

No. AB5- 43136/2010/DHS.

Directorate of Health Services
Thiruvananthapuram. Dated: 27.07.2011

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.

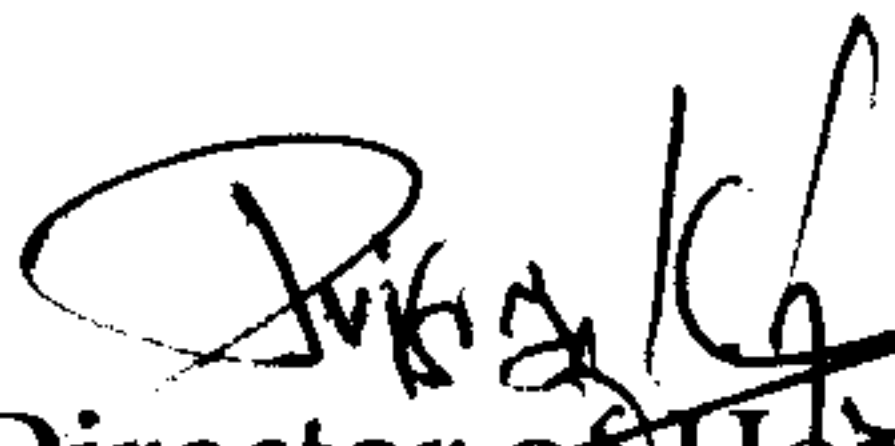
Sir,

Sub:- Health Services Department- Audit Monitoring Committee
meeting held on 05.07.2011 – Minutes – Forwarding of –
Reg.

Ref:- Nil

I am forwarding herewith a copy of minutes of Audit Monitoring
Committee meeting held on 05.07.2011 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 on 05.08.2011.

Yours faithfully,


For Director of Health Services

Copy to:

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

MINUTES OF AUDIT MONITORING COMMITTEE MEETING HELD ON

05.07.2011

Sub:- Audit monitoring committee meeting held on 05.07.2011.

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

As per Government direction it is decided to conduct Audit Committee Meeting at Department Level on 5th of every month. As such the meeting for July 2011 was conducted on 05.07.2011.

The meeting commenced at 11.00 A.M, presided over by Senior Finance Officer in the presence of Finance Officer.

The following Officers attended the meeting.

1. Dr. Kumari. G.Prema, Director of Health Services i/c
2. Smt. S. Jayalekshmi, Senior Finance Officer.
3. Smt. Lekshmi Raghunathan, Finance Officer.
4. Smt. Vijaya Kumari. k, Senior Superintendent, MSP. Section, DHS Office
5. Smt. R. Sujatha, Senior Superintendent, HT. Section, DHS Office
6. Sri P. Vijaya Kumar. ✖, Senior Superintendent,(Audit) DHS Office
7. Smt. D. Janeendra, Junior Superintendent, MSA . Section, DHS Office
8. Sri. C. V. Mohankumar, UD Clerk (HG), AC. Section, DHS Office
9. Sri. Suresh kumar. P, UD Clerk, AC . Section, DHS Office
10. Smt. Preethi. S, UD Clerk, AB. Section, DHS Office
11. Sri. Muraleedharan. G, LD Clerk, AC. Section, DHS Office
12. Smt. Deepa. K.V, LD Clerk, AC. Section, DHS Office
13. Sri. Ajaykumar, Jr Superintendent (IAP No III), DHS Office
14. Sri.S.Prasobhanan, Sr Superintendent (Audit), DMO(H) Malappuram.
15. Sri.A.Ali, U.D.Clerk, DMO(H) Malappuram.
16. Sri. Gopakumar. V, Sr. Superintendent, DMO(H), Thiruvananthapuram.
17. Smt. Lekha .G .S, UD Clerk (HG), DMO(H), Thiruvananthapuram.
18. Sri. Gireesh. P, Sr. Superintendent, DMO(H), Kozhikkode.

