

AB5 – 43136/10/DHS

Directorate of Health Services

Thiruvananthapuram Dated 31-5-2013

From

The Director of Health Services

Thiruvananthapuram

To

The District Medical Officer (Health)

Thiruvananthapuram, Kollam ,Pathanamthitta,Alappuzha,Idukki

Kottayam,Ernakulam,Thrissur,Palakkad,Malappuram,Kozhikode,

Wayanad,Kannur,Kazargode.

Sir,

Sub:- HSD- Audit Monitoring Committee Meeting held on 06.02.13

Minutes Forwarding – reg

Ref :- Nil

I am forwarding herewith a copy of the minutes of the Audit monitoring Committee Meeting held on 06-02-2013 for information and necessary action. Action taken report on each decision taken on the meeting should be furnished before attending the next Audit Monitoring Committee Meeting. The next meeting is scheduled to be conducted at District Medical Office Ernakulam on 25/06/2013.

Yours faithfully


For Director of Health Services

Copy To;

1. CA to DHS/ AO/Fo/Addl.DHS FW/Plg/Vig/Medicine/PH
2. All Participants
3. The Superintendent PLA/PLB/FWC/HT/MSA/MSP
4. The Store officer
5. File / Stock file

MINUTES OF THE AUDIT MONITORING COMMITTEE MEETING
HELD ON 06/02/2013

Sub:- Audit Monitoring Committee meeting held on 06/02/2013

Venue:- Conference Hall of the DMO(H), Thrissur

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The quarterly meeting of the Audit Monitoring Committee was conducted on 06/02/2013 at District Medical Office of Health, Thrissur. The following officers attended the meeting.

1. Shri.Radhakrishnan Nair.S, Senior Administrative Officer, DHS
2. Shri.S.Radhakrishnan, Senior Superintendent, AB Section, DHS
3. Shri.P.Sreekumaran Nair, Senior Superintendent, MC Section, DHS
4. Shri.R.Subash, Senior Superintendent, AC Section, DHS
5. Smt.N.Kushala Kumari, Senior Superintendent, FWC Section, DHS
6. Shri.Shaji Kumar.A, Junior Superintendent, CPC Section, DHS
7. Shri.Jayakumar.K, U.D.Clerk, AE Section, DHS
8. Shri.Shajan.C, U.D.Clerk, AB Section, DHS
9. Shri.Satheesh.M, U.D.Clerk, AC Section, DHS
10. Shri.G.Satheesh Kumar, U.D.Clerk, FWC Section, DHS
11. Shri.Praveen Ganesh, L.D.Clerk, AE Section, DHS
12. Shri.Anoop Sebastian Muttusserikkaran, L.D.Clerk, AB Section, DHS
13. Shri.Antony Mathew, L.D.Clerk, AC Section, DHS
14. Shri.Firoz Khan.M, L.D.Clerk, AC Section, DHS
15. Shri.Deepa.K.V, L.D.Clerk, AC Section, DHS
16. Shri.C.Sasi, U.D.Clerk, DMO(H), Thiruvananthapuram
17. Shri.T.N.Noushad, L.D.Clerk, DMO(H), Thiruvananthapuram
18. Shri.V.S.Reghu, Senior Superintendent, DMO(H), Kollam
19. Shri.John Philip.P, U.D.Clerk, DMO(H), Alappuzha
20. Shri.Tom Bessy.T.George, Senior Superintendent, DMO(H), Kottayam
21. Shri.Sasi Kumar.C.G, Senior Superintendent, DMO(H), Pathanamthitta
22. Shri.T.K.Sudhakaran, Senior Superintendent, DMO(H), Idukki
23. Shri.Sebastian Sequira, Senior Superintendent, DMO(H), Ernakulam
24. Shri.Prenadan.T.G, Senior Superintendent, DMO(H), Thrissur
25. Shri.P.Ravendran, U.D.Clerk, DMO(H), Palakkad
26. Shri.P.Sudhi, L.D.Clerk, DMO(H), Wayanad
27. Shri.Sreenivasan.M.K, Senior Superintendent, DMO(H), Kannur
28. Shri.P.Sivadasan, Senior Superintendent, DMO(H), Kozhikode
29. Shri.Basheer.K, Senior Superintendent, DMO(H), Malappuram
30. Shri.Sharafudeen.K, L.D.Clerk, DMO(H), Malappuram
31. Shri.Mohanan.P.P, Junior Superintendent, DMO(H), Kasargode

