रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
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F.No : AN/IB/CDA/JCM/GEN/VOL-XXVI **dated: 01.02.2023**

Subject: Minutes of SCM held on 15.12.2022 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 Nirmal Kumar Biswas, IDAS, DCDA, Chairman.

Official Side:

Shri Debapriya Das, Senior Accounts Officer
Shri Debabrata Das, Senior Accounts Officer
Shri Amit Mitra , Senior Accounts Officer
Shri Hareshwar Deka , 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 all the members of staff side and official side. There after, minutes of Previous Steering Committee Meeting (SCM) were confirmed and action taken points were taken up for discussion.

1. Action taken on Agenda points discussed in Last SCM meeting:

Action taken points of last SCM meeting were discussed. Some of the points of previous Steering Committee Meeting (SCM) were also considered for discussion as mentioned in **Annexure-A(seven points .)** which are taken up for next SCM for confirmation.

2 . Agenda Points discussed in SCM:

AIDAEA (HQ) Kolkata, Guwahati Branch

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

Reply: From staff side it is stated that rate is very high and requested to involve in fixation of rate. In this connection it is requested to form a committee involving staff side. Considered the request.

Matter discussed needs further clarification in ROC. **Action : Admin IV Section.**

Agenda No. 2 : Provsion of PC for each task holder handing PC based disposal in Main Office:-

Reply: Will be considered subject to availability of fund.

Action: IT & SW Section for compliance please.

Agenda No. 3: Transfer posting in accordance with CGDA's General Transfer Policy and CDA Guwahati Local transfer policy:-

Reply: The matter already discussed in previous ROC, November 2021 and the issue not settled and hence may by discussed in ROC.

Agenda No. 4: Station seniority 5 years and above and furnishing of three choice stations other than present serving station:-

Reply: May be discussed in ROC.

Agenda No.5: Poor status of Ladies Wash Rooms in office building of MO Guwahati:-

Reply: Action in hand. Special sanction for repair for Rs.30 Lacks already been accorded for the purpose and contract has already been concluded.

Discussed and dropped **Action : ADMIN- V Section.**

Agenda No. 6: ROC Minutes:-

Reply: The matter discussed and not agreed.

Discussed and dropped. **Action : ADMIN- 1B Section**

AIDAA(CB) Pune, Guwahati Branch

Agenda No. 7 : Facility of Ladies common room to be provided with the facility of indoor sports items and furniture in Area Accounts Office, Shillong.

Reply : Discussed the subject. The Area Accounts office Shillong may be advised suitably to short out the issue. The point noted for future compliance.

Action : ADMIN- IV Section

Agenda No. 8 : Separate toilet to be built for the staff members of AO GE Shillong office.

Reply : Providing separate toilet for ladies staff members of AO GE rest with concerned executive authority. AN-V Section local may write a letter to executive authority in this regard for necessary action.

Action : ADMIN- V Section

Agenda No. 9 : Change the installed place of drinking water device in Main Office.

Reply: Required further discussion in ROC.

Agenda No. 10 : Anomaly in current published Sensitive Roster.

Reply: Discussed the point and noted for compliance.

Action : ADMIN- 1A Section

Agenda No. 11 : Renovation of Children Park in DAD Residential Complex.

Reply : The matter selected for ROC for further discussion.

Agenda No. 12 : CCTV Camera in residential area is to be repaired.

Reply: The matter selected for ROC for further discussion

Agenda No. 13 : Sensitive posting if surrendered it may not be counted as sensitive tenure. Provision of debar should be maintained for one year instead of counting of surrender assignment.

Reply: The matter selected for ROC for further discussion.

Agenda No. 13(A) 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 selected for ROC for further discussion.

Agenda No. 14 : 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 selected for ROC for further discussion.

Agenda No. 15 : ROC meeting is to be conducted timely in every quarter ending.

Reply : Accepted the point.

Action : ADMIN- 1B Section

Agenda No. 16 : Minutes of steering committee meeting may also be prepared and handed over to association members :–

Reply : Accepted the point.

Action : ADMIN- 1B Section

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Agenda No. 17: Problem in receiving of Pay Slips in NIC mail is to be shorted out.

Reply: Being Technical matter, further discussion in ROC is required.

Agenda No. 18: All sections in main office building and all local sub offices may be provided AC and modular furniture.

Reply: Discussed the point and it is pointed out that proposals from sub offices with justification not received in the concerned Section of MO CDA Guwahati.

The matter selected for ROC for further discussion. **Action : ADMIN- IV Section**

Agenda No. 19: Intimation of holding of ROC meeting may be intimated prior to two weeks for proper preparing of agenda points.