19. Sri. Sasidharan. K, UD Clerk, DMO(H), Kozhikkode.
20. Smt. Ganga .M, LD Clerk, District Hospital Kanhangad.
21. Sri. Gireeshkumar. P, UD Clerk, DMO(H), Kanhangad.
22. Sri. Ramesan. V. V, Jr. Superintendent, DMO(H), Kanhangad.
23. Sri. Raju. T .K, UD Clerk, DMO(H) Pathanamthitta.
24. Sri. Sasikumar. C. G, Sr. Superintendent, DMO(H), Pathanamthitta.
25. Sri. Reghu. V. S, Sr. Superintendent (Audit), DMO (H), Pathanamthitta.
26. Sri. Sasikumar. M, Sr. Superintendent (Audit), DMO (H), Alappuzha.
27. Sri. Devadasan. M. K, Sr.Superintendent(General), DMO(H). Ernakulam
28. Sri. Raman Keezha.N.A, UD Clerk (HG), General Hospital, Kozhikkode.
29. Sri. Manoharan. K, Lay Secretary & Treasurer, General Hospital Kozhikkode.
30. Sri. Dominic. K. C, Head Clerk, District Hospital Kannur.
31. Sri. Anandakumar .C. V, UD Clerk, District Hospital Kannur.
32. Sri. Manojkumar .N, UD Clerk, DMO(H) Kannur.
33. Sri. Sudhakaran. T. K, Sr.Superintendent, DMO(H), Idukki.
34. Sri. Premadas .T. G, Sr.Superintendent, DMO(H), Idukki.
35. Sri. Tom Bessy. T. George, Sr.Superintendent, DMO(H), Kottayam.
36. Sri. Mohanan. M. P, Head Clerk, THQH Sulthan Bathery.
37. Sri. Balachandran. V, Sr.Superintendent(Audit), DMO(H), Palakkad.
38. Sri. Balan. M .V, UD Clerk, DMO(H), Wayanad.
39. Sri. Gangadharan, Sr.Superintendent, District Hospital, Mananthavady.
40. Sri. Sureshkumar. N, Sr.Superintendent, DMO(H), Wayanad.
41. Sri. Sudhi. P, LD Clerk, DMO(H) Wayanad.
42. Sri. Bhakthavalsalam Pillai. G ,Lay Secr & Treasurer, General Hospital
Pathanamthitta.
43. Sri. Alanxander Thomas, UD Clerk, GH Pathanamthitta.

The Senior Finance Officer Smt.S.Jayalekshmi had explained the necessity to clear the pending audit paras of Inspection Reports of Accountant General and Finance Department, Internal Audit Report of DHS, Draft Para, PAC Report and files related to various Legislative Committees, FW Audit, Store Verification Reports etc.

The Senior Superintendents of all districts attended the meeting have explained the action taken by them to clear the audit objections. They gave a brief details regarding the District Level Audit Adalath conducted and the follow up action taken by them as suggested in the previous meeting of the Audit Monitoring Committee. The Officials attended in the meeting had requested to make more effective arrangements to list out the substandard medicine in the state and sanction is to be issued to dispose the same at the level of Director of Health Services.

The meeting noticed that there is a large number of long pending cases in some major Institutions yet. There is another point raised in the meeting related to the excess recoveries that were fixed during the audit. It is suggested that the details of excess recovery that should be recovered must be noted in the Service Book of the incumbents concerned by the officers at the time of relief from one station to another. The Director of Health Services also evaluate the District wise progress achieved in the clearances of back log of inspection report and concluded the meeting by giving her full co operation and help to clear the pending cases.

The details of pending paras as on 05.07.2011 reported from the districts are as follows.

District	Pending paras as on 06.06.2011			Pending paras as on 05.07.2011			
	Total	Replies furnished AG's	Balance	Total	Reply furnished	Balance	Remark
Thiruvananthapuram	100	34	66	66	3	63	
Kollam	148	40	108	108	30	78	
Alappuzha	252	98	154	154	35	119	
Kottayam	42	3	39	39	19	20	38 paras received after 03/2011
Pathanamthitta	197	99	98	98	14	84	
Idukki	164	NIL	164	164	15	149	
Ernakulam	237	71	166	166	73	93	
Thrissur	63	46	17	17	11	6	

Palakkad	243	NIL	243	243	44	199	
Malappuram	221	NIL	221	221	221	NIL	
Kozhikkