रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.
ई-मेल/e-mail: cdaguwadmin1b.dad@hub.nic.in FAX:0361-2640204 Ph: 0361-2640394, 2641142

F.No : AN/IB/CDA/JCM/GEN/VOL-XXVI **dated: 01.02.2023**

Subject: Minutes of ROC Meeting held on 16.12.2022 at the Conference Hall in the office of the CDA Guwahati, Udayan Vihar, Narangi, Guwahati.

(For the Quarter Ending December- 2021, March- 2022, June-2022, & September-2022)

Present :

Shri Ramendra Nath Biswas, IDAS, CDA, O/o the CDA Guwahati, in chair.

Official Side:

Shri Nirmal Kumar Biswas, IDAS, DCDA (Admin)

Shri Hareshwar Deka , Senior Accounts Officer

Shri Debabrata Das, Senior Accounts Officer

Shri Shantonu Singha, Accounts Officer

Staff Side:

AIDAA(CB) Pune, Guwahati Branch

Shri Randhir Kumar (General Secretary)

Smt. J.L Kaman (Member)

Shri Biswajit Baruah (Member)

AIDAEA (HQ) Kolkata, Guwahati Branch

Shri Pradip Biswas (General Secretary)

Shri Debajit Bhattacharjee (Member)

Shri Rajesh Kumar (Member)

At the outset Shri Nirmal Kumar Biswas, IDAS, DCDA (Admin) welcomed the CDA, chairperson of the ROC Meeting and all the members of staff side and official side. The minutes of last Regional Office Council (ROC) meeting were confirmed. Thereafter, action taken points of last meeting were discussed.

1. Action taken on Agenda Points discussed in Last ROC meeting :

Action taken points of last SCM meeting were discussed. Some of the points of previous SCM and ROC meeting were also considered for discussion.

2 . **Agenda Points discussed in ROC meeting :**

AIDAEA (HQ) Kolkata, Guwahati Branch

Agenda No. 1 : Revised Charges for MANAS Guest House:-

Reply: The matter discussed in detail and the chair accepted the proposal. A Board of Officers/staff will be nominated to review the issue. However, objectives for raising the rate(s) were deliberated by the Chair and representative of both the staff association acknowledged the same.

Further, after detail discussion it was decided to revise the rate of 'Bed' in dormitory as Rs.100/- (One Hundred) instead of Rs. 200/- (Rupees two hundred) and for single room Rs. 200/- (Rupees two hundred) instead of Rs. 300/- (Three hundred).

Due to some administrative reasons change in the service charges of guest room will be effective from 01/03/2023.As such the charges are not much from the actual expenditure. However, it is accepted to review that for welfare of staff and officers.

Action : Admin IV Section.

Agenda No. 2 : Transfer posting in accordance with CGDA' s General Transfer Policy and CDA Guwahati Local transfer policy:-

Reply: The matter has been discussed in detail considering the previous ROC Points. Transfer / Posting orders are being issued as per policy. All the parameters are considered while issuing posting orders, specially sensitive posting. However, the policy may be reviewed considering the present scenario, where it is needed for change.

Action : Admin 1A Section.

Agenda No. 3 : Station seniority 5 years and above and furnishing of three choice stations other than present serving station:-

Reply: The matter has been discussed in detail considering the previous ROC Points. Transfer posting related orders as well as their implementation, will be considered as discussed to run all the sub-offices smoothly.

Action : Admin 1A Section.

Agenda No. 4:

a) Increase deployment of security staff as deemed adequate.

Reply: The matter has been discussed, but increase in deployment of security personnel means requirement of more fund, ultimately due to budgetary constraint additional deployment could not be granted. It is informed that height of the boundary wall is already increased and necessary fencing will be considered whenever necessary.

Action : Admin IV Section.

b) The Close Circuit Cameras installed in the complex area are not functioning.

Reply: The point is already discussed elaborately and action already in hand

Action : Admin IV Section.

Agenda No.5 :

a) It is requested to streamline issuance of disallowance memo on TA/DA, Medical and other supplementary claims etc. through Email of office concerned.

Reply: The point is discussed in detail. It is also accepted that system generated disallowance memo required to be provided through to the concerned officials. Since the work involves tulip and prabal it is proposed to take up the matter with CDA Secunderabad/HQrs office for making system generated disallowance memo.

Disallowance Memo of TA/DA and Medical is the prime responsibility of AN-II and AN-III Section. EDP Section will help to upload it and in technical aspects.

Action : Admin- III & Admin II Gp II

b) Internet connectivity in Sub-Offices.

Reply: Discussed the point. Necessary action to solve the problem of internet connection has been taken up with CGDA Office.

