responsibility for constituting audit team members from different TFs outside Bhutan for conducting audit of BRO umits in Bhutan may be entrusted to this office. Further, this office may also be authorized to nominate team members from AO (P)/AO TF in Bhutan for conducting audit of units which are located outside Bhutan in view of the increased staff strength in these offices given the existing overall staff deficiency scenario.</p>	Agreed. The decision in this regard has been conveyed to CDA(BR) Guwahati vide MO letter no.AT/BR/117/VI/ATP/PTP dated. 05.01.2010.
	<b>Audit &amp; Inspection of DAD Sub-Offices</b>	Internal Audit & Inspection of DAD Sub-offices is carried out by the CGDA/CDA/JCDA periodically and reports thereon are rendered directly to them where finalization/settlement of the reports are subject to comments by the AOs (P). Endorsement of such report to the concerned AO(P) is considered essential for reference & smooth sailing.	Agreed. In future , any correspondence on internal audit & inspection of DAD sub-offices by JCDA/PCDA/CGDA to sub-offices would also be endorsed to concerned AO(P) and CDA(BR) Guwahati /JCDA(BR) Chandigarh.
	<b>Financial Advice Report</b>	Reports pertaining to financial advices rendered by the AO TFs to the Executive Authorities are being furnished by the AO TFs to the MO independently. As all other sub-offices	Agreed. Any Financial Advice rendered by Organisation of PCDA(BR) to HQrs Office would be

		remain unaware of the facts, hence circulation of the finalized advice to all the offices under command would be very useful instrument for reference and guidance.	put in wide circulation through all possible means.
	<b>Applicability of DPM 2009 (Revenue Procurement)</b>	Provision of DPM 2009 is generally not accepted by the BRO Executives. The same may be made applicable in BRO in consultation with DGBR.	Agreed. The MO would take up the issue with HQDGBR and intimate outcome shortly.

## **Valediction**

The meeting ended with vote of thanks.

