

**MINUTES**

**AGENDA POINTS OF 78<sup>th</sup> ROC MEETING ON 29<sup>th</sup> OCTOBER 2014 (Steering committee)**

<b>Sl. No</b>	<b>Agenda Points</b>	<b>Points raised by</b>	<b>Section</b>	<b>Decision Taken</b>
1. & 10	The action taken report on the points raised during the 77 <sup>th</sup> ROC meeting held at Bangalore may be presented at the outset.	AIDAEA (Hqrs) Kolkatta Chennai Branch	AN-II	<i>i)Proposal for IDT transfer in DAD. ii)Staff shortage  Matter has been taken up with Hqrs Office along with details of deficiency with a request for feasibility of IDT transfer.  Hqrs Office vide letter intimated that as there is over all shortage of 35% all over India in DAD, the requirement/shortage has been noted and feasibility of further posting through HYL 10/2014 will be explored.</i>
2.	<b><u>URC Accounts for 2013/14:</u></b>  The accounts for the financial year 2013/14 may be put up in the notice board and dividend distributed to the staff at the earliest. Normally in years gone by the practice was to pay dividend before Deepavali. Respected Chairman may kindly revive the practice. It is pertinent to state here,that in the 77th Steering Committee it was assured by the chair that dividend will be paid before Independence Day i.e 15 <sup>th</sup> August 2014.	AIDAEA (Hqrs) Kolkatta Chennai Branch	CSD	<i>Accounts since audited and submitted/Action already taken to distribute dividends.</i>
3.	<b><u>Updating of Official website.</u></b>  The Official website of CDA Chennai is not updated. The	AIDAEA (Hqrs) Kolkatta Chennai Branch	EDP	<i>CDA Chennai web-site is updated regularly with inputs received from sections.</i>

	Website may be periodically updated with the current orders, circulars and information useful to the staff members. Information like MLS, TA/DA claim position etc., may be posted in the website as agreed to in the 77th ROC.			
4.	<p><b><u>Weather roofing on the terrace of MO.</u></b></p> <p>This refers to agenda point no 5 of 77<sup>th</sup> ROC. The present position with regard to summer weathering on the terrace may be provided.</p>	AIDAEA (Hqrs) Kolkatta Chennai Branch	AN-VII	<i>The item has already been included in the maintenance works for the FY 2014-15. It will most probably be stated once the rains are over and will be completed before the onset of next summer.</i>
5.	<p><b><u>Gymnasium at Main Office.</u></b></p> <p>This refers to agenda point no 6 of 77<sup>th</sup> ROC. The gymnasium situated on the ground floor of Main building is not open to staff for more than six months. It is requested that action may be taken to re- open the Gymnasium at the earliest as assured in the 77<sup>th</sup> ROC.</p>	AIDAEA (Hqrs) Kolkatta Chennai Branch	AN-VII	<ul style="list-style-type: none"> <li>➤ <i>Action is already on hand to repair the non-functional gym equipments by OTA .</i></li> <li>➤ <i>One individual from staff side will act as a representative to look after the over all functioning of the Gym on daily basis.</i></li> <li>➤ <i>1 Thread Mill is getting repaired at the earliest.</i></li> </ul>
6. & 17	<p><b><u>Functioning of Wet Canteen.</u></b></p> <p>This refers to agenda point no 7 of 77<sup>th</sup> ROC. The functioning of Wet Canteen needs drastic improvement. The furniture in the Canteen is not clean and hygienic. This needs to be addressed at the</p>	AIDAEA (Hqrs) Kolkatta Chennai Branch	AN-VII	<p><i>CMRL has just finished commissioning of the new sewage line. Now that the same has been completed, the MES Authorities have been requested to connect the waste water from the wet canteen to the main line. This will be done shortly.</i></p> <p><i>As regards new contract, the RFP (request for proposal) is in the final stages of drafting and the tender. Notice will be issued in Nov.2014. Tender Notice since issued.</i></p>

	<p>earliest. It is once again reiterated that there is a foul smell emanating near the hand wash area. The drainage connection letting out the waste water from the wet canteen is not properly connected to the main outlet resulting in congestion and foul smell near the wash area. Needless to say , that a nauseating feeling arises , making eating in the canteen an unpleasant exercise. Also , the contract with the present agency has expired long ago and new prices have also been suggested . Action taken to call for tenders and finalizing the contract may please be elucidated.</p>			<p>Further,</p> <ul style="list-style-type: none"> <li>➤ <i>The contractor has also been issued with strong instructions that the wet canteen shall be closed at 17.00 Hrs and the keys deposited with AN/VII (and shall not be opened even for unloading vegetables/milk. Further,</i></li> <li>➤ <i>Shifting of wash area out side the canteen is underway.</i></li> <li>➤ <i>The proposal w.r.t the above is taken up with the Concerned GE Office.</i></li> </ul>
7. & 13	<p><b><u>Positioning of Sections in Second Floor of Main Office.</u></b></p> <p>At present around 40 staff members including Officers are working in Pay Sn,Accounts Sn, IA Sn and Hindi Cell situated in second floor of Main Office.. The above named sections/Cell may be provided accommodation at Ground Floor and First floor . A large percentage of the staff in the Pay Sn,Accounts Sn, IA Sn and Hindi Cell are aged above 50 years .Since there is a necessity to interact with other Sections like T Sn , Medical Sn, Fund Cell,</p>	<p>AIDAEA (Hqrs) Kolkatta Chennai Branch</p>	AN-VII	<ul style="list-style-type: none"> <li>➤ <i>A survey will be made by AN VII in r/o the space available.</i></li> <li>➤ <i>The feasibility of shifting sections w.r.t. to No.of AO/AAO/Auditor and w.r.t. the space availability will be examined as per the scales of Accommodation.</i></li> <li>➤ <i>The existing men's toilet at second floor will be converted to ladies toilet.</i></li> <li>➤ <i>As regards lift facility, extant orders do not provide for lift for building with only two floors.</i></li> </ul>

	<p>Record Sn and EDP it is very difficult and tedious to carry out their day to day duties satisfactorily. Also all the Group Officers are seated either in the ground floor or first floor. It is suggested that Old Records alongwith the compactors and CSD Canteen which are situated in the ground floor may be shifted to second floor and necessary space made to accommodate Pay Sn,Accounts Sn, IA Sn and Hindi Cell in the space created . There is also ample space available in EDP Sn,Stores Sn and Fund Cell to accommodate small Sections like Hindi Cell and Audit Cell. Further, whilst moving the Pay Sn, Accounts Sn, IA Sn and Hindi Cell , old records kept in these Sections may be left in the second floor itself and only current records with the manpower may be moved. This proposal if implemented will also reduce the sufferings of the Staff and Officers placed in the Second floor during summer. A sincere effort to implement this suggestion will be highly appreciated.</p>			
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8.	<p><b><u>Inter Section transfers on completion of Tenure.</u></b></p> <p>Inter section transfers on completion of tenure in sensitive postings is long overdue. Action may be immediately taken .</p>	<p>AIDAEA (Hqrs) Kolkatta Chennai Branch</p>	<p>AN-I</p>	<p><i>Transfer orders has been issued.</i></p>
9.	<p><b><u>Momento to Senior staff and Officers.</u></b></p> <p>There was a practice in this organization of presenting staff who have completed 30 years of service with a momento in recognition and appreciation of their service to the Department. For unknown reasons this practice was abruptly stopped. Chairman ROC , who is also our Respected CDA may kindly consider revival of the same w.e.f 01/01/2014.</p>	<p>AIDAEA (Hqrs) Kolkatta Chennai Branch</p>	<p>AN-I</p>	<p><b>MAIN ROC</b></p>
10 & 1	<p>Please intimated the present progress made on the decisions taken in the 77<sup>th</sup> ROC.</p>	<p>AIDAA(CB) Pune Chennai Branch</p>	<p>AN-II</p>	<p><i>See point No.(1) above.</i></p>
11	<p>In all sub-offices located in Avadi areas, the PCs &amp; printers have outlived its utility and it is difficult to handle it as most of them are worn out due to wear &amp; tear. Hence,it is therefore requested to replace all the PCs &amp; Printers at the earliest for the smooth flow of work.</p>	<p>AIDAA(CB) Pune Chennai Branch</p>	<p>EDP</p>	<p><i>Demand in r/o PCs &amp; printers BER may be sent to Main Office.</i></p>

12	<p>At present the shortage of staff has made good by inducting retired staff to clear the arrears in ECHS only which is good move and it is appreciated. It is requested that a similar action may be taken in r/o other sections also where huge quantities of bills are lying outstanding for want of hands. This will also help in avoiding criticism from the units</p>	<p><i>AIDAA(CB) Pune Chennai Branch</i></p>	<p>AN-I</p>	<p>The existing outsourcing/engaging retired DAD employees in post audit of ECHS bills is on trial run. On completion of 3 months period, the same will be apprised to HQrs. office for further action &amp; similar feasibility w.r.t. other areas of work warranted if any.</p>
13 & 7	<p>Staff who are aged ie more than 55 years of age and who are presently serving in the 2<sup>nd</sup> floor of CDA Chennai are facing lot of health problems. This gets aggravated in the summer months. Hence, they may be accommodated in 1<sup>st</sup> floor or ground floor or as an alternative the existing vacant space may be utilised by constructing an additional room so that they can get some relief from the hot &amp; humid climate of Chennai, especially in the month of April, May, June &amp; July.</p> <p>For the present, a lift may be provided for the 1<sup>st</sup> &amp; 2<sup>nd</sup> floors so that they can get some relief. The present ladies rest room does not have all facilities. Since ladies are bounded with house-hold work in addition to the Office work to which they attend, it is</p>	<p><i>AIDAA(CB) Pune Chennai Branch</i></p>	<p>AN-VII</p>	<p><i>As stated in point No.7</i></p>

	suggested that all facilities may be provided in the ladies rest room inter-alia providing an Air-Condition for said room.			
14	So far the CSD dividend for the staff of DAD has not been disbursed for the year 2013-14. It is therefore requested that action may be taken to disburse the CSD dividends at least before the Diwali festival from next year onwards.	AIDAA(CB) Pune Chennai Branch	CSD	CSD Account since completed and submitted/Action for dividend already taken..
15	Generally , before declaring the dividends, a general body meeting is held to discuss the balance sheet of the previous year to avoid any short comings as well as to hear the suggestions of the staff. If any such practice should be introduced in the case of CSD dividends also.	AIDAA(CB) Pune Chennai Branch	CSD	Such practices not being followed in r/o CSD A/c. Convening of General Body meeting in co-op society/DARC as they are as per the respective bye-laws. However it has been decided :  ➤ The Audited CSD Accounts will be displayed in the Notice Board for transparency.
16	To avoid any undue happenings it is suggested that CSD, cheques may invariably get signed by 2 AO's instead of 1 AO, which is the practice now.	AIDAA(CB) Pune Chennai Branch	CSD	➤ The matter will be examined w.r.t the procedure followed in other CDAs CSD canteen.

17 & 6	<p>The Wet canteen functions even during late nights when there exists no staffs. The existing Wet canteen contractor is bringing food from outside which is an unhealthy practice as he is supposed to cook &amp; serve in our canteen. Besides he is using all the facilities in the wet canteen for running his refreshment stall.</p> <p>It is therefore, requested that orders may be issued to close the wet canteen by 5.45 pm daily after getting it duly sealed and hand over the key in the AN-VII section.</p>	AIDAA(CB) Pune Chennai Branch	AN-VII	<ul style="list-style-type: none"> <li>➤ <i>In addition to the said agenda point, matter regarding out sourcing of wet canteen discussed in the steering committee meeting.</i></li> <li>➤ <i>A Board was convened on 18/6/2014 in presence of both the Associations to decide on the pricing of items for out sourcing of wet canteen of CDA Chennai.</i></li> <li>➤ <i>Rates will be intimated on finalization of tender.</i></li> <li>➤ <i>And also regarding formal invitation from DARC for all the functions at CDA Chennai to president/ROC members was acceded to.</i></li> </ul>
18	<p>The "SWACH BHARAT" scheme of prime Minister should be made a regular practice in future and a day may be fixed for every month for inspection. They may be graded accordingly. The aggregate grading may be worked out and the section which receives the highest grade may be awarded the prize by 1<sup>st</sup> OCT of every year.</p>	AIDAA(CB) Pune Chennai Branch	AN-VII	<p><i>Modalities for making the Swach Bharath a regular affair will be explored and intimated to all.</i></p>
19	<p>While considering the option forms during Association election we are informed about the number of option forms in r/o CDA Chennai only but we are kept in the dark in r/o of all other sub-offices. This may be made known to us.</p>	AIDAA(CB) Pune Chennai Branch	AN-II	<p><i>The No. of option forms in r/o CDA Chennai including sub-office, will be henceforth given to the Associations.</i></p>