Reply : Accepted the point.

Action : ADMIN- 1B Section

Agenda No. 20: Station seniority for transfer posting may be maintained properly.

The point discussed and clubbed with previous point related to Transfer posting which is to be discussed in ROC.

Agenda No. 21: Requirements of office of AAO BSO Narangi as necessities.

a) Inverter
b) AC
c) 3 in one printer including photocopier.
d) Pedestrian fans at least 2 nos.

Reply: (a), (b) & (d) Providing Inverter, AC and Pedestrain Fan to staff members of AAO BSO Narangi rest with concerned executive authority. **AN-IV Section** local may write a letter to executive authority in this regard for necessary action.

(c) Will be looked after by **IT & S W Section**, MO CDA Guwahati. Feasibility may be explored subject to availability of Fund.

Action AN-IV and IT &SW

Agenda No. 22: Miscellaneous Points:

a) Guest House in Tezpur Station

The matter selected for ROC for further discussion.

b) In LAO complex Toilet Condition to be upgraded

Discussed the point and it is pointed out that proposals from sub offices with justification not received in the concerned Section of MO CDA Guwahati.

Discussed and dropped **Action AN-V**

c) In LAO Complex replacement of all chairs with new one is required for Wet Canteen.

Discussed the point and it is pointed out that proposals from sub offices with justification not received in the concerned Section of MO CDA Guwahati.

Action AN-IV

d) Wall Clock at Conference Hall

Discussed and dropped.

Action AN-IV

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.

6/12/23

Shantonu Singha
Accounts Officer (Admin)

Annexure-A

Previous Agenda Points of Steering Committee Meeting(SCM) Nov/2021 taken up for December 2022 SCM held on 15.12.22

AIDAEA (HQ) Kolkata, Guwahati Branch

Agenda No. 1 :

a) Back flow of Sewage lines of ground floor quarters .To avoid over flow of Sewage it needs immediate repair.

Reply : Discussed. Selected for Next SCM for confirmation

b) Please consider renovation of drainage system to avoid water logging in CDAComplex.

Reply : Discussed. Selected for Next SCM for confirmation

c) Please consider maintenance/repair of slabs over windows and staircases to avoid risk of any accident.

Reply : Discussed. Selected for Next SCM for confirmation

Agenda No. 2 : Billing of electricity consumption charges: installation of approved digital Meter Boxes so that Staff/Officers can be billed for the reasonable amount of electricity they consume.

Already taken up with MES Authority.

Agenda No. 3 : One Dish TV connection at the dinning space may also be considered.

Discussed.

AIDAA(CB) Pune, Guwahati Branch

Agenda No. 4 :

Needs of basic infrastructure of local sub-offices as well as LAO offices – There are many requirements of **basic infrastructure** in the sub offices i.e LAO Guwahati, LAO 222 ABOD, LAO Narangi and AAO BSO Narangi as below:

a. **Aquaguard water purifier installed in LAO building**

Reply : Discussed. Selected for Next SCM for confirmation

b. **Ladies staff are facing problem due to western style toilet, hence it may be converted in to indian style.**

There is demand of one Indian Style or Western Style. Hence, in one floor one western and in another floor Indian style.

Reply : Selected for Next SCM for confirmation

c. **AC to be fitted in LAO 222 and ceiling fans/stand fans are not enough .**

LAO 222 ABOD is advised to initiate official proposal through SOC.

d. **Internet connection is mostly disturbed in LAO offices and scanner and xerox machine is also out of order since long**

Reply : Discussed. Action already taken except internet portion. Selected for Next SCM for confirmation

e. **In AAO BSO Narangi Office there is also problem of drinking water**

Next SCM **Reply :** Selected for Next SCM for confirmation

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Agenda No. 5 : Computer setup and other furniture for association room :-

a. **A set of computer system i.e CPU, Monitor, UPS, Printer, Scanner may be provided with internet connection for both the association room.**

Reply : Selected for Next SCM for confirmation

b. **10 Nos of chairs, glass, table, towel, drinking glass, A Almirah and a wall clock may also be provided for association room.**

Reply : In progress. Selected for Next SCM for confirmation

Agenda No. 6 : Regular Cleaning of Overhead Water Tanks:

Already contract concluded. Selected for Next SCM for confirmation

Agenda No. 7 : Miscellaneous : Drains around children park remains waterlogged

The matter has already been taken up with technical authority to carry out detail survey of the area and submit a comprehensive proposal for development of drainage system for entire DAD complex.