

No. E/I/AO GE's /Conf.

O/o The PCDA(SWC) Jaipur

Dated :- .11.2018

To

The AO GE

Minutes of AO GE Conference held on 15th and 16th Nov 2018 at PCDA(SWC) Jaipur

A conference of all AO GEs working under the organization of PCDA(SWC) Jaipur was held on 15th and 16th Nov 2018. The meeting was chaired by Hon`ble Shri Saroj Kumar, IDAS, PCDA(SWC), Jaipur. The following officers were also present besides all AO GEs.

- i) Sh. Abhishek Sharma, IDAS, ACDA
- ii) Sh. Sushil Riyad, IDAS, ACDA
- iii) Sh. B. L. Arya, SAO
- iv) Sh. Ram Singh Meena, SAO(E)

Sh. Abhishek Sharma, ACDA greeted and welcomed all AO GEs and then requested Hon`ble PCDA to address AO GE's. The conference started with brief introduction of all AO GEs. The PCDA discussed on areas viz., outstanding Rent and allied charges and Contractor's demand, cash book observations, long pending provisional payments, MBR points, revision of rates of hired buildings , excess over allotment observed while scrutiny of MER, reports and returns etc.

Thereafter, all AO GE's were asked to make a presentation on their offices. During the course of these presentations, the agenda points were discussed in details. Which are as under:

1. Staff position as per authorization- Wherever, there was shortage of strength, PCDA assured additional posting of staff on the basis of work load projected by concerned AO GE's, subject to the availability of staff.
2. No. of Industrial Employees to whom pay and allowances are paid- All AO GEs provided the data through power point presentation.
3. Date of NPS data uploading for last 6 months - There were delay in uploading of NPS data in the offices of AO GE Abohar, Lalgah Jattan, Jaipur, GE(N) Bikaner, Bathinda No. 2 and AO GE Sriganganagar. It was directed to upload preceding month subscription in the first week of every month of next month. AO GE Abohar was specially instructed to liaise with Fund cell of main office to upload the outstanding data at the earliest possible. Compliance may please be intimated.
4. Outstanding objection in respect of inspection carried out by Main office and CGDA inspection team and action taken for their settlement - PCDA advised all AO GEs to reply to all outstanding objections and follow-up settlement with Main office. He stated that all AO GE's are expected to bring down the number of objections substantially, within the next quarter. AO GE Abohar, AO GE(N) Bikaner, AO GE (AF) Bhisiana and AO GE(AF) Sirsa were given personal target on the issue. Simultaneously, GO (E) advised all AO GEs to liaise with O & M cell and all out efforts would be made to reduce the outstanding objections.
5. Outstanding audit objections LA/TA with oldest date- PCDA took serious note of all the AO GE's, where there were no

improvement and instructed them to reduce the number of objections (LA/TA) by vigorously pursuing replies from GE.

6. Outstanding post audit objections on cash book- All AOGE's were directed to liaise with the GEs and furnish reply to the outstanding objections and bring it down to 10% in next two months. PCDA expressed his displeasure in the number of outstanding items in case of AO GE Sriganganagar.
7. Completion of audit of MES subdivisions and outstanding objections thereof year wise break up- A large no. of objections were outstanding in MES subdivisions of Abohar, Jaipur, Suratgarh (AF) and Hisar. PCDA emphasised to forward LAPs in time for early approval.
8. Outstanding Barrack Damage cases, Railway claims, Loss statement- PCDA directed to liaise with GE to conduct court of inquiry or initiate loss statement for loss of measurement book to AO GE, Alwar. He also asked AO GE Nal to intimate action taken for loss statement case.
9. Outstanding TBO and CP Vouchers- It was NIL in all offices except AO GE Abohar & Alwar. All AO GE's were advised to adjust CP Vrs in all cases as per rules on the subject and before the financial year.
10. Position of DID/CID schedule, if any- PCDA instructed AO GE Bathinda No.2, Sriganganagar, Bhisiana and Suratgarh (Army) to clear the DID amount at the earliest.
11. Outstanding Rent and allied charges(R & A) in each category i.e. Private parties, Service officers, PBORs and Defence Civilians as on 30.09.2018 with oldest date- PCDA took a serious note on outstanding rent and allied charges in all GE offices and tasked all AO GE's to bring down the

outstanding amount by taking pro-active measures and initiatives. The need to recover such charges from Private parties, Armed forces and Civil personnel was specially emphasized. Cases may also take up with PCDA(O) Pune to clear outstanding R & A cases of Army officers. AO GE Kota, Suratgarh(AF), Lalgah Jattan, Sriganganagar and Sirsa(AF) had been instructed to take proactive measures for clearance of R & A and report the matter to GO(E) every fortnightly.

12. State whether the rent of the buildings under charge of MES authorities are got revised periodically- PCDA directed all AO GE's to take up matter with GE and station HQrs. A considerable delay in revision of rent had been observed in case of AO GE Alwar and Kota.
13. No. of outstanding ISA Vouchers with amount & reason for non adjustment- PCDA instructed AO GE(N) Bikaner to clear outstanding ISA vouchers by liaising with GE at the earliest.
14. Scrutiny of Annual occupation vacation returns, list of vacant married accommodation (Quarters separately for Service Officers, PBORs and Civilians) with reason furnished by GE/BSO as on 01.10.2018- In most of the cases, occupation/vacation report had not been handed over to AO GE's by concerned authorities. In the absence of the same, loss of revenue on account of vacant accommodation can't be assessed. AO GE's has been advised to liaise with station HQrs and BSO and if the result is not coming the matter could be informed to MO, which will in turn write to Command HQrs. AO GE Lalgah Jattan was instructed to take up the matter in respect of 417 vacant buildings, AO GE (A) Suratgarh also instructed to take up the matter of 440 no. of vacant buildings

and AO GE Hisar also instructed to take up the matter of 212 vacant buildings to their respective station headquarters.

15. Position of floating of rent bills in respect of Defence civilians, Private parties, Single Officers, Service Officers and excess consumption bill as on 01.10.2018- The position of AO GE's were reviewed. AO GE Bharatpur and Bathinda No. 2 were instructed to float the rent bills on monthly basis and given them personal target by PCDA.
16. Whether quarters constructed under MAP are also vacant. If quarters vacant, numbers and types of quarters vacant- Factual position by all AO GE was given in the presentation.
17. Position of running contract i.e. CE, CWE and GE as on 10.10.2018- All AO GEs presented the positions.
18. Outstanding Demand against Contractor and action taken to clear outstanding Demands as on 01.10.2018- It was decided that for amounts outstanding against different contractors not under arbitration or sub-judice, besides the usual circulation of list to different PCDA's/CDA's/PWD/CPWD etc. AO GEs would also try to recover these amounts from security deposits available. AO GE (AF), Suratgarh has been instructed to clear the huge outstanding demand at the earliest by constant liaising with executives.
19. All reports and returns rendered to Main office with due date- PCDA directed AOGE's to render all reports and returns in time.
20. Position of scrutiny of CAs as on 01.10.2018- All AO GEs have been directed to settle the objections raised during the scrutiny of CA before making payments.

21. Whether sectional compilation is being reviewed and discrepancies and fictitious code head operated are adjusted /got adjusted promptly- All AO GE's were directed to review the sectional compilations and discrepancies and fictitious code head are promptly adjusted.
22. Cases of provisional payments outstanding and action taken to clear the same- PCDA had directed all AO GEs to get the provisional payments regularized as early as possible by obtaining the sanction of CFA. AO GE Bathinda No.2 personally instructed to liaise and correspondence with executives to clear a total of 179 cases of provisional payments amounting to Rs. 37,52,06,759/-. AO GE Sriganaganagar has been instructed to clear provisional payments at the earliest.
23. Advance payments made to Central/State/Public sector agencies for execution of certain works and compiled to suspense head 00/018/64 etc. Position as on 01.07.2018- PCDA instructed to AO GE's for early settlement of long outstanding advance payment by writing to CE Zone for early demand of final bills from the concerned department. He directed AO GE Alwar.
24. Position/Status of 'Project Bhawan' and 'Project Vishwak'- Project bhawan is operative in all offices. However, difficulties arises in operating Project vishwak in all AO GE's office and so not functional.
25. List of outstanding completion report part 'A' & 'B' for works completed up to March 2018- All AO GE's were instructed to take action to clear the Part 'A' and 'B' by making liaison with executives.


26. Vision for the office in upcoming years- All AO GE's were instructed to clear the huge outstanding rent and allied charges, demands in respect of contractors.
27. Details of financial advice rendered during last two years- None of the AO GE's had given financial advice except AO GE Bathinda No. 1 & GE Abohar which was appreciated by PCDA.
28. In his concluding address, PCDA appreciated the working of AO GE Bathinda No. 1, Suratgarh(A) and Faridkot as given in their presentation, while expressing his displeasure on the unsatisfactory working of AO GE(AF) Suratgarh in all aspects of work reviewed during the conference. Further GO(E) instructed all AO GE's to implement the following decisions taken during the conference and advised to bring this to the knowledge of their staff through instruction order.
- a) Efforts to clear Part CR 'A' Portion as and when final bill is received at his end.
 - b) Take issue with executives to install pre paid meter in quarters.
 - c) All AO GEs were advised to make telephone line corrected at the earliest.
 - d) Take proactive action to clear outstanding rent and allied charges. For outstanding revenue in r/o service officers/PBORs/Defence civilians, intimate PAO wise outstanding acknowledgedGement. All awaited acknowledgedGement from PCDA(O) Pune may also be intimated to Main office so that Main office put up DO letters to concerned PCDA/CDA for PAOs and PCDA(O). For defence civilians, forward copies of rent bills against which recovery is outstanding and obtain acknowledgedGement or raise demands with other CDA for those posted out. AN pay to complete acknowledgedGement process for

DAD staff. All such actions may be completed by 31.12.2018. For private parties, AO GEs are advised to liaise with station HQrs for recovery of outstanding amounts. If recovery is not possible, station HQrs may be advised to get it regularized through loss statement. If recovery/regularization can't be made within 3 months the same may be tabulated and reported to MO for reflection in MFAI/IAR as appropriate.

- e) For outstanding demands against contractors- Security deposit (Unless matter is subjudice) if available, may be adjusted against outstanding demand. In case, no security deposit of contractor is available, matter may please be taken up with CWE to get all outstanding demands regularized as loss through loss statement.
- f) For outstanding provisional payments- MO will take up all cases with CE, Command.
- g) STE may be communicated for early raising of objections on all paid final bills preferably within the performance guarantee period of the contract.
- h) For cash book objections, ensure all old cases be got settled by 30.12.2018.
- i) Forward reports and returns in time and based on outcome of all focused areas of conference, APAR of officials will be graded.
- j) Take action for implementation of SBI-CMP payment.
- k) To prepare Order File and Master Note Book at the earliest.
- l) Issues related to not vetting of procurement by AO GE and the powers of DGS&D procurement will be applicable on GeM or not will be taken up with HQrs office. A PDF of GeM after taking from O & M Cell will be circulated to all AO GEs.

- m) Letter from HQrs office and Main office will be replied within one week of receipt in the AO GE Office.
- n) Staff requirement may be intimated at the earliest.
- o) Training for 'Project Bhawan' will be organized for AO GEs.
- p) A detailed report for vacant quarters in all stations will be consolidated in MO and with reference to HRA/CILQ admissible, a case study will be prepared.
- q) AO GE(N) Bikaner is directed to adjust outstanding ISA vouchers in Dec, 2018 and confirm action failures in action may attract strict action against AO GE.

29. The meeting was ended with vote of thanks.


Abhishek Sharma
GO (E)

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Sr Accounts Officer(E)