20 & 39	Pt.II order in notifying leave details based on MLS are not received from M.O.The same may be made available to check correctness of leave particulars of staff.	AIDAA(CB) PUNE WELLINGTON BRANCH	AN-IV	<i>It will be considered only when the manpower shortage in AN-IV is improved.(As only one SA is working in AN-IV. Discrepancy noticed if any are being taken up with concerned office immediately.</i>
21	It is seen from Hqrs Draft transfer policy that Wellington is considered as Tenure place and Aruvankadu as Hard station Aruvankadu is just 3 kms. Away from Wellington and the same climatic conditions are prevailing in Wellington also. Both are coming under Nilgiri District. Hence, Wellington also may be caused to be declared as Hqr station by the Hqrs. Moreover due to the climatic conditions Tenure should be reduced to 2 years like Port Blair and other Hard stations.	AIDAA(CB) PUNE WELLINGTON BRANCH	AN-I	This office had already taken up the point when comments to draft transfer policy furnished to HQrs. office. Hence matter may further be taken up at JCM III level.
22 & 29	Due to acute shortage of AAOs/Staff the work load/pressure on existing/available staff is badly affected which has led to physical/mental tension. The shortage of staff for short period can be managed, where as it has been continued for a period more than 3 years. The same point has been discussed in previous ROC meeting also.	AIDAA(CB) PUNE WELLINGTON BRANCH	AN-I	This office has been taking up the matter with HQrs. office constantly for posting of sufficient staff. D.O letter dated 30.07.2014 was sent to HQrs. office emphasizing the urgent attention for posting of staff at Wellington, Kannur and Chennai, however HQrs. office vide their D.O letter dated 04.09.2014 has replied that, <i>“There is overall shortage of staff of around 35% in the department, however the projected acute shortage of staff at these offices has been noted and efforts will be made to make good the deficiency during HYL 10/2014. Further feasibility of providing staff on inter departmental transfer is also being examined”</i>

23	Arrears of Senior Auditor's promotion w.e.f. 1/4/14 has not been given to our staff members, who have got promoted Senior Auditor.	AIDAA(CB) PUNE WELLINGTON BRANCH	AN-II	<i>Promotion Part II O.O has been notified and already forwarded.</i>  <i>Options forms received are under process for pay fixation.</i>
24	As per transfer policy individuals who got transfer should be relieved after two months from the date of transfer order even though substitutes from other offices may not have reported. Moreover, Senior Auditors who have received transfer order before six months are yet to be relieved.	AIDAA(CB) PUNE WELLINGTON BRANCH	AN-I	Due to acute shortage (nearly 50%) the T-out cases were effected one by one on receipt of reliever. The same has also been appraised to HQrs. office
25	Volunteers should get their transfer to their choice station irrespective of the month of joining immediately after completion of tenure period.	AIDAA(CB) PUNE WELLINGTON BRANCH	AN-I	The same point already discussed during earlier ROC, the same may be taken up at JCM III level
26	Type-C quarter has allotted to the casual employees of Guest House at Singarathoppu. Eligible persons for type-C posted at Wellington could not be allotted. Type-A qtrs, may be allotted to casual employees of Guest House which was already vacant for more than 4 months.	AIDAA(CB) PUNE WELLINGTON BRANCH	AN-VII	<i>Sanction for re-appropriation of Qtr No.C-2/12 was accorded based on PAO MRC proposal vide letter Dt.29/5/2014. The re-appropriation is purely temporary and on ad hoc basis only.</i>  <i>Proposal awaited from PAO MRC for long term re-appropriation. Suitable quarters for re-appropriation as service quarter to be floated by PAO MRC.</i>
27	New Guest house may be allotted to all the staff members of DAD Department. When the staff members of Wellington approached for allotment of Guest House, the same has been denied. Whereas, Smt.Jothi Suresh,Hindi Officer and Smt.Mala Chary Senior Auditor from CDA	AIDAA(CB) PUNE WELLINGTON BRANCH	AN-VII	<i>Instructions for allotment of DAD Guest House Wellington has been issued vide letter Dt.12/9/2014 which will be followed.</i>

	Chennai was allotted Guest House during their temporary duty to Wellington. When this was made to the above persons, then it should also be provided to all the staff of PAO(ORs) MRC & the Sub –Offices in Wellington also. It is not understood as to the criteria for allotment of guest house has been decided by M.O. It is also requested to consider allotment of guest house to all staff member based on availability,			
28	Proper Hospital facility not available in Wellington area. Cantonment hospital is available only 8.30 am to 12 pm & 3pm to 5pm, that for routine OPD only. In case of any emergency, our staff members have to go for Namkem Hospital (private), Coonoor which is more than 10kms from our quarters. Hence, Military Hospital facility may be available to all our DAD persons in case of emergency & admission in ward on payment basis, which is very near to our Office and quarters. Since our DAD persons are very less. MH can easily admit our cases also. Kindly make necessary arrangement with higher Army Authorities for providing the MH service to DAD personnel also.	AIDAA(CB) PUNE WELLINGTON BRANCH	General point	<i>Matter will be taken up with the concerned MD/GM of Aruvankadu Factory for extending the facilities to DAD persons on exceptional circumstances.</i>

29 & 22	<p><b>Acute Shortage of Manpower:-</b> As you are aware that there is an acute shortage of manpower to the tune of 60% above in PAO(ORS) DSC, Kannur, which results heavy workload to the available staff and naturally there will be a chance of low quality of work. Even though, the matter had been repeatedly projected in so many ROCs, no improvement has been made. Retirement of 6 more Auditors by 31 Dec 2014 will also going to affect severely to this PAO. Even though, HQ office has projected the vacancies to SSC, there is no likelihood of reporting new appointees in the near future as dossiers for Kerala is very less compared to other stations. PAO (ORS)DSC letter No. AN/0/19/V dated 25.07.2014 is also relevant in this regards.</p> <p>Hence following points are suggested to the Chairman ROC to manage the shortage of manpower to a great extent:-</p> <ul style="list-style-type: none"> <li>a) Outsourcing of skilled people through Local Employment Exchange till SSC appointee is received.</li> <li>b) Inter-departmental transfer from other Central Govt. Departments as done in the year 2001-2005 by intimating the same to SSC.</li> <li>c) Deputation to Kannur station from other Central Govt. Department till a satisfactory manpower position is achieved. If required, proposal for amendments to RR may be projected to the Government.</li> </ul>	AIDAA(CB) PUNE KANNUR BRANCH	AN-I	<b>MAIN ROC.</b>
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	d) Making Kannur as a Tenure station. Delegation of power to CDA Chennai for direct recruitment of Clerks/Auditors.			
30	<b>Dolphin System:-</b> Presently, the Dolphin system in the PAO is running very slow and not in a position to work with the system. Therefore, it is requested that a team consisting of software and hardware experts from ITSDC may be directed to visit this PAO and examine the reason for slow working of Dolphin Net work in real time environment and remedial measures to be taken accordingly to improve the processing speed.	AIDAA(CB) PUNE KANNUR BRANCH	AT-Cell	<i>Details of constrains may be forwarded to 'AT Cell of Main Office' for taking it up with ITSDC/Secunderabad.</i>
31	<b>New Server to EDP Sn:-</b> Presently, DSC PBOR Data base and Dolphin software are hosted in an IBM Server having only 290 GB HDD which was procured in 2008. Considering the huge volume of data, this server is very slow in working and online data processing is much slow. For processing of data which actually require only Milliseconds; this server is taking minutes resulting to loss of time, man power and delay in completion of work. This server is connected to about 70 nodes. If large numbers of nodes are working simultaneously, the server will not be in a position to handle large volume of data traffic, resulting in hanging of the server in multiple occasions in a day further	AIDAA(CB) PUNE KANNUR BRANCH	EDP	<i>Requirement for Blade server has been forwarded to Hqrs. Sanction is awaited</i>

	<p>aggravating the already slow working environment.</p> <p>In the server master, data for more than 56000 DSC personnel are hosted. In a month about 1 lakh to 2.5 lakhs Dos2, 250 FS cases etc. are to be processed besides numerous other data. Due to the frequent hanging and slow working of server, Staff is facing difficulties to complete the work in time. Therefore, a new server compatible to handle huge volume of data may be provided to this PAO. It has been ascertained from EDP section that proposal for new server has already been forwarded to Main Office vide No. EDP/CAN/005/HW/VOL-VI dated 09.06.2014 along with other hardware requirements.</p>			
32	<p><b>Provisional FSA:-</b> This point was discussed verbally in the Main ROC of 76<sup>th</sup> ROC meeting and agreed to discontinue the Provisional FS. Provisional FS is a recently started scenario in which review of IRLA with Sheet Roll is being carried out one year prior to the retirement of PBOR. It is a repeated work and the same work is being conducted during LPC and at the time of retirement. Since, it is only a burden to the Auditors, the same may be discontinued.</p>	AIDAA(CB) PUNE KANNUR BRANCH	AT-CELL	<b>MAIN ROC.</b>

33	<b>Sanction of Honorarium:-</b> With the shortage of manpower, when the Auditors of PAO is struggling for finishing the work, it is not understood why Main office is not sanctioning the Honorarium when proposals are already forwarded to main office before 77 <sup>th</sup> ROC.	AIDAA(CB) PUNE KANNUR BRANCH	AN-I	<i>AT-Cell is processing the case and under submission.Since sanctioned.</i>
34	<b>Works:-</b> The entire works projected earlier continues to be pending and the only work completed is white washing office building and accommodation during Monsoon. Being an Audit department such type of wastage fund may be omitted	AIDAA(CB) PUNE KANNUR BRANCH	AN-V	<i>As stated by In-charge of the Office.</i>
35	<b>Delegation of Power to ACDA I/C:-</b> The delegation of power to ACDA –in-charge. PAO(ORS) DSC may be given for immediate financial relief on Medical Grounds for Medical Advance.	AIDAA(CB) PUNE KANNUR BRANCH	AN-I	<i>Proposal if received will be examined.</i>
36	<b>Repair of two nos. Type II Accommodation. (Point No. 36 of 76<sup>th</sup> ROC and 48 of 77<sup>th</sup> ROC):-</b> The work is not yet initiated.	AIDAA(CB) PUNE KANNUR BRANCH	AN-V	<i>On completion/preparation of AE may be forwarded for necessary action.</i>
37	<b>Outsourcing of Manpower:-</b> (Point No. 52 of 77 <sup>th</sup> ROC)  A detailed proposals has already been forwarded to Main Office for outsourcing 15 nos personnel vide AN/1019/IV dated 27.03.2014 and the sanction is still awaited. Chairman ROC may look into the matter since the condition of this PAO is very critical.	AIDAA(CB) PUNE KANNUR BRANCH	AT-Cell	<i>Proposal sent to Hqrs Office.Reply awaited</i>

38	<b>Issue of Office Stationeries/Calculators:-</b> Since the Office is accumulated with heavy work load and shortage of manpower, the Office Administration is failed to supply Office stationeries such as Calculator etc. The existing calculators are all nor working and damaged.	AIDAA(CB) PUNE KANNUR BRANCH	AN-V	<i>Proposal may be forwarded to R section of main office.</i>
39 & 20	<b>Monthly Leave Statement:-</b> (Point No. 53 of 77 <sup>th</sup> ROC)  Discussed many time but no action has been initiated by MO	AIDAA(CB) PUNE KANNUR BRANCH	AN-IV	<i>As the section (AN-IV) is posted with 1 SA only the work of service books updated with MLS received from section/sub-office only being carried out along with other works viz.CCL/Medical leave regularization /encashment. However EDP will be consulted for feasibility of MLS through online and consideration at M.O. so that publication in web site will be easier.</i>
40	<b>Office Chairs :-</b> (Point No. 56 <sup>th</sup> of 77 <sup>th</sup> ROC) It may be procured on priority basis.	AIDAA(CB) PUNE KANNUR BRANCH	AN-V	<i>Already sanctioned.</i>
41 & 43	The ceiling and roof tiles of Group IX caved in the forenoon of 10 Oct 14 at around 10 am and the staff working in the Section escaped narrowly. The similar incidents were also happened in LG-VIII, LG-X and LG-XI during monsoon. It is conveyed to Chairman ROC that there is no guarantee of life to the staff working in PAO (ORs) DSC Kannur and if something goes wrong, the entire responsibility will be rest with administration only. An immediate steps may be taken to repair the office buildings permanently since conditions of all the buildings are same and it is imminent danger to men and material.	AIDAA(CB) PUNE KANNUR BRANCH	AN-V	<b>MAIN ROC</b>



42.	<p><b><u>Opening of DPDO Kannur.</u></b></p> <p>Inpite of issue of sanction by the HQrs office for opening of DPDO at Kannur the primary requirement of suitable accommodation for the new office is yet to be materialized. Even though the Stn HQ has intimated the non-availability of Army buildings for the DPDO vide DSC Centre letter dated 04.07.2014, immediate action for initiating the process for getting suitable accommodation on rent has not been taken by the M.O. It is understood that the local Administration has identified few accommodation at Kannur for housing the DPDO and intimated to M.O. However, due to nomination of the Comdt DSC, who is no way related to recommending the suitability of the proposed accommodation in a civil area, as the Presiding Officer for the Board the process got further delayed. The Chairman ROC may kindly take suitable action to speed up the proceedings of the BOO and to obtain approval of the CGDA.</p>	AIDAEA (HQrs) KOLKATTA KANNUR BRANCH	AN-V	<p><i>F.P. awaited. On receipt of F.P. matter will be taken up with Hqrs Office for necessary sanction.</i></p> <p><i>BOO has been convened on 27/10/2014 for hiring of accommodation.</i></p>
43 & 41	<p><b><u>Dilapidated condition of the PAO Building.</u></b></p> <p>As the Hon'ble Chairman is aware, a number of major works for special repairs to office buildings had been</p>	AIDAEA (HQrs) KOLKATTA KANNUR BRANCH	<b>AN-V</b>	<b>MAIN ROC</b>

<p>projected by the PAO during AWP 2011-12/2012-13 for sanction by the HQrs office. However, none of the works projected have been sanctioned by the HQrs for reasons which is still not known to the Branch Association. As all the parts of the buildings were damaged due to old age, lack of proper annual maintenance as well as non-execution of the proposed works has resulted further decay and finally portion of roof and false ceiling of LG-V, VIII, X and XI collapsed and fell down during last monsoon. In a recent incident, about a dozen Mangalore tiles alongwith blocks of false ceiling caved in and fell in Ledge Group IX during office hours. The AAO of the Group would have seriously injured had he been present in the Section at that time as the tiles fell over his table and chair. The non-occurrence of human casualty and damage to office equipments in the Section was just a matter of luck.</p> <p>As the Hon'ble Chairman may see from above, the physical condition of the office buildings where over 80 officers/staff work is now become life threatening which needs urgent attention by the higher authorities. Although some petty repair works have been got carried out by the ACDA i/c through DSC</p>			
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	Records/Centre, which is not a long term solution and a major repair works to the roof and joineries of the entire office building is absolutely necessary.			
44	<p><b><u>Work of rewiring and roof treatment to PAO Staff quarters at Burnassery.</u></b></p> <p>As advised by the CDA during last visit to the PAO in Dec 13, two works "Rewiring and roof treatment to the PAO staff quarters at Burnassery (which is DAD accommodation)" have been projected and the proposal was forwarded to M.O for issue of Admin Approval as the same is within the delegated financial power of the CDA. However, despite the assurance given by the M.O, the cases are still pending for sanction.</p> <p>Personal intervention of the Hon'ble. Chairman, ROC is requested for expeditious issue of AA to above works.</p>	AIDAEA (HQRs) KOLKATTA KANNUR BRANCH	AN-V	<i>Certain Clarification called for from PAO(ORs) DSC Kannur vide this Office letter No.AN/V/1673/DSC/VOL VIII Dt.11/6/2014. Reply awaited.</i>
45	<p><b><u>Non-conclusion of Term Contract</u></b></p> <p>It is learnt that the local MES authorities are expressing their inability to carry out even minor works of emergent nature in the office and residential buildings of PAO due to non-conclusion of the TC for the current Fy. Due to this, even petty repair works which are very essential</p>	AIDAEA (HQRs) KOLKATTA KANNUR BRANCH	AN-V	<i>As the GE CBE is closing down and formation of AGE(I) Kannur not yet received from Engineering Authorities, matter will be taken up with CWE.</i>

	<p>in nature, are not carried out by the MES stating above reason.</p> <p>It is requested that the matter may kindly be taken up with the CE Chennai for an early action.</p>			
46	<p><b><u>Repair to septic tank and drainage line at Staff Qtrs, Burnassery.</u></b></p> <p>Number of complaints regarding broken septic tank/pit, manholes and drainage lines of the qtrs at Burnassery have been lodged by the occupants during past six months. However, these complaints have not been attended by the local MES. One open septic tank (without cover) is really creating health hazard to all the occupants for the past few months despite taking up the matter with MES authorities on several occasions.</p>	<p>AIDAEA (HQRs) KOLKATTA KANNUR BRANCH</p>	AN-V	<p><i>The In-charge of PAO had stated that this was due to non conclusion of 'TC' contract for the year. As the erstwhile GE Coimbatore had been down graded and new AGE(I) Kannur has been formed the new AGE(I) may be approached and result intimated.</i></p>
47	<p><b><u>Provision of Twin/Four Blade Server for the EDP Cell.</u></b></p> <p>Though the problems faced by the PAO with regard to slow processing speed of the Main server in EDP Cell has been taken up in previous ROC Meetings, the problem is yet to be solved. The proposal forwarded by the PAO for provision of Twin/Four Blade Server, which would enhance the processing speed of the dolphin system, is still awaiting sanction.</p>	<p>AIDAEA (HQRs) KOLKATTA KANNUR BRANCH</p>	EDP	<p><i>Requirement for Blade server has been forwarded to Hqrs. Sanction is awaited</i></p>

48 & 49	<b><u>Work load in T Section</u></b>	AIDAEA (HQRs) KOLKATTA KANNUR BRANCH	AN-I	<b><i>MAIN ROC</i></b>
	The T Section of this PAO has been functioning without sufficient manpower since its formation in the office and it is learnt that the delay in clearance of the bills has been adversely commented by the M.O/HQRs. The backlog of bills has been cleared with a result of all out efforts by the entire officers and staff of the PAO. However, it may be seen that with the approval of payment of 100 % CTG to the PBORs irrespective of their move with/without family, there is a possibility of receipt of supplementary claims from the PBORs in respect of majority of the claims which were passed by the T Sn during the period from 01.04.13 (i.e. the date from which the PBORs started preferring the claim through C bills) to 31.07.14 (i.e the date from which the claims to be preferred through DOs II). This will again considerably increase the work load of T Sn which needs urgent attention.			
49 & 48	<b><u>Shortage of Manpower in PAO</u></b>	AIDAEA (HQRs) KOLKATTA KANNUR BRANCH	AN-I	<b><i>MAIN ROC</i></b>
	In spite of bringing up this point in the previous ROC Meetings, the situation has not been improved and in fact the strength of Auditors has again gone			

	<p>down with the retirement, posting out and resignations.</p> <p>The Hon'ble Chairman may kindly take up this matter with HQrs office and apprise the CGDA that the situation in this PAO may go out of control after Dec 2014.</p>			
50	<p><b><u>Military Conservancy Contract by the Stn HQ Kannur with Cantt Board</u></b></p> <p>Even though an Annual Military Conservancy contract is concluded by the Station HQ with the Cantt Board to carry out cleaning of office and residential premises at Kannur Station, sewage disposal, etc, this work has not been attended properly by the conservancy staff . As per the contract three conservancy employees are earmarked for PAO office and quarters on daily basis. The non-attendance of the work by these employees has been taken up with the Stn Cell and Cant Board by the local Admin. It appears that there is some ambiguity regarding the scope of work pertaining to cutting of vegetation at office/qtrs area in the contract. Suitable instructions may be given to the Cantt Board/Stn Cell as the PAO has neither the manpower nor the funds to get the above work done.</p>	<p>AIDAEA (HQrs) KOLKATTA KANNUR BRANCH</p>	AN-V	<p><i>Details alongwith views of PAO(ORs) DSC Kannur may be forwarded alongwith the reply received from the cantonment Board, for taking further action.</i></p>

51	<p><b><u>Transfer of Defence Land for PAO from DSC</u></b></p> <p>The Branch Association really appreciate the efforts taken by the ACDA I/C of the PAO in obtaining the clearance/recommendation of the local Army authorities for transfer of defence land at Kannur to DAD for construction of office and residential buildings of the PAO. However, it is strongly felt that the active intervention of the Hon'ble CDA at Area/Command level of the chain of Army Command is essential to get the proposal cleared from all these levels at the earliest. Necessary follow up action from HQrs may also be solicited.</p>	AIDAEA (HQrs) KOLKATTA KANNUR BRANCH	AN-V	<p><i>The proposal agreed to by the station Hqrs Kannur for allotting 4 acres B1 land to DAD and its conversion process from B1 to A1 Defence land as intimated by them, stated to have been forwarded to Area Hqrs Office. Further progress. awaited</i></p>
52	<p><b><u>Proposal for Spl Repairs to PAO Staff Qtrs at Payyambalam from Army fund</u></b></p> <p>Work proposals for Spl Repairs to Block I to IV of PAO staff qtrs at Payyambalam have already been initiated by the PAO and Stn HQ Kannur for sanction by Army CFA.</p> <p>It is requested that Main Office may kindly liaise with the Area HQ for speedy sanction.</p>	AIDAEA (HQrs) KOLKATTA KANNUR BRANCH	AN-V	<ul style="list-style-type: none"> <li>➤ <i>In-charge PAO Kannur intimated that the BPs/AEs for 'Special repairs to Block III &amp; IV of PAO staff Quarters payyambalam at a cost of Rs.52 lakhs pending with CWE Wellington for vetting and further action.</i></li> <li>➤ <i>The BPs for "special repairs to Block I &amp; II of PAO Staff Quarters Payyambalam is under preparation and will be forwarded separately to Engineering Authorities.</i></li> <li>➤ <i>CWE Wellington contacted over phone by GO(AN) for expeditious action. Further progress awaited.</i></li> </ul>

53	<p><b><u>Conducting of Defence Pension Adalat at Kannur</u></b></p> <p>It is proposed that a Defence Pension Adalat may be organized at Kannur to motivate the existing defence pensioners to change over to the DPDO. This will be helpful for the forthcoming DPDO at Kannur</p>	AIDAEA (HQRs) KOLKATTA KANNUR BRANCH	Adalat Cell	<p><i>One Adalat per year is organized by CDA Chennai. The venue is based on the directions of Hqrs Office. A full fledged Adalat was held in Calicut (covering Kannur also) in Feb 2011.</i></p> <p><i>Requirement for holding a one day Mini Pension Adalat for Kannur pensioners alongwith will be considered in 2015.</i></p>
54	<p><b><u>ISSUE OF PAY SLIP:</u></b></p> <p>As per minutes of 77<sup>th</sup> ROC Zonal office was instructed to use pre-printed Statement for issue of pay slip, but still the staff is not getting the same. Every department is issuing pay slip to their employees . Honorable chairman is requested that issue of pay slip may kindly be instructed to Zonal Office, Trivandrum.</p>	AIDAEA (HQRs) Kolkatta Kochi Branch	ZO(DPD)	<p><i>Printed pay slip will be issued after getting Sugam Programme, as stated by ZO(DPD) Trivandrum, till than the existing practice of e-mailing of pay slip will be continued.</i></p>
55	<p><b><u>DAD CELEBRATION – PROVIDING OF FUNDS</u></b></p> <p>Funds provided for DAD celebration was insufficient for 51 staff under Zonal Office Kochi. Rs.3000/- was provided for all offices under CDA Chennai, whereas CDA Navy Mumbai whose staff strength is 81 was provided Rs.30000/- for the same. Honourable CDA is requested to kindly look into the matter as discrepancies may kindly be sorted out for next years DAD celebrations.</p>	AIDAEA (HQRs) Kolkatta Kochi Branch	AN-I	<p><i>Detailed proposal for the ensuing year may be forwarded in advance for examination.</i></p>



56	<p><b><u>DELAY IN PROCESSING OF MEDICAL CLAIMS</u></b>  Staff side are complaining that medical bills are pending in Main office since long (oldest date being 15-01-2013). The issue was raised in the 77<sup>th</sup> ROC and it was instructed by the M.O to quote examples. As per Rules ROC member is not allowed to take any individuals point. It is requested to kindly process the long pending medical bills.</p>	AIDAEA (HQRs) Kolkatta Kochi Branch	AN-III	<i>No such claims are pending with this section.</i>
57	<p><b><u>UPGRADATION OF ZONAL OFFICE KOCHI</u></b>  As per CGDAs circular functioning of Zonal Office Kochi is not yet completed. . It is also to be mentioned that pay bill and other claims of staff of Kochi may kindly be processed at Zonal Office Kochi.</p>	AIDAEA (HQRs) Kolkatta Kochi Branch	AN-I	<i>At present, pay bill work for entire DAD suboffice in Kerala except PAO Kannur and AOGE Ezhimala are being done at O/O ZO(AAO) Trivandrum.</i>
58	<p><b><u>PUBLISHING OF SENIORITY LIST FOR ALLOTMENT OF QRTs AT KOCHI</u></b>  It has been noticed that CDA Navy Mumbai (Area Accounts Navy Kochi) is not publishing the seniority list of allotment of quarters, due to which the staff of CDA Chennai are not in a position to no the seniority of allotment of quarters. CDA Navy (Area Accounts Kochi) may kindly be instructed to publish the seniority list every quarter.</p>	AIDAEA (HQRs) Kolkatta Kochi Branch	General point	<i>Seniority list of DAD staff under CDA Chennai working in Offices at Kochi area will be provided to O/O AAO (Navy)Kochi for consideration while allotment of quarters.</i>

59	<p><b><u>Computers and peripherals for DPDO TVM</u></b></p> <p>There is acute shortage of computers peripherals and consumables in the office of DPDO TVM. Despite repeated request the same have not been supplied. Chairman ROC is requested to take immediate action to solve the problem.</p>	AIDAA (CB) Pune TVM Branch	EDP	<p><i>Additional requirement for 2 PCs and 3 PCs for replacement LIP-3, DMP-1 &amp; LMP-1 have been forwarded to Hqrs vide EDP/28HW/14-15 Dt.18/8/14. Sanction is awaited.</i></p>
60	<p><b><u>Modification of front office to enhance the facilities to pensioners in DPD TVM</u></b> : At present front office in DPDO TVM (enquiry) is dealing with first pension, receipt of corr PPOs and it's distribution, identification works (nominal rolls of all the banks are kept in enquiry), issuing of NOC for bank loan, issue of pension certificate for ECHS and CGHS, giving pension details as and when requested by pensioners, attending calls from pensioners, issuing of various forms etc. Hence it is proposed to operate a separate help desk counter out side the front office in the pensioners hall,exclusively for identification work. So that the possible huddles with first pension and CORR PPO can be avoided.</p>	AIDAA (CB) Pune TVM Branch	AN-V	<p><i>Detailed Proposal awaited on receipt will be examine with respect to fund availability.</i></p>

61	<p><b><u>Pensioners Toilet</u></b></p> <p>At present pensioner's toilet is situated adjacent to EDP/FO and DAK section .Most of the time foul smell coming out from the toilets causing inconvenience to staffs and pensioners. Therefore three numbers of fresh air fan may kindly be procured in the toilet rooms of the building.</p>	AIDAA (CB) Pune TVM Branch	AN-V	<i>Proposal awaited.</i>
62	<p><b><u>Multi seated steel chair (Airport type)</u></b></p> <p>The proposal for the multi seated steel chairs was forwarded to MO .The purchase has not been fulfilled so far.</p>	AIDAA (CB) Pune TVM Branch	AN-V	<i>Clarification sought from Main Office vde letter No.AN/V/107/CONT/DPDO TVM DT.17/9/2014 w.r.t. their proposal dt.22/8./2014. Reply awaited.</i>
63	<p><b><u>Printing of booklet containing information on DPDO Trivandrum together with formats of requisite forms for drawal of First Pension</u></b></p> <p>The proposal was forwarded well in advance. No action has been taken so far.</p>	AIDAA (CB) Pune TVM Branch	ZO(DPD)	<p><i>The proposal has been received. It is felt that the same can be redesigned so as to make it as a common booklet applicable to all the DPDOs under CDA Chennai.</i></p> <p><i>Action is already underway and the common booklet will soon be made ready and submitted for sanction of the competent Authority.</i></p>
64	<p><b><u>Printing of Check Register</u></b></p> <p>Status of the case may kindly be intimated.</p>	AIDAA (CB) Pune TVM Branch	ZO(DPD)	<i>Similar requirement in r/o all DPDOs in Kerala area are being ascertained from ZO(DPD) before taking final decision.</i>

65	<b><u>Swamy's HandBook.</u></b>  A copy of the Swamy's Handbook may be issued to the Administration Section (AAO) of the Office.	AIDAA (CB) Pune TVM Branch	R	<i>On receipt of proposal from the concerned office, the same will be submitted for approval of Competent Authority.</i>
66	<b><u>Drinking Water facility to be provided in Pensioner's Hall.</u></b>  At present there is no drinking water facility readily available for the Pensioners in the pensioner's hall. Arrangements may kindly be made for the same.	AIDAA (CB) Pune TVM Branch	AN-V	<i>NO proposal received so far.</i>
67	<b><u>Non receipt of pay slip.</u></b>  Due to shortage of paper, monthly pay slips are not being issued by ZO (DPD) Trivandrum. Arrangements may kindly be made to supply the requisite paper so that ZO (DPD) can issue pay slip.	AIDAA (CB) Pune TVM Branch	AN-III	<i>ZO(DPD) TVM has intimated that they are trying to get the sugam programme for pay slip printing as the existing programme is not compatible with the CGDA's pre printed pay slip. (now pay slip is being e-mailed).</i>
68	<b><u>Dining Table with Chairs for ZO (DPD) Trivandrum.</u></b> The proposal for the item has been forwarded to Main Office. The status of the case may kindly be intimated.	AIDAA (CB) Pune TVM Branch	AN-V	<i>Proposal awaited.</i>
69	<b><u>Widening of Road inside DAD Complex Trivandrum</u></b>  Progress of the same may kindly be intimated.	AIDAA (CB) Pune TVM Branch	AN-V	<i>IFA /SAC/Trivandrum may be briefed about the case, for taking up with station Hqrs Trivandrum.</i>

70	<p><b><u>Providing of accommodation facilities in Guest Rooms.</u></b></p> <p>Recently the demand for Guest Rooms in DAD complex Trivandrum has increased. Even IDAS Officers are coming to stay in the guest rooms. Therefore as a welfare measures the following items may kindly be provided in the guest rooms.</p> <ol style="list-style-type: none"> <li>1. AC facility to be provided for at least one room</li> <li>2. TV sets</li> <li>3. Fridge (4) Cloth Hangers</li> <li>5. Towel Racks (6) Toiletries</li> <li>7. Filter facility for drinking water.</li> <li>8. Chappals</li> </ol> <p>A casual employee exclusively for the guest rooms may also be provided.</p>	AIDAA (CB) Pune TVM Branch	AN-V	<i>Returned with some observation. Re-submission awaited.</i>
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**MINUTES****AGENDA POINTS FOR 78<sup>th</sup> ROC MEETING ON 30<sup>th</sup> OCTOBER 2014 (MAIN ROC)**

<b>Sl. No</b>	<b>Agenda Points</b>	<b>Points raised by</b>	<b>Section</b>	<b>Decision Taken</b>
9.	<p><b><u>Momento to Senior staff and Officers.</u></b></p> <p>There was a practice in this organization of presenting staff who have completed 30 years of service with a momento in recognition and appreciation of their service to the Department. For unknown reasons this practice was abruptly stopped. Chairman ROC , who is also our Respected CDA may kindly consider revival of the same w.e.f 01/01/2014.</p>	AIDAEA (Hqrs) Kolkatta Chennai Branch	AN-I	<i>The point will be discussed in the next ROC meeting after examining the feasibility w.r.t previous procedure/practice followed in the Office/other CDAs Offices and the ascertaining the reasons for stopping the practice in the past.</i>
29 48 49	<p><b><u>Acute Shortage of Manpower:-</u></b> As you are aware that there is an acute shortage of manpower to the tune of 60% above in PAO(ORS) DSC, Kannur, which results heavy workload to the available staff and naturally there will be a chance of low quality of work. Even though, the matter had been repeatedly projected in so many ROCs, no improvement has been made. Retirement of 6 more Auditors by 31 Dec 2014 will also going to affect severely to this PAO. Even though, HQ office has projected the vacancies to SSC, there is no likelihood of reporting new appointees in the near future as dossiers for Kerala is</p>	AIDAEA (Hqrs) Kolkatta Kannur Branch  &  AIDAA(CB) PUNE KANNUR BRANCH	AN-I	<ul style="list-style-type: none"> <li>➤ <i>The staff shortage has been taken up with Hqrs Office, who had intimated due to prevailing shortage in DAD, posting of staff as per Half yearly list of volunteers will be examined.</i></li> <li>➤ <i>Outsourcing of manpower not acceded to.</i></li> <li>➤ <i>The matter regarding staff shortage / deputation from other central Govt Departments, making Kannur as tenure station may be taken up with JCM III level.</i></li> </ul>

	<p>very less compared to other stations. PAO (ORS)DSC letter No. AN/0/19/V dated 25.07.2014 is also relevant in this regards.</p> <p>Hence following points are suggested to the Chairman ROC to manage the shortage of manpower to a great extent:-</p> <p>a) Outsourcing of skilled people through Local Employment Exchange till SSC appointee is received.</p> <p>b) Inter-departmental transfer from other Central Govt. Departments as done in the year 2001-2005 by intimating the same to SSC.</p> <p>c) Deputation to Kannur station from other Central Govt. Department till a satisfactory manpower position is achieved. If required, proposal for amendments to RR may be projected to the Government.</p> <p>d) Making Kannur as a Tenure station.</p> <p>Delegation of power to CDA Chennai for direct recruitment of Clerks/Auditors.</p>			
32	<p><b>Provisional FSA:-</b> This point was discussed verbally in the Main ROC of 76<sup>th</sup> ROC meeting and agreed to discontinue the Provisional FS. Provisional FS is a recently started scenario in which review of IRLA with Sheet Roll is being carried out one year prior to the retirement of PBOR. It is a repeated work and the same work is being conducted during LPC and at the time of retirement. Since, it is only a</p>	AIDAA(CB) PUNE KANNUR BRANCH	AT-CELL	<i>The matter may be referred to Main Office for taking up with Hqrs Office.</i>

	burden to the Auditors, the same may be discontinued.			
41 & 43	The ceiling and roof tiles of Group IX caved in the forenoon of 10 Oct 14 at around 10 am and the staff working in the Section escaped narrowly. The similar incidents were also happened in LG-VIII, LG-X and LG-XI during monsoon. It is conveyed to Chairman ROC that there is no guarantee of life to the staff working in PAO (ORs) DSC Kannur and if something goes wrong, the entire responsibility will be rest with administration only. An immediate steps may be taken to repair the office buildings permanently since conditions of all the buildings are same and it is imminent danger to men and material.	AIDAA(CB) PUNE KANNUR BRANCH  &  AIDAEA (Hqrs) Kolkatta Kannur Branch	AN-V	<b><u>As stated by the in-charge of PAO(ORS) DSC Kannur</u></b>  <i>The matter was immediately brought to the notice of the CRO and Comdt. DSC and they have provided necessary assistances to repair the damaged portion of the roof as an immediate solution. The work pertaining to LG-IX has already been completed. An SOC proposing repair of the roof of all blocks of the PAO has been forwarded to MES for preparation of estimates which is awaited. MES has been reminded to forward the RIC and on receipt of the same, case will be taken up with DSC for earmarking of funds and further action to convene BOO.</i>