

No. AB5- 43136/2010/DHS

Directorate of Health Services,
Thiruvananthapuram.
Dated: 30.01.2012

From

The Director of Health Services
Thiruvananthapuram.

To

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

Sir,

Sub:- HSD – Audit Monitoring Committee meeting held on 16.01.2012 - Minutes
forwarding – reg.

Ref:- nil.

I am forwarding herewith a copy of the Minutes of the Audit Monitoring
Committee Meeting held on 16.01.2012 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 10.02.2012.

Yours faithfully,



For DIRECTOR OF HEALTH SERVICES

Copy to:-

1. The Additional DHS, FW / Planning / Vigilance / Medical
2. All the Participants
3. The Superintendent / Store Officer, GMS / MSA / FWC / PLA /
PLB / MC / HT / CPC / MSP/O&M Sn.
4. File / Stock file.

SS.29.12.11

MINUTES OF AUDIT MONITORING COMMITTEE MEETING
HELD ON 16.01.2011

Sub :- Audit Monitoring Committee Meeting held on 16.01.2011.

Venue :- Conference Hall of the Directorate of Health Services, Thiruvananthapuram.

As per the direction of the Government, it is decided to conduct an Audit Committee Meeting at Department level on the 10th of every month. As such the meeting for January 2012 was held on 16.01.2012.

The meeting commenced at 11 am, headed by the Senior Administrative Officer. Both the Senior Administrative Officer and the Senior Finance Officer gave a brief description regarding the importance of the meeting and directed to discuss the decisions and action taken in the light of the previous Audit Monitoring Committee Meeting. The representatives presented the status report including the figures of pending Paras of both AG and DHS. The Committee evaluated that the Audit Monitoring Committee Meeting enabled a lot in alleviating the number of pendency.

The Director of Health Service arrived at the meeting at 11:45 am. The Director suggested that a proposal should be forwarded to Government requesting to drop simple audit objections since it has been consuming manpower and time. The scarcity of ministerial staff is a major problem in this department. Yet our aim should be to achieve maximum progress using the available recourses. Audit must be conducted realistically. Supervisory lapse increases the number of pendency. Liability should be assessed in the name of officers who are responsible for the pendency. The Director also suggested that the discussion and the decision in the AMC should be conveyed to the monthly conference for action taken. Administrative Assistant of the all District Medical Officers should participate in all the monthly conference. The details regarding the fund utilization is to be presented by the Administrative Assistant.

The following Officers attended the Meeting.

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|-------------------------------|-------------------------------|------------|
| 1. Sri. George Thomas. K | Senior Administrative Officer | DHS Office |
| 2. Sri. Jacob Koshy | Senior Finance Officer | DHS Office |
| 3. Smt. Lakshmi Reghunanathan | Finance Officer | DHS Office |
| 4. Sri. Vijayakumar | Senior Superintendent | DHS Office |
| 5. Sri. Muraleedharan Nair | LDC | DHS Office |
| 6. Sri. Suresh Kumar | UDC | DHS Office |
| 7. Sri. Antony Thomas | UDC | DHS Office |

8. Sri. Praveen Ganesh	LDC	DHS Office
9. Smt. Deepa. K.V	LDC	DHS Office
10. Sri. Mohanan R	UDC	DHS Office
11. Sri. Krishnaraj	Store Officer	DHS Office
12. Sri. Sasikumar. C.G	Senior Superintendent	DMO(H) Pathanamthitta
13. Sri. Biji. C. Mathews	UDC	DMO(H) Pathanamthitta
14. Sri. Mohanan. P.P	Head Clerk	DMO(H) Kasargod
15. Sri. V. Gopakumar	Senior Superintendent	DMO(H) TVPM
16. Sri. M. Sasikumar	Senior Superintendent	DMO(H) Alappuzha
17. Sri. John Philip	UDC	DMO(H) Alappuzha
18. Sri. C. Gangadharan	Senior Superintendent	DMO(H) Wayanad
19. Sri. V. Balachandran	Senior Superintendent	DMO(H) Palakkad
20. Sri. P. Raveendran	UDC	DMO(H) Palakkad
21. Sri. M.K. Devadasan	Senior Superintendent	DMO(H) Ernakulam
22. Sri. V.S. Reghu	Senior Superintendent	DMO(H) Kollam
23. Smt. G.S. Lekha	UDC	DMO(H) TVPM
24. Sri. K. Sasidharan	UDC	DMO(H) Kozhikkode
25. Sri. P. Sivadasan	Senior Superintendent	DMO(H) Kozhikkode
26. Sri. Premadas. T.G	Senior Superintendent	DMO(H) Trissur
27. Sri. Ganesan. R.K	Junior Superintendent	DMO(H) Kannur
28. Sri. N. Manoj Kumar	UDC	DMO(H) Kannur
29. Sri. S. Prasobhanan	Senior Superintendent	DMO(H) Malappuram
30. Sri. K. Subramanyan	UDC	DMO(H) Malappuram
31. Sri. T.K. Sudhakaran	Senior Superintendent	DMO(H) Idukki
32. Sri. Sarad Kumar. M.K	LDC	T.H. Peravoor, Kannur.

Discussions and Decisions

1. The participants from the District Medical Officers of Health evaluated that the transfer of files to DME did not get its deserved success. As DHS has sent a letter to DME the copy of the same has been circulated among the participants during the meeting. The files related to the Food Safety have already been transferred by AB5 Section.

2. The officers informed that necessary intimation has been given to all peripheral institutions to collect expenditure statement of self drawing officers with Head of Account and reconciliation to be made compulsory and expenditure statement should be collected every month
3. The representatives from DMOHs told that in the intimations regarding the recovery of substandard medicines, the name of medicine, Batch No. and the name of institution concerned should be informed to drop the objections. CPC section should report STATUS REPORT in each AMC
4. In several institutions of Health Service Department, the Account General raised audit objections in the case of idling equipments and idling buildings. Lack of infrastructure facilities and manpower is the main reason for such audit objections. The officers suggested that in order to take action to drop such objections, specific remarks from Planning section is required. Planning section should report STATUS REPORT in each AMC
5. The AMC evaluated that FW audit is pending in several Districts. As a result the issuing of NLC to the concerned is pending. Hence FW section to take initiative steps to conduct and strengthen FW audit.
6. The Audit Monitoring Committee evaluated that the prescribed Recovery Adalath has not achieved its deserved success. All District Medical Officers (Health) are instructed to carry out Recovery Adalath as recommended for reducing the number of pendency.
7. The officers attended in the AMC said that several audit objections have been raised in connection with the fixation of re-trospective promotion and grade re-option in respect of Jr.PHN. This should be viewed seriously and the attention of Govt. may be invited in this regard.
8. The officers in the AMC evaluated that certain decisions taken in the AMC are not reaching in the peripheral level institutions. Hence, circulars must be issued from DHS conveying such decisions.
9. The officer who represented from District Medical Officer of Health Kasargod remarked that there are five audit files regarding the auction and condemnation of vehicles, and for dropping this objections specific direction from this Directorate is required. SHTO should report STATUS REPORT in this regard in the next AMC.
10. The officers attended the meeting suggested that lack of proper training to ministerial staff is one of the causes for increasing the number of pendency. Hence training should be conducted at district level for alleviating the objections. The DHS & Sr. AO, agreed to examine it on the basis of the availability of fund position.

11. The process for promotion of Senior Superintendents to the cadre of Administrative Assistant is going on. Hence all concerned Senior Superintendent are requested to furnish their CR to DPC immediately. The Junior Superintendents are requested to furnish their CR on or before 18/01/2012. The seniority list of Doctors in the general cadre is published in the website of DHS. Appeal should be furnished on or before 12/02/2012.


After the evaluation of District-wise progress and discussion, the representatives were directed to strengthen internal audit. The meeting concluded at 1.30 pm.

Next Audit Monitory Committee will be held on 10/02/2012 at 11 am in the Conference Hall of the Directorate.

Sd/-

DR. Kumari.G.prema
Addl. DIRECTOR OF HEALTH SERVICES

Forwarded


Superintendent