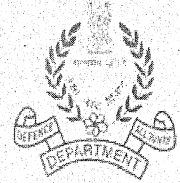




कार्यालय, रक्षा लेखा नियंत्रक  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171  
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171



**Subject:** Minutes of Steering Committee Meeting held on 25.11.2021 at the Conference Hall in the office of the CDA Guwahati, Udayan Vihar, Narangi, Guwahati.

(for the Quarter Ending June 2019, September 2019, December 2019, March 2020, June 2020, September 2020, December 2020, March 2021, June 2021 and September 2021)

**Present:**

Shri Nirmal Kumar Biswas, IDAS, DCDA (Admin) in chair

**Official side:**

Shri Debapriya Das, Accounts Officer (Admin)  
Shri Hareswar Deka, Accounts Officer  
Shri Shantonu Singha, Accounts Officer

**Staff Side**

**AIDAA (CB) Pune, Guwahati Branch**

Shri Randhir Kumar,  
Smt J L Kaman  
Shri Biswajit Baruah

**AIDAEA (HQ) Kolkata, Guwahati Branch**

Shri Debajit Bhattacharjee  
Shri Manoj Bujar Barua  
Shri Pradip Biswas

At the outset, Accounts Officer (Admin) welcomed all members of the staff side. There after minutes of last Steering Committee Meeting (SCM) were confirmed. Thereafter, action taken points of last meeting were taken up for discussion.

**2. Agenda Points discussed in SCM**

**AIDAA (CB) Pune, Guwahati Branch**

**Agenda No. 1: Expansion of CSD Canteen**

**Reply:** Action in hand very shortly as informed by AO (AN-V).

(Discussed and dropped)  
(Action Admin-V Section)

**Agenda No. 2: Five day working week may be implemented in LAO offices.**

**Reply:** The matter is selected for ROC meeting and will be taken up after due consideration of connected rules/instructions /guidelines.

(Selected for ROC meeting)

**Agenda No. 3: Benevolence fund status**

**Reply:** Benevolence fund is not under the control of CDA Guwahati.

(Discussed and dropped)

**Agenda No. 4: Need of basic infrastructure of local sub-offices as well as LAO offices.**

- a. There is leakage in water supply connection so that overhead water tank not filled properly.
- b. There are two Aqua guard water purifier installed in LAO building but one is out of order and another is not cleaned up since long period.
- c. Ladies staff are facing problem due to western style toilet, hence it may be converted in to Indian style.
- d. AC to be fitted in LAO 222 hall as in summer season it gets heated unexpectedly and ceiling fans/stand fans are not enough to control the heat so that one cannot perform his work properly.
- e. Internet connection is mostly disturbed in LAO offices and it is functioning properly also there is not a single scanner machine in working condition and xerox machine is also out of order since long.
- f. In AAO BSO Narangi Office there is also problem of drinking water as the installed water purifier is out of order.

**Reply:**

- a. Action already in hand.
- b. Discussed and considered.
- c. Discussed and considered to complete the job under Term Contract.
- d. Discussed and considered. Action to be taken through AMC.
- e. Scanner Machine to be provided to LAO Offices. Admin-IV Section is entrusted to for repair of Xerox Machine. Action will be taken subject to availability of fund.
- f. Admin-IV is entrusted to check whether it is feasible to repair the existing water purifier or a new one required to be purchased. Action to be taken on receipt of report from AN-IV.

(Action Admin IV and V Section)

**Agenda No. 5: Provide contingency at Sub-offices.**

**Reply:** The matter is selected for ROC meeting for further discussion.

(Selected for ROC meeting)

**Agenda No. 6: Providing Xerox copy of service book for verification.**

**Reply:** The matter is selected for ROC meeting for further discussion.

(Selected for ROC meeting)

**Agenda No. 7: Computer setup and other furniture for association room.**

**Reply:** Action in hand.

(Discussed and dropped)  
(Action- IT&S Wing)

**Agenda No. 8: Insufficient supplies of computer accessories in sub-offices.**

**Reply:** Action in hand.

(Discussed and dropped)  
(Action- IT&S Wing)

**Agenda No. 9: Insufficient parking area for office goers.**

**Reply:** Action in hand.

(Discussed and dropped)  
(Action- Admin-V Section)

**Agenda No. 10: Renovation of Badminton court.**

**Reply:** Action in hand.

(Discussed and dropped)  
(Action- Admin-V Section)

**Agenda No. 11:**

- a. Renovation of GYM
- b. Regular Cleaning of Overhead Water Tanks

**Reply:**

- a. Action in hand.
- b. Provision for half yearly cleaning already exists.