The meeting commenced at 11 am, Dr.Venus, District Medical Officer of Health welcomed the delegates. The meeting was headed by the Senior Administrative Officer. He in his inaugural address stressed the importance of the meeting and directed to discuss the decisions taken during the previous Audit Monitoring Committee. Shri.S.Radhakrishnan, Senior Superintendent briefed the intention and the significance of the meeting and its role in analysing the audit objection and reducing the maximum number of pending paras. The representatives presented the status report including the figures of pending paras of both Accountant General and Director of Health Services. Everyone agreed that Audit Monitoring Committee meeting has an important role in evaluating the audit reports and to clear objection at maximum level resulting reduction of pending paras. Shri.R.Subash and Shri.P.S.Sreekumaran Nair, Senior Superintendents participated in the discussion and imparted guidelines and advices to the participants.

The Senior Administrative Officer also expressed the inconvenience of the Finance Officer in attending the AMC meeting, meeting concluded at 3.30 P.M.

Discussion and Decisions Taken

1. The meeting evaluated that in certain districts no hopeful progress has been achieved in reducing audit pendency. This meeting viewed it seriously and strict instructions were given to the defaulters
2. The representatives remarked that many audit reports are pending for long time for want of specific replies or recoveries of petty amounts. Such cases should be disposed immediately in consultation with the concerned authorities. All other cases will be considered in the proposed Adalaths.
3. As a part of decentralization, certain powers were given to local bodies. The land, buildings, trees and plants and other properties are under the possession of this department. The officers reported encroachment and construction works of LSGD in hospital premises without authority and proper consent from the department. Planning section should take urgent steps and seek specific guidelines from Government.
4. In the previous Audit Monitoring Committee certain officers requested clarification in the case of TR5 receipts. It is clarified that original receipt should be kept and the duplicate is to be given to the remitter. Double side carbon should be used in filling up the receipt format.

5. In certain institutions the Accountant General has instructed to meet uniform allowances from LSGD Fund and requested specific remarks. EH Section should clarify and issue a circular in this regard.
6. On crediting NRHM fund to HMC, the guidelines of HMC should be observed in the utilization of funds
7. Pensionary benefits of retired employees are delayed for want of timely audit report. Hence earnest efforts should be taken to settle pensionary claims. The list of pendency should be forwarded before the next Audit Monitoring Committee.
8. In Taluk Head Quarters Hospital, Kunnankulam Supervisory lapse is observed on the part of Lay Secretary in managing HMC fund. The District Medical Officer of Health, Thrissur is directed to examine the case and report.
9. The scarcity of ministerial staff is a major problem in Health Services Department/ HMC. Hence vacancy position should be reported urgently. Proper follow up action should be taken by District Medical Officer of Health till such posts are filled.
10. On examining budget provision it is found that a lot of Gazette Officers especially doctors are drawing their pay and allowance from the head of accounts not allotted to them. Hence every institutions is to be directed to maintain salary register strictly and ensure that the salary of self drawing officers are drawn from the appropriate head of account and ample budget provision is available for meeting the expenditure. Monthly reconciliation should also be done strictly and any misclarification noted should be intimated to the RN section of the Directorate
11. Several irregularities are observed in the expenditure of plan fund. This should be checked and rectified and a report should be forwarded to Director of Health Services.
12. The Audit Monitoring Committee observed that W & C Hospital, Thiruvananthapuram and General Hospital, Thiruvananthapuram are showing indifferent attitude in responding to the audit reports. The officers concerned of these institutions should be called in person before the next Audit Monitoring Committee. The Superintendent, AC Section to take action immediately.
13. The Senior Administrative Officer instructed that Non Liability Certificate will be issued only after observing formalities of audit clearance

14. All District Medical Officers of Health are directed to conduct monthly review and the monthly report should reach before 15th of every month in prescribed proforma

15. Follow up action should be taken to alleviate audit pendency

16. A special drive campaign should be conducted after consulting with the directorate for the clearance of long pendency

17. It is also decided to convene the next meeting at District Medical Office of Health, Ernakulam during the last week of June 2013.


sd/-

S.Radhakrishnan Nair
Senior Administrative Officer

MONTHLY REPORT OF AUDIT CLEARANCE FOR THE MONTH OF

DISTRICT MEDICAL OFFICE.....

File No. AG/DHS/ Dist. Finance Wing	Name of Institution	Nature of Liability/ objection	Financial liabilities	Last Communication Send/received	pending paras			Reply furnished			Total Paras dropped	Total paras pending
					AG	DHS	District Finance wing	AG	DHS	District Finance Wing		


 31/5/13
For Director of Health Services