

From

The Director of Health Services

To

The District Medical Officer of Health,
Thiruvananthapuram, Kollam, Alappuzha,
Pathanamthitta, Kottayam, Idukki, Ernakulam,
Thrissur, Palakkad, Kozhikode, Wayanad,
Malappuram, Kannur, Kasaragod.

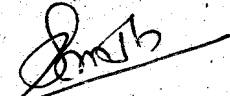
Sir,

Sub:- Health Services Department- Audit Monitoring Committee
meeting held on 10.11.2011 – Minutes – Forwarding of –
Reg.

Ref:- Nil

I am forwarding herewith a copy of minutes of Audit Monitoring
Committee meeting held on 10.11.2011 for information and necessary
action. An action taken report on each decision taken on the meeting
should be furnished before attending the next Audit Monitoring
Committee Meeting on 12.12.2011.

Yours faithfully,



For Director of Health Services

Copy to:

- 1) The Addl. Director of Health Services FW/Planning/Vigilance /
Medical.
- 2) All the Participants.
- 3) The Superintendent/ Store Officer, GMS
MSA/FWC/PLA/PLB/MC/HT/CPC/ MSP Sections.
- 4) File/Stock file.

MINUTES OF AUDIT MONITORING COMMITTEE MEETING HELD ON**10.11.2011**

Sub:- Audit monitoring committee meeting held on 10.11.2011.
Venue:- Conference Hall of the Directorate of Health Services,
Thiruvananthapuram.

As per the Government direction it is decided to conduct Audit Committee Meeting at Department Level on 10th of every month. As such the meeting for November 2011 was conducted on 10.11.2011.

The meeting commenced at 11.00 A.M, headed by the Senior Administrative Officer. He gave a brief description regarding the importance of the meeting and directed to discuss the decisions taken during previous Audit Monitoring Committee Meeting, item-wise. The representatives presented the status report including the figures of pending paras of both AG and DHS. Everyone agreed that Audit Monitoring Committee Meeting is a useful way to reduce the pendency.

The matter presented by the District officers have were discussed in detail. The attendance of SO, GMS, Planning, CPC, MSA, MSP, SHTO, EC, FWC Sections etc... helped the meeting to get specific solution for the points raised during the discussions.

The following Officers attended the meeting.

1. Sri. K. Geroge Thomas, Senior Administrative Officer.
2. Smt. Jacob Koshy, Senior Finance Officer.
2. Smt. Lakshmi Raghunathan, Finance Officer.
38. Sri. Gopakumar, Senior Superintendent, EC Section DHS Office.
39. Sri. Sujatha, Senior Superintendent, HT Section DHS Office.
40. Smt. Sethukutty, Senior Superintendent, CPC Section DHS Office.
41. Sri. Vijayakumar, Senior Superintendent, MSP Section DHS Office.
42. Smt. Janeendra, Junior Superintendent, MSA Section DHS Office.
43. Sri. Raj Mohan, Junior Superintendent, PLB Section DHS Office.
44. Sri. C. V. Mohankumar, UD Clerk (HG), AC. Section, DHS Office

45. Sri. Suresh kumar. P, UD Clerk, AC . Section, DHS Office
46. Smt. Praveen Ganesh. G, LD Clerk, AB. Section, DHS Office
47. Sri. Muraleedharan. G, LD Clerk, AC. Section, DHS Office
48. Smt. Deepa. K.V, LD Clerk, AC. Section, DHS Office.
49. Sri. Satheesh Kumar.G, UD Clerk, AC. Section DHS Office.
50. Sri. Sasikumar. C.G, Sr. Superintendent, DMO(H) Pattanamthitta.
51. Sri. Biji.C. Mathew, UD Clerk, DMO(H) Pathanamthitta.
52. Sri. Sivadasan. P, Sr. Superintendent, DMO(H) Kozhikkode.
53. Sri. Sasidharan. K, UD Clerk, DMO(H) Kozhikkode.
54. Sri. Sudhakaran. T. K, Sr. Superintendent, DMO(H) Idukki.
55. Sri. Ramesan. V. V, Jr. Superintendent, DMO(H) Kasargode.
56. Sri. Gireesh kumar. P, UD Clerk, DMO(H) Kasargode.
57. Sri. Balachandran. V, Sr. Superintendent(Audit), DMO(H), Palakkad.
58. Sri. Reghu. V. S, Sr. Superintendent (Audit), DMO (H), Pathanamthitta.
59. Sri. Sasikumar. M, Sr. Superintendent (Audit), DMO (H), Alappuzha.
60. Sri. Premadas. T.G, Sr. Superintendent , DMO (H), Thrissur
61. Sri.S.Prasobhanan, Sr Superintendent (Audit), DMO(H) Malappuram.
62. Sri. Tom Bessy. T. George, Sr. Superintendent, DMO(H), Kottayam.
63. Sri. Manojkumar .N, UD Clerk, DMO (H) Kannur.
64. Sri. Padmakumar. A, Sr Superintendent (Audit), DMO (H) Kannur.
65. Sri. Gopakumar. V, Sr Superintendent (Audit), DMO (H) TVM.
66. Smt. Lekha. G.S, UD Clerk (HG), DMO (H) TVM.
67. Sri. Devadasan. M. K, Sr. Superintendent(General), DMO(H). Ernakulam.
68. Sri. Subramanyan K, UD Clerk, DMO (H) Malappuram.
69. Sri. Raveendran P, UD Clerk, DMO(H) Malappuram
70. Sri. John Philip P, UD Clerk, DMO (H) Alappuzha.
71. Smt. Linsi Reeja George, UD Clerk, DMO (H) Thiruvananthapuram.
72. Sri. C. Gangadharan, Senior Superintendent,(Audit) DMO(H) Waynad.
73. Sri. P. Sudhi, L.D. Clerk, DMO(H) Wyanad.

DISCUSSION AND DECISIONS TAKEN

All DMO(H)

1. Several files related to DME are to be cleared in various districts for want of specific replies, Services of the officers worked previously in such cases to be utilized in order to clear the pendency. Hence, all District Medical Officers should taken necessary action to clear such pendency at the earliest.

All DMO(H)

2. Copies of the Pay Bills are not seen kept in the most of the peripheral institutions under Health Service Department. The meeting discussed the matter in detail and came to the decision that a direction should be given to all District Medical Officers to ensure that copies of pay bills are kept in the offices of all institutions under Health Services Department.

SHTO

3. The Senior Superintendent from DHO(H) Pathanamthitta informed that an accident of department vehicles (KL O1-AC 3703) which occurred at Selam had to be finalised at the earliest since the objection regarding the present location of the said vehicle is unknown. During the discussion the representative from Palakkad district informed that as per the direction from the State Health Transport Officer the vehicle had been taken back from Selam Police station and sent to State Health Transport Officer. State Health Transport Officer also agreed to the point about necessary action should be taken by the State Health Transport Officer in this regard at the earliest.

SO, GMS & MSP

4. The equipments and machines are idling in many institutions for years which warrant adverse comments by the audit of AG. The officers who attended the meeting, pointed out that such a situation is due to the installation/ supply of equipment/machines at these institutions by KSMSCL and NRHM without obtaining any requirement or indent from the institution heads. They get the fax only when they are being supplied by the firm. The meeting discussed the matter and came to the conclusion that the equipments/machines supplied with out obtaining requirements or indent of the concerned should be stopped immediately. The store officer, GMS and MSP section of the DHS should together take appropriate action in this regard in consultation with NRHM and KSMSCL.

SO, GMS

5. The X-ray machine Purappuzha PHC in Iduki district is idling for want of infrastructure facilities. The Senior Superintendent of DMO(H) Iduki informed that no reply has been received from DHS in response to their letter to transfer the X-ray machine to needy institutions (The supply made by MGP fund) So, GMS should take appropriate action in this regard and settle other such cases discussed in the previous meetings. An action taken report to be furnished during next Audit Monitoring Committee Meeting on 12/12/2011 by SO GMS.

6. **SO, GMS, PLA & PLB** The meeting evaluated that no hopeful progress has been achieved regarding the objection related to the to time expired and sub standard medicines and idling buildings. The SO, GMS, PLA and PLB sections should take urgent necessary action to consolidate such cases, and to obtain specific direction from Government in this regard. Action taken in this regard should be reported during next Audit Monitoring Committee Meeting by the afore said officers.
7. **PLA** One of the pending paras in Ernakulam District regarding the excess staff at W&C Hospital Mattancherry can be answered only after getting the reply from DHS. The observation of the audit report of AG is that excess staff in W&C Hospital Mattancherry is due ti the three shift system introduced there. Hence the meeting entrusted PLA section initiating urgent action in this regard and to address AG for this purpose with detailed status report regarding the necessity of existing staff strength at the institution
8. **PLA** The scarcity of the post of clerk is the major problem in HSD. At the same time clerical attender is a vanishing category. If the post of clerical attender is replaced with clerk the inconvenience can be alleviated to some extent. Therefore PLA section should take urgent action in this regard and obtain proposal from DMO to convert clerical-attender post and to be orders from Government
9. **SHTO** Regarding the mileage test of vehicles State Health Transport Officer who attended the meeting explained that full tank diesel required for testing KMPL should not be withdrawn as that method is safe for vehicles too. However the Sr.AO instructed State Health Transport Officer to reconsider the matter and to take urgent appropriate action to conduct KMPL test of vehicles without delay.
10. **DMO(H) MLPM** The Addl.DHS Vigilance detected certain financial irregularities at PHC Edappal in Malappuram District. It had been decided to conduct special audit at PHC Edappal. But no order has been issued by DMO(H) Malappuram to conduct special audit at the PHC. DMO(H) Malappuram should take necessary action to conduct special audit.

Many institutions under DMOs are not responding at the expected level to clear the pending cases. Therefore the following institutions should depute competent officers concerned with files and final replies for the pending paras to be furnished on the next Audit Monitoring Committee Meeting on 12-12-2011.

- PHC Peravoor
- PHC Vallana
- PHC Vechuchira
- PHC Kanjettukara

11. The explanation from the Medical Officer in-charge for not furnishing replies so far should also be incorporated with the replies
12. The special audit at PHC Peravoor and THQH Neeleswaram is still pending after the inspection of Finance Inspection wing. Therefore a decision regarding special audit of this two institutions to be taken by Sr. Finance Officer

The meeting concluded at 1.15 P.M.

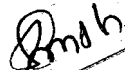
Next Audit Monitoring Committee will be held on 12.12.2011 at 11AM in the conference hall of Directorate.

Sd/-

Dr. P.K. Jameela

Director of Health Services

Forwarded


Superintendent

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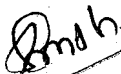
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