(Discussed and dropped)  
(Action- Admin-V Section)

**Agenda No. 12: Refurnishing of ladies common room in Main Office:**

**Reply:** Renovation work has already been done. Requirements are considered.

(Discussed and dropped)  
(Action- Admin-IV Section)

**Agenda No. 13: Restructure of DARC executive body**

**Reply:** Action already taken.

(Discussed and dropped)  
Contd / Page - 4

**Agenda No. 14: Provision of football ground and Exercise park in residential complex area**

**Reply:** Action in hand.

(Discussed and dropped)  
(Action- Admin-V Section)

**Agenda No. 15: Renovation of Children Park.**

**Reply:** Action in hand.

(Discussed and dropped)  
(Action- Admin-V Section)

**Agenda No. 16: Transfers: Local/Inter-command**

**Reply:** The matter is selected for ROC meeting for further discussion.

(Selected for ROC meeting)

**Agenda No. 17: Construction of toilet near SA/Pay Tech Sec M.O.**

**Reply:** Point under consideration.

(Discussed and dropped)  
(Action- Admin-V Section)

**Agenda No. 18: Miscellaneous: Drains around children Park remained water logged with dirty black water.**

**Reply:** Action in hand.

(Discussed and dropped)  
(Action- Admin-V Section)

**AIDAEA (HQ) Kolkata, Guwahati Branch**

**Agenda No. 19: Modification of Local Transfer Policy.**

**Reply:** Policy matter referred to ROC for formulation

(Selected for ROC meeting)

**Agenda No. 20: Formulation of a humane transfer policy.**

**Reply:** Matter discussed and referred to ROC meeting for further discussion.

(Selected for ROC meeting)

**Agenda No. 21: Minimum cooling period of 2 (two) years for officers/staff posted in from Ex-NER**

**Reply:** Discussed and selected for ROC meeting for further discussion.

(Selected for ROC meeting)

**Agenda No. 22: Transfer from Hard/Tenure stations.**

**Reply:** Discussed and referred to ROC meeting for further discussion.

(Selected for ROC meeting)

**Agenda No. 23:**

- a. The Seniority list of staff of the organization may please be published on regular basis as and when fall due.
- b. Immediate uploading of Transfer / admin orders on the web site may please be ensured.

**Reply:** Matter discussed and noted for future compliance.

(Action - Admin 1A Section)

**Agenda No. 24:**

- a. Staff/Officers under transfer orders may please be relieved indiscriminately on due dates to upkeep moral of the organization.
- b. Please post an experienced AAO in AN-II (SB) group for proper maintenance of Service Books.

**Reply:** Matter discussed but due to constrain of staff some time it is not possible to take immediate action in fulfilling the same. However the same is noted for future compliance.

(Action - Admin 1A Section)

**Agenda No. 25:** DARC election may immediately held and Accounts summary for December 2014 onwards may be submitted.

**Reply:** A new committee was formed. DARC Members were elected and direction has been issued to submit summary of pending accounts.

(Discussed and dropped)

**Agenda No. 26:** Some points of dissatisfaction from our supporting staff (Contractual Labourer) have been brought to our knowledge. So as to wipe-off dissatisfaction and upkeep the mindset of those supporting staff it is requested to ensure ESI facilities to all the contractual labours and insist reflection of recovered EPF contribution in the Annual Statement of each labourers.

**Reply:** Matter discussed, firstly contractual labours is not falling under JCM. However, it is to ensure that issues will be considered and necessary instruction has been issued to AN-IV Section.

(Discussed and dropped)  
(Action - Admin-IV Section)



**Agenda No. 27:**

- a. Please consider renovation of Sewage Treatment Plant of Udayan Vihar Complex.
- b. Back flow of Sewage lines of ground floor quarters causes not only over flow of WBC of latrine but also flows in drawing rooms. To avoid over flow of Sewage into toilet and drawing room it needs immediate repair.
- c. Please consider renovation of drainage system to avoid water logging in CDA Complex.
- d. Please consider maintenance/repair of slabs over windows and staircases to avoid risk of any accident.
- e. Please ensure enhanced frequency of periodical maintenance service of Udayan Vihar Complex.
- f. There are two Indian toilet for Gent's in every floor of office building. Please consider provision of one commode and one Indian toilet on each floor.
- g. Udayan Vihar Complex is now extended by huge area. We are experiencing frequent burglary cases during recent past. Keeping in view of the situation, it is requested to increase deployment of security staff as deemed adequate.
- h. The Close Circuit Cameras installed in the complex area are not functioning as desired due to negligence in maintenance. We have taken up the matter in previous ROCs also but situation is left unchanged. It is insisted upon to conclude AMC on Security related installations of the Udayan Vihar Complex.

**Reply:**

(From 'a' to 'e') Matter discussed and necessary instruction has been issued to AN-V Section.

- f. Presently there is no such provision available; however AN-V section may be instructed for new provision if any.
- g. Presently not possible due to constraint of budget. Will be considered in next contract.
- h. Admin IV Section is hereby directed to investigate the feasibility of additional camera if needed.

