

NO. 3(1)/CDN/MF.CGA/Meeting/2011/ 566
Ministry of Finance
Department of Expenditure
Office of the Controller General of Accounts

Date: 24th November, 2011

Subject: Minutes of the Meeting of all Pr. CCAs/CCAs/CAs (with independent charge) held on 8th November, 2011 under the Chairmanship of the Controller General of Accounts.

Kindly find the Minutes of the meeting held on 8th November, 2011 in the office of Controller General of Accounts enclosed for kind consideration and necessary action.


(S.D.Sharma) 24/11/2011
Asstt. Controller General of Accounts

To:

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

- TD(NIC) with a request to upload it on the official website.

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 8th November, 2011 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 note by the Controller General of Accounts. The CGA thanked the officers for making the function for implementation of e-Payment successful. CGA briefed about the launching of all payment services through the Government e-Payment Gateway (GePG) in Civil Accounts Organization. The e-Payment system is a prestigious project and its implementation has been included in Government's Agenda on "Good Governance and Anti Corruption". CGA hoped that the e-Payment System will be successfully implemented in the Pay and Accounts Offices of all the Ministries by 31st March, 2012.

The agenda points were then taken up for discussion. The discussion / decisions on the agenda points are as given below:-

Agenda Point 1 (CPAO) New Pension Scheme – Current status, Progress of Revision of Pension cases in respect of both Pre-2006 and Post-2006 retirees.

- (a) All Pr. CCAs/ CCAs/ CAs were requested to examine the specific details of Subscriber Contribution Files (SCFs) pending for reconciliation, where the default is attributable to the Accredited Bank and Trustee Bank. CGA expressed concern over the SCF items that were not reconciled and most of which were more than 3 months old. It was decided that rigorous efforts would be made with accredited banks/NSDL to sort out the issue of these mis-matched items.
- (b) All Pr. CCAs/ CCAs/ CAs would take up the matter of non-upload on NPSCAN by CDDOs with the respective administrative heads, if necessary.
- (c) All Pr. CCAs/ CCAs/ CAs would keep a close watch over the non-IRA compliance cases and also to ensure that their PAOs attain 100% IRA compliance under the New Pension Scheme (NPS).
- (d) Concern was expressed over the delay in revision of pre-2006 pension cases, as only 14 % of the pre-2006 pension cases have been revised by Ministries/ Departments as per the 6th Pay commission recommendations. It was felt that revision authorities for the pre-2006 pensioners /family pensioners have to be issued on top priority. Close coordination with administrative units in Ministries /Departments and strict monitoring mechanism would be put in place.

(e) All Pr. CCAs/ CCAs/ CAs would sensitize their PAOs and regularly monitor the progress made by them. CC (Pensions) would ensure passing on the status of all pending e-revision cases to the respective Pr.CCAs/ CCAs/ CAs.

(f) There was a need to prepare a strategic plan where not only PAOs but their respective DDOs are also involved for early clearance of pending revision cases.

(g) It was informed by CC (P) that a special cell has been set up in CPAO to arrange for distribution of Annexure-III to all concerned offices and the work is in full swing.

(h) The Pr.CCAs/ CCAs/ CAs of the Ministries having the maximum number of pending revision of pension cases Viz. CDBT, CBEC, Home, I&B etc. would plan out a strategy for issuance of revision authorities for the pre-2006 pensioners/family pensioners before 31st March, 2012 by holding meetings with their respective PAOs/DDOs and also by arranging necessary workshops in this regard. It was emphasized that all concerned should be sensitized to make an impact on this issue.

(i) All the CCAs/ CAs concerned were requested to ensure the completion of Post-2006 pension cases within a time bound manner and to submit the 'Tracking Report' on regular basis.

Agenda Point 2 (Group 'A') – Completion of ACRs/ APARs, Non-receipt of Annual Property Returns.

(a) It was noted that the ACR/APAR for the year 2010-11 and for the earlier periods has not been submitted by a number of officers so far. CGA expressed concern and pointed out that after the cadre review, non-completion/submission of ACRs/APARs by the defaulting officers would result in further delays. All concerned were directed to ensure completion and submission of ACRs/APARs on urgent basis.

(b) It was pointed out that as per DOPT instructions the Annual Immoveable Property Returns have to be disclosed in the public domain, based on the property returns submitted by the officers. Accordingly, Gr. 'A' Section has communicated the IPR for certification by the respective Officers. Addl. CGA directed all concerned officers to submit their certified property returns immediately.