Action : IT&SW

Agenda No.6 (Miscellaneous Points) :

a)Providing Contingency fund to Sub Offices:

Reply: Discussed and intimated that action already in hand to allot additional fund to each sub offices within one week. It is also pointed out that sub offices have not submitted returns of expenditure of previous contingent fund allotted.

Action : Admin IV Section.

b) Transfer Grant:

Composite transfer grant is entitled to transferee when transfer is involved change of residence beyond 20 KM.

Reply: Discussed the point. It is accepted that the composite transfer grant is allowed to the individual as per rule.

Discussed and Dropped

c) 1. Posting of experienced senior staff in E-II Section:

Reply: As mentioned at Agenda No. 2 above.

2. Transfer of Shri Prakriti Ranjan Dey AO from Shillong to Guwahati on child medical ground.

Reply: Dropped the point as he is an AO and not purview of JCM.

3.Uploading of Part –II office order (Transfer/Posting) to Official website.

Reply: Discussed and Accepted the point

Action: Admin 1A Section

AIDAA(CB) Pune, Guwahati Branch

Agenda No. 7 :

Sensitive posting if surrendered it may not be counted as sensitive tenure. Provision of debarring should be maintained for one year instead of counting of surrender assignment.

Reply: Discussed in detail but not considered by the chair. It is a guideline accepted in transfer posting policy (Policy No. 28). If any individual surrender his sensitive posting he will be debarred for three years without counting as sensitive tenure for first two foregoes, thereafter, it will be considered as Sensitive Tenure.

Action : Admin 1A Section

Agenda No. 8 :

If it is transferred within tenure of one sensitive to another sensitive, it may not be counted as two numbers of sensitive.

Reply : The matter discussed and accepted. But no such cases are found / detected during the discussion.

Discussed and Dropped

Agenda No. 9 :

Station seniority for transfer posting may be maintained properly.

Reply: Station seniority is already being maintained and followed while issuing transfer posting orders by the concerned section.

Discussed and Dropped

Agenda No. 10 :

Change the installed place of drinking water device in Main Office.

Reply: Feasibility will be examined through technical authority during the execution of renovation of toilet block which is already under contract provision.

Action : Admin V Section.

Agenda No. 11 :

Renovation of Children Park in DAD Residential Complex.

Reply : The matter has been discussed and appreciated the proposal. The point is accepted by the Chair.

Action:- Admin IV Section.

Agenda No. 12 :

Chair with writing handle facility (at least 50 numbers) is to be provided for betterment of organizing the training and conference in Main Office.

Reply: The matter has been discussed. However, due to space shortage it has been decided to explore the feasibility for replacing the table top of existing old training tables with new 'table top' which could be utilized for multiple purposes. Feasibility will be examined by AN-IV Section.

Action:- Admin IV Section.

Agenda No. 13 :

Problem in receiving of Pay Slips in NIC mail is to be shorted out.

Reply: Discussed and appreciated. The matter may be taken up with CDA Secunderabad to sort out the problem

Action:- Admin III Section and IT&SW Section.

Agenda No. 14 :

All sections in main office building and all local sub offices may be provided AC and modular furniture.

Reply: Discussed the point in detail. AC and Modular furniture have already been installed in various sections of Main Office CDA Guwhati. Feasibility for Installation of AC and Modular Furniture in Staff Room of LAO 222 ABOD office will be conducted subject to availability of fund.

Action:- Admin IV Section.

Agenda No. 15 :

CCTV Camera in residential area is to be repaired.

Reply: Discussed and Agreed, action already in hand. Admin IV is already searching for vendor for installation/Repair of CCTV camera in the residential complex as per budget provision.

Action:- Admin IV Section.

Agenda No. 16 :

"Five day week" working may be implemented in LAO offices –

Reply : **Discussed the point at length. The matter is not under CDA' s purview. Staff side may take up the matter with concerned authority through staff channel for its implementations.**

Discussed and Dropped

Agenda No. 17:

Renovation of Children Park. – The slide/ swings etc in the children park are in broken condition and rusted which requires proper renovation .

Reply: The point is already discussed elaborately at Agenda No. 11 and already accepted by the chair.

Action:- Admin IV Section.

Agenda No. 18: (Miscellaneous Points)

Guest House in Tezpur Station

Reply: Discussed the point. Though it is a good proposal, land for necessary construction of office building/guest house is yet to be received from any authority.

Discussed and Dropped.

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

(R.N.Sarkar, IDAS,)
Deputy Controller (Admin)

Copy To:

1. All members : For information please.

2. Officer –In- Charge **AN-1A**, **AN-IV**, **AN-V**, **AN-III**, **AN-II Gp-II**, **IT&SW** Section, M.O CDA Guwahati, Local. : For information and necessary action please.

3. Officer –In- Charge **IT&SW** Section : For uploading on official website of CDA Guwahati.

01/2/23

Shantonu Singha
Accounts Officer (Admin)