

NO. 3(1)/CDN/MF.CGA/Meeting/2010/346
Ministry of Finance
Department of Expenditure
Office of the Controller General of Accounts

Date : 20 September, 2010

Subject: Minutes of the Meeting of all Pr. CCAs / CCAs/ CAs held on 6th September, 2010 under the Chairmanship of the Controller General of Accounts.

Kindly find the Minutes of the meeting held on 6th September, 2010 in the office of Controller General of Accounts enclosed for kind consideration and necessary action.


(Alok Ranjan)

Dy. Controller General of Accounts

To

All Pr. CCAs/CCAs/CAs (with Independent charge)

**Ministry of Finance
Department of Expenditure
Office of the Controller General of Accounts**

**Minutes of the Meeting of all Pr. CCAs / CCAs/ CAs held on 6th September, 2010
under the Chairmanship of the Controller General of Accounts.**

1. The list of Officers who attended the meeting is placed at Annexure A.
2. The meeting began with a welcome by the Controller General of Accounts. The CGA also apprised the meeting with regard to the latest developments in the area of working of Civil Accounts Organisation. It was further pointed out that the deadlines relating to Appropriation Accounts & Finance Accounts are very important and should be met.

Thereafter detailed presentations were made by Shri A.S.Chauhan, Jt.CGA, Smt.Vandana Sharma, CCA (Finance) / CC(P), Shri M. Sridharan, Jt. CGA (Quality Assurance Wing, Admn, Gr 'B'/NGE) & Smt.Aastha Saxena Khatwani, Dy. CGA (Gr 'A') on their subjects and they also coordinated the discussions on their subjects. The decisions on the agenda items are as indicated below:-

Agenda Point 1 – IT – DDG uploading and difference with the Budget figures.

- (a) It was decided that a committee shall be constituted to examine the draft Reports/ Statements and suggest modifications / introduction of new Reports / Statements relating to the issue of giving additional information on the website of the Ministry.
- (b) As PAOs were operating multiple IP addresses, CGA's office/NIC have not been able to verify and operationalize the VPN connectivity through NICNET. Accordingly, PAOs should be instructed not to change the IP addresses allotted by NIC.
- (c) CGA also advised that clear directions be given by CCAs/CAs regarding use of VPN by PAOs. A strict view has been taken in this regard.
- (d) It was decided that a roll out plan for application of e-Revision authority for pre-2006 cases should be prepared on urgent basis.
- (e) The CCAs/CAs were informed that "e-payment pilot" has worked well in M/o Agriculture. The project needs to be extended to 6-7 other Ministries having core group of Standing Committee as the accredited banks for the selected Ministries. These banks are getting ready with their software and have agreed to build suitable bridges with e-payment software by 15th October, 2010. It was decided that steps for implementation of "e-payment" project in Ministries will be finalized. These steps include inter alia:

- Procurement of digital signature for PAO/AAOs by Ministries.
- Identification of PAOs for e-payment pilot by Ministries.
- Training programme by O/o CGA through INGAF for PAO/AAOs.
- Identification of bank branch to act as Nodal branch by accredited bank. Necessary approvals to be obtained from RBD section, O/o CGA and DGBA, RBI.

(f) It was decided that the Ministries would complete the reconciliation of gross budgetary figures and e-lekha figures by 17th of September, 2010 and necessary cases of opening of accounting heads or clarifications will be forwarded to O/o CGA on an urgent basis.

(g) CGA directed that CCAs may take up the matter of "Failed Transactions" with the banks by raising the level of interaction, if necessary. Regular meetings between Pay & Accounts Officers with the accredited bankers may be incorporated as a regular feature of the functioning of the Pay & Accounts Offices.

CGA also desired that CCAs/CAs review applications of software development within the accounting organisation to comply with the IT laws of the country.

(h) All CCAs/CAs were requested to provide a list of officials, who are IT skilled (categorizing them based on proficiency levels) by 15th September, 2010.

(i) IT vision of the CGA organisation will be circulated to all Pr. CCAs/CCAs/CAs for comments.

(j) CGA desired that detailed DDG must be uploaded at an early date since Secretary (Expr) will soon (22-23 September, 2010) be reviewing the BE & RE figures.

Agenda Point 2 - CPSMS – Settlement of bills, Mapping of DDG and general issues.

(a) It was decided that CCAs / CAs would come up with the list of Central Agencies like UGC, ICAR and draw up a plan to roll out CPSMS in those institutions.

(b) It was proposed that CPSMS shall be extended to include Non-Plan schemes also and a similar system can be designed separately to capture Non-Plan schemes also.

(c) CCAs / CAs must regularly monitor and ensure that there are no differences between CPSMS and COMPACT / e-lekha figures.

(d) It was also pointed out that reconciliation of all bills entered manually in COMPACT should be done at the earliest.

Agenda Point 3 – Status of implementation of New pension Scheme.

Agenda Point 4 - Pension Revision cases in respect of Pre-2006 cases.

- (a) All Pr. CCAs/CCAs/CAs to hold regular monthly review meetings on New Pension Scheme with their PAOs. All PAOs may also be directed to hold such monthly review meetings with their CDDOs.
- (b) Problems faced by Ministries / Departments with the Trustee Bank and /or the Central Record Keeping Agency (NSDL) has to be escalated to the appropriate higher authorities of the entities concerned. CGA directed that Ministries/Departments may send a consolidated list of problems related with the Trustee Bank to him through CPAO and to clear all arrears within one month.
- (c) CGA directed IT Division and CPAO to fix a definite date to roll-out to all PAOs, the software developed for processing pre-2006 pension cases. Meanwhile, Ministries / Departments were also directed to seek the current information of the pre-2006 pensioners sought from the banks on priority basis
- (d) Regular uploading of NPS data to NSDL by the PAOs / CDDOs has to be ensured by the CCAs/CAs.
- (e) CGA directed that regular interactions of PAOs must be ensured with the banks and unresolved issues must be brought to the notice of CGA and CMDs of Trustee Banks.

Agenda Point 5 – Group'A' – Completion of ACRs and pending execution of transfer orders.

The issue of pending ACRs of the Officers was also discussed in the meeting. The CGA observed that even the self-appraisal for the year 2009-10 has not been submitted by a number of officers so far. It was further observed that the due date for submission of self-appraisal has long been passed. CGA, therefore, directed that the Reporting Officers may be advised to initiate writing of the ACRs suo moto in respect of the defaulting officers and send the same to this office within 10 days.

Agenda Point 6 - Group 'B' – Completion of ACRs and Promotion of AAO Exam passed officials.

Agenda Point 7 – Non - Gazetted Employees – Issue of Gradation List of Gr. C employees, filling up of vacancies of LDC, DEO, Stenographers and Accountants.

- (a) ACRs of Gr 'B' officers due for induction, AO to Sr. AO, AAO to AO wherever due must be completed in a time bound manner as per DOPT guidelines and sent to Group 'B' section by 15th September, 2010.

(b) Very little importance is given to issue of gradation list of Gr 'C' employees. The same should be expedited by CCAs/CAs and to put up on the website of their concerned Ministries by 10th October, 2010.

(c) CGA clarified that under no circumstances our recruitment be made to the post of DEOs. Reviewing the transfer orders of Gr 'B' Officers issued by O/o CGA, he directed that these must be complied with immediately without waiting for substitute.

Agenda Point 8 - Examination Branch – Departmental Confirmatory Examination for confirmation of Accountants, Delay in sending list of candidates for AAO Exam.

(a) CCAs / CAs would send the list of candidates for AAO Examination and Departmental Confirmatory Examination promptly to Examination branch after thorough checking so as to avoid any delay.

Agenda Point No.9 – Appropriation and Finance Accounts – General Issues.

(a) It may be ensured that Stage III of Appropriation Accounts is submitted within 15 days of receipt of 'No Comments Certificate' from Audit.

(b) Pr. CCAs/CCAs/CAs should intimate the Grant No.(s) for which time schedule for conducting Audit has not been received by them. So that Appropriation Accounts Section can take up the matter with Audit authorities for early conduction of the Audit of Appropriation Accounts.

(c) All CCAs/CAs were requested to see the reasons for Savings / Excess; which should be acceptable to the audit.

(d) Reconciliation of Statement No.10 with Statement No.11:- All Principal Accounts Offices should ensure by 20th September, 2010 that No. of Shares and amount of investment as shown in the Statement No.11 tallied with the Balance Sheet of the PSU concerned and effect of disinvestment, issue of bonus share etc. have been taken into account while preparing Statement No.11 of Finance Accounts. Further, New format of Finance Accounts is likely to be adopted from 2010-11, therefore difference if any between Statement No.10 and Statement No.11 may be suitably explained to exhibit the same as foot note.

(e) Quality of Accounts must be improved by reducing the balances under various Suspense Head like EAT, RAT etc. CCAs/CAs were requested to review the need of large number of JEs, many of them could have been avoided. JE, if needed may be submitted by 20th September, 2010 to clear outstanding balances in various Suspense Head and PSB Suspense in particular.

(f) All CCAs/CAs are requested to submit information regarding maintenance of Loan Register and relevant broadsheets by 15th September, 2010.

(g) Ministries incurring expenditure on behalf of others should ensure timely reporting and acceptance of such expenditures by the Ministries whose Grants is affected. It should be done expeditiously to avoid delay in finalization of SCT.

Agenda Point No - 10 – Monthly Accounts – Delay in submission of data.

(a) All CCAs/CAs are directed to give priority to the daily uploading of data on e-lekha.

(b) There are a large number of J.E's being sent and time frame fixed for submission of J.E is not being adhered to, which affect the finalization of Finance Account / Appropriation Accounts.

Agenda Point No - 11 – Quality Assurance Wing – Review of Monthly MIS.

(a) The balances under various suspense heads outstanding for more than three years need to be liquidated in a time-bound manner. Extra efforts may be put in by the Ministries to remove the adverse balances, if any.

(b) The monthly MIS are required to be submitted before due date i.e. the 10th of the second month following the month to which the report relates to, i.e. the MIS report for the month closing 31.7.2010 is to be submitted by 10.9.2010.

The meeting ended with a vote of thanks to the Chair.

Annexure - A**List of Officers who attended the meeting held on 6th September, 2010 in CGA's Office**

Sl. No.	Name	Designation
1	Shri C.R.Sundaramurti	CGA, in Chair
2	Smt Archana Nigam	Addl. CGA
3	Shri A.S.Chauhan	Jt. CGA
4	Smt Vibha Pandey	Jt. CGA
5	Smt Sonali Singh	Jt. CGA
6	Shri M Sridharan	Jt. CGA
7	Sh.Sandeep Dash	Dy. CGA
8	Sh. Sanjeev Shrivastava	Dy. CGA
9	Smt. Aastha S. Khatwani	Dy. CGA
10	Shri Jaideep Mishra	Dy. CGA
10	Sh.Alok Ranjan	Dy. CGA
11	Shri Rajesh Kumar	Dy. CGA
12	Sh.Harish Kumar Srivastava	Dy. CGA
13	Sh.Pankaj Sharma	Dy. CGA
14	Sh. Alok Kumar Verma	ACGA
15	Ms. Anjana Vashistha	ACGA
16	Shri S D Sharma	ACA
17	Shri H Atheli	Dy. CA, CPAO
18	Shri Jawahar Thakur	Pr CCA, CBDT
19	Shri S.K.Jana	Pr CCA, MEA
20	Shri Chandy Andrews	CCA, CBEC
21	Shri M. Pran Konchady	CCA, Atomic Energy
22	Shri Sudhir Bhandari	CCA, Industry
23	Shri A.N.Bokshi	CCA, HRD
24	Smt Vandana Sharma	CCA, Finance
25	Smt. L.Tochhwang	CCA, Steel & Mines
26	Shri J.P.S.Chawla	CCA, UD
27	Shri V.R.Ghodeswar	CCA, Law & Justice
28	Shri Deepak Das	CCA, Commerce
29	Smt N Sumati	CCA, Agriculture
30	Smt.Dharitri Panda	CCA, Health & FW
31	Smt. Krishna Tyagi	CCA, RD
32	Smt Bandhula Sagar	CCA, I&B
33	Shri Pradeep Kumar Berwah	CCA, CBDT
34	Ms Bharati Das	CCA, Supply
35	Dr. Sanjeev Mishra	CCA, Home
36	Shri P.C.Das	CCA, Consumer Affairs
37	Smt Renu C Deshpande	CA, Environment & Forest
38	Smt Shakuntala	CA, Civil Aviation

39	Shri Sandeep Saxena	CA, PPG&P
40	Smt Suman Bala	CA, Earth Sciences
41	Shri Sanjay Pandey	CA, Science & Tech
42	Shri V.K.Singh	CA, Planning Commission
43	Shri Arvind Kumar	CA, Labour
44	Shri Chandra Kant	CA, Consumer Affairs
45	Shri Akhilesh Jha	CA, Chemical Fertilizers
46	Shri Hemant Jain	CA, Petroleum
47	Shri R D Chauhan	CA, Power
48	Shri Binod Kumar Agrawal	Dy. CA, Shipping RTH