Agenda Point 3 (Group 'B') – Non-completion of ACRs for Sr.AOs/AOs, Cadre review of Gr 'B' & 'C' posts, Filling up the vacant Group 'C' posts, non Relieving of officers for Training Programmes, filling up of vacancies of AAOs on deputation basis, Data-base for Group 'B', Non-relieving of the officers on Transfer / Promotion

(a) It was brought out that the DPCs set up for promotion of Gr. 'B' Officers had to defer consideration of a large number of officers due to non-completion/ submission of ACRs/APARs. It was directed that all cases, in respect of which DPCs have deferred consideration due to non-availability of ACRs should be submitted within a fortnight. CGA desired that a report be sent by all Pr. CCAs/CCAs/CAs to CGA Office indicating the pending ACRs.

(b) All Pr. CCAs/CCAs/CAs were requested to send the proposals for creation of posts under Gr. 'B' and 'C' for Internal Audit etc. to the office of CGA, at the earliest.

- (c) All concerned Pr. CCAs/CCAs/CAs were requested to make sure that the tentative vacancies for Group 'C' posts should be communicated to SSC at the earliest.
- (d) Serious concern was expressed over the non-relieving of Group 'B' Officers on transfer/ promotion and all concerned officers were directed to implement the transfer/ promotion orders issued by the CGA office immediately. CGA also mentioned that delay in relieving of such Officers could result into litigations. However, in case of any specific issue, the matter may be reported, in writing, to the CGA Office for review.
- (e) All Pr. CCAs/CCAs/CAs were requested to nominate one official from their respective Ministries/Departments for training/ workshops at INGAF. They are also to ensure that the data collection process for the proposed Group 'B' database, as per the prescribed format is completed on urgent basis.
- (f) It was informed that for improvement in working efficiency and for capacity building of officers, a number of training programmes are being arranged by CGA/ NIFM / INGAF. However, some of the Ministries / Departments were not relieving / nominating their officers for these programmes. Addl. CGA expressed that these trainings have been designed with a specific purpose of building up a specialized Group 'B' level qualified strength with special focus on internal audit. He further directed all CCAs/CAs to relieve Officers who have been nominated for these training programmes.

Agenda Point 4 & 5

Agenda Point 4- Appropriation Accounts – Delay in submission of Stage III of the Grants, Non-uploading of Stage I of Head-wise Appropriation Accounts into e-lekha, Reconciliation of Head-wise Appropriation Accounts and SCT figures.

Agenda Point 5 - Finance Accounts – Non adherence to time schedule for submission of SCTs and JEs, Reconciliation of Statement No.10 with Statement No.11, Reconciliation of expenditure by agent Ministry on behalf of functional Ministry, C&AG's comment on quality of accounts and submission of ATN on the Paras in Report No.1 of C&AG for the year 2010-11, wanting information regarding additional disclosure in Statement No. 4-'Guarantees'.

- (a) CGA directed that concerned CCAs/ CAs should ensure that requisite information regarding Statement No.4 – 'Guarantees' is furnished within 48 hours and a status report submitted.
- (b) It was stressed that time-schedule prescribed by the CGA Office for submission of SCTs and JEs should be strictly adhered to.
- (c) It was directed that all concerned CCAs/CAs should submit wanting material of Finance Accounts and will carry out reconciliation work between Statement No.10 and 11 immediately.
- (d) The need for liquidation of adverse balance (under DDR heads) /outstanding balances under various Suspense heads was stressed upon.

(e) All CCAs/CAs were requested to submit ATN on the comments on accounts that appeared in the C&AG report No.1 for 2010-11 on priority basis.

(f) All Pr. CCAs/ CCAs/CAs would ensure that all JEs for 2010-11 are also uploaded on to e-lekha by 9.11.2011. They must reflect the position upto the object head level.

Agenda Point 6 (Monthly Accounts) – Accuracy in preparation of DDG, Uploading of data through COMPACT on daily basis, Uploading/Reconciliation of data by PAOs, Implementation of ‘Disclosure of Central Government Accounting Data’.

(a) All Controllers would ensure that the DDGs are fully reconciled, and take up the matter with their respective Departments, wherever necessary, to get them rectified urgently.

(b) It was informed that flash figures in respect of D/o Space and D/o Atomic Energy are being uploaded on monthly basis instead of daily basis on e-Lekha due to their not utilizing the COMPACT software. CGA desired that a separate meeting on the issue may be arranged with D/o Space and D/o Atomic Energy.

(c) All Pr. CCAs/CCAs/CAs would personally ensure the accuracy of data being uploaded on daily basis alongwith the e-DDG. It was stressed that from 2011-12 onwards, e-DDGs will form the basis for Stage – I of Appropriation Accounts.

(d) CGA emphasized that the CGA’s official website is being designed to reflect detailed information with consistency vis-à-vis figures of Ministries/ Departments. It is therefore essential to ensure correctness of figures being uploaded on e-lekha.

Agenda Point 7- RBD – Implementation of e-payment system in PAOs / Civil Ministries.

(a) CGA informed that e-Payment system (GePG) in 11 PAOs of 9 Ministries (Phase-I) was inaugurated by the Hon’ble Finance Minister on 31st October, 2011. He added that Receipt & Payment Rules are being suitably amended to incorporate payments through electronic route. CGA directed the Pr.CCAs/CCAs/CAs of the Ministries/ Departments under Phase-I to closely monitor the implementation of e-Payment system and ensure its smooth progress.

(b) Pr.CCAs/CCAs/CAs were informed about the monthly targets fixed for implementation of e-Payment system in almost all PAOs of the Civil Accounts Organization. It was further informed that a Special Cell has been set up in CGA Office to look into the issue and for lending assistance in this regard. It was requested that nodal officers may be nominated in each Ministry/Department for coordination work.

(c) Director (NIC) explained the technical methodology/intricacies being adopted for the smooth functioning of e-Payment system.

(d) Addl. CGA informed that after acquiring the essential training imparted by the CGA Office in coordination with the NIC, the PAOs using the e-Payment system are feeling more accustomed. He further stressed that utmost priority must be given for obtaining

more accustomed. He further stressed that utmost priority must be given for obtaining budgetary allocations and for early delivery/ procurement of necessary software and hardware essentially required for the e-Payment System.

(e) CGA emphasized that many e-applications and projects (approx. 32 projects) are running parallel to each other and these projects have formed as a backbone of the CGA Organization. He directed that the Ministries/ Deptts. chosen for e-Payment System under Phase-I shall have to play a crucial role in smooth functioning of the System.

Agenda Point No- 8 (Internal Audit Division)- Timely submission of audit reports in the new format and annual Review on the performance of Internal Audit Wing, Utilization of trained Group 'B' officers in Internal Audit Wings in the Ministries.

(a) The significance of Internal Audit Function and the potential challenges ahead of Internal Audit were discussed in detail. It was informed that CGA Office in association with INGAF, NIFM and other professional organizations is organizing various training programmes related to different aspects of Internal Audit. It was reiterated that the officials on selective basis should be spared for these training programmes and their services be utilized further in Internal Audit Wing for better outcome.

(b) It was instructed that the audit reports should be prepared and submitted as per the new format covered in training programmes. It was further stressed that Annual Review of Internal Audit should be submitted to enable CGA Office in a timely manner to prepare Annual Review on the performance of Internal Audit Wings of various Ministries/Departments.

(c) Addl. CGA stressed that due to non-forwarding of the names of suitable officials for the specialized training programmes, the CGA Office was unable to achieve its set targets. He emphasized that the large interest of Civil Accounts Organization should be kept in mind while nominating the officials for training in these segments. He further desired that CCAs/CAs should not be conservative while finalizing their cadre review proposals for Group B & C as there is an urgent need to strengthen internal audit by providing adequate manpower and necessary training. It was reiterated that the officials participating in these training programmes should be utilized for Internal Audit purpose.

(d) CGA highlighted that systematic efforts are made to ensure that Internal Audit function is carried in compliance with global standards. He also informed that checklists for conducting internal audit are being finalized and would soon be circulated amongst all PAOs.

Agenda Point No. 9 – IT Division – Checklist for implementation of e-payment

The issues relating to the implementation of e-Payment System were discussed under Agenda Item No. 7.

Agenda Point No 10 – Implementation of CPSMS – Difference between GBS and budget uploaded by the Ministry, Difference between sanction settled and expenditure figure as per COMPACT, Direct payment through cheque/ DD from Grant-in-aid, Scheme-wise bank account, Monitoring progress of registration of agencies and general issues.

(a) Joint CGA informed about the D.O. letter from Secretary (Expenditure) issued for completion of agency registration upto Tier-II level in respect of the selected Nine Schemes. He advised that the CCAs Accounts staff should give necessary training to the Ministerial staff who in turn should impart training to their respective implementing agencies. In case of any further training requirements, the proposal may be forwarded to CPSMS Project Cell.

With regard to the issue of sanction and subsequent release of funds in the case of Ministry of Urban Development, it was decided that CCA UD, JS Urban Renewal Mission, CCA (Finance), JS (PF-1) and Jt. CGA should arrange a meeting to resolve the issue.

(b) With regard to the differences appearing in sanctions settled under CPSMS and expenditure booked in COMPACT, it was requested that all CCAs should arrange for reconciliation of the differences at their end,. However, in case of any difficulty, a separate meeting could be arranged to sort out the matter. CGA desired that the credibility of the CPSMS /e-lekha/ COMPACT should be maintained and all CCAs/CAs should resolve such differences immediately.

(c) On the issue of differences between G.B.S. and B.E., all CCAs were requested to arrange matching of the same urgently. They were further requested to reconcile their DDG's figure (BE) with Demand for Grants of Central Govt. 2011-12.

(d) It was informed that some Ministries were operating common Bank Account for two or more Schemes which will be affecting the visibility of funds lying in the account of a particular scheme e.g. M/o Rural Development, Science & Technology, Civil Aviation etc. are a few examples. All CCAs/CAs were requested to ensure that there is no common bank account operative for two or more Schemes. Addl. CGA directed that a letter to this effect be written to all FAs & with copy to their respective CCAs/CAs.

(e) It was requested that a fortnightly Expenditure Statement may be generated by all CCAs from CPSMS portal for further circulation to their respective FA/ JS /Secy. etc.

(f) It was instructed that all CCAs should arrange for generation of Time- lag Statement i.e. date of generation of sanction, date of bill generated by DDO and date of settlement/ payment etc. to ascertain the delay in the process of releases.

(g) All CCAs/CAs were requested to ensure daily uploading of Inter-Government advices to RBI for release of funds to States.

Agenda Point No 11 – INGAF - Relieving of the Officers for Training, Lack of nominations/ issue of absenteeism

The issues raised by Director (INGAF) were discussed under Agenda Item No. 3.

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

**List of Officers who attended the meeting on 8th November, 2011
at "SWASTI" in CGA's Office**

Sl. No	Name S/Shri	Designation
1	C.R.Sundaramurti	CGA, in Chair
2	S.M.Kumar	Addl. CGA
3	Smt.Archana Nigam	Addl. CGA
4	A.S.Chauhan	Jt. CGA
5	M. Pran Konchady	Jt. CGA
6	Ms. N. Sumati	Jt. CGA
7	Smt. Sonali Singh	Jt. CGA
8	Dr. Shakuntala	Jt. CGA
9	Raju Sharan	Jt. CGA
10	Sandeep Dash	Dy. CGA
11	Amitabh Tripathi	Dy. CGA
12	Jaideep Mishra	Dy. CGA
13	Harish Kumar Srivastav	Dy. CGA
14	Ashish Kumar Singh	Dy. CGA
15	S.S.Devasthali	Dy. CGA
16	Raju	ACGA
17	S D Sharma	ACGA
18	Anthony Lianzuala	Director(NER) INGAF
19	Smt. Sujata Prasad	Director, INGAF
20	Rokhum Lalremruata	Jt. Director, INGAF
21	Smt. Soma Roy Burman	CC(P), CPAO
22	Ajay Shankar Singh	CA, CPAO
23	Jawahar Thakur	Pr CCA, CBDT
24	S.K.Jana	Pr CCA, MEA
25	Chandy Andrews	CCA, Consumer Affairs
26	Smt. Vandana Sharma	CCA, Finance
27	L.N. Tochwawng	CCA, Steel & Mines

Sl. No	Name S/Shri	Designation
28	Vilas R. Ghodeswar	CCA, Agriculture
29	Smt Shamsher Kaur	CCA, Commerce
30	Smt. Krishna Tyagi	CCA, CBEC
31	Pradeep Kumar, Berwah	CCA, CBDT
32	Smt Bharati Das	CCA, Supply
33	Dr. Sanjeev Mishra	CCA, Home
34	Smt. Bandhula Sagar	CCA, I&B
35	P.C.Das	CCA, UD
36	S.S.Dubey	CCA, Industry
37	Smt. Neelam S Kumar	CA, HRD
38	Sanjeev Shrivastava	CA, Environment & Forests
39	Smt Astha S Khatwani	CA, Science & Tech
40	Smt Suman Bala	FC, Civil Aviation
41	Binod Kumar	CA, Earth Sciences
42	Bhaskar Verma	CA, UD
43	Arvind Kumar	CA, Labour
44	Akhilesh Jha	CA, Chemical Fertilizers
45	Hemant Jain	CA, Water Resources
46	R D Chauhan	CA, Planning
47	Chandan Mishra Dwivedi	CA, Health
48	Nalin Kumar Srivastava	CA, PPG&P
49	B.K. Agrawal	CA, RTH
50	Arun Sharma	CA, Finance
51	Subhash Chandra	Dy.CA, Mines
52	Satish Jadhav	Dy.CA, CPAO
53	L.D. Saraswati	Dy.CA, RD
54	Dipankar Sengupta	Director(NIC)