**(Action - Admin IV and V Section)**

**Agenda No. 28:** Billing of electricity consumption charges: Electricity bill is supposed to be based on the Meter reading whereas in our Udayan Vihar Complex it is quite unreal and thus happen to be matter of dissatisfaction among the consumers. Hence, issue may be taken up with MES authority for installation of approved digital Meter Boxes so that Staff/Officers can be billed for the reasonable amount of electricity they consume.

**Reply:** Matter discussed and every quarter holder will be provided with a meter card from Admin- V Section.

**(Action - Admin V Section)**

**Agenda No. 29:**

- a. During the present days service of our Wet canteen is not available on regular basis resulting big problem to the beneficiaries specially those office goers coming from distant places. This should run in a pre-defined manner and for that formulation of SOP for it is demanded.
- b. Facilities in the WET Canteen are neither adequate nor hygienic. So as to upkeep the standard of the canteen as per Swachh Bharat norms, especially amidst the pandemic situation, please consider procurement of modernized utensils and washing machine for dishes, glasses, spoons etc., other kitchen kits and aprons for the use of cook and workers, door/window curtains. Please consider Plastic interior painting so as to facilitate proper cleanliness and desired hygienic condition.
- c. One Dish TV connection at the dinning space may also be considered.
- d. Staff recruited for WET canteen may invariably be deployed on WET Canteen duties only to ensure desired services to the beneficiaries.
- e. It has come to the light that our retired DADians are not getting proper respect in the CSD Canteen. The aspect may please be looked into.

**Reply:** Matter has been discussed and considered and decided to prepare an SOP by Admin-IV Section.

**(Action - Admin IV Section)**

**Agenda No. 30:** Point from staff members has been ascertained that Stores are not sold uniformly as per entitlement of the beneficiaries of CDA Guwahati CSD outlet. Hence, periodical check and balance may please be applied on this area to avoid mass dissatisfaction.

**Reply:** Matter discussed and noted.

**(Discussed and dropped)  
(Action - Admin IV Section)**

**Agenda No. 31:** Sufficient computer set (Desktop or N computing) may please be procured for staff comfort in discharging duties.

**Reply:** Already sufficient hardware are allotted to different offices/sections of Main Office. A circular may however be issued for fresh demand/requirement, if any.

**(Action - IT & S Wing)**

**Agenda No. 32:**

- a. Since imposition of modernized disbursement system, payments towards regular/supplementary pay bills, other personal/contingent bill are directly credited to the beneficiary's bank account without mentioning reference of bill/claims. Thus it is the huge problem for the staff/officers, serving outside MO, to link their dues/claims other than RPBs. Hence it is requested to streamline issuance of disallowance memo on TA/DA, Medical and other supplementary claims etc. through Email of office concerned.

- b. All our sub-offices are provided with Land line connection with mandatory Internet connectivity. Sub-Offices are also provided with Computer hardwires. Sub-offices, especially those are not attached with executive authorities, are absolutely dependent upon the petty contingent fund disseminated from MO to meet up the periodical expense on Telephone/internet connectivity, office stationery, incidental petty repair of computer peripherals. All these expenses are mandatory to keep the provisions functioning. It has been ascertained by the staff association that Sub-offices are not getting adequate fund to meet their office expense. In some offices, they are unable to meet their expense even at lowest possible extent and undesirably bound to the circumstance to spent from own pocket. It is therefore, requested to ascertained the tune of periodical expenditure of each sub-office and provide the Fund, required/ approved as such, in time bound manner in the greater interest of staff and conducive working environment.

**Reply:**

- a. Matter discussed and noted.

(Discussed and dropped)  
(Action - Admin IV Section)

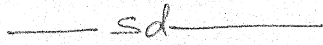
- b. Matter discussed and referred to ROC meeting for further discussion.

(Selected for ROC meeting)

**Agenda No. 33: Miscellaneous**

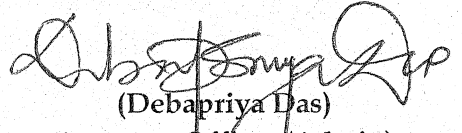
(Selected for ROC meeting)

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

  
(N.K. Biswas, IDAS)  
Deputy Controller (Admin)

**Copy to,**

- |  |   |
|--|---|
| 1. All members:  | For information please.                               |
| 2. Officer-in-Charge<br>AN-1A, AN-IV, AN-V, IT& SW Section:<br>M.O. CDA Guwahati (Local) | For information and necessary action please.          |
| ✓ 3. Officer-in-Charge:<br>IT&S Wing   | For uploading on official website of CDA<br>Guwahati. |

  
(Debapriya Das)  
Accounts Officer (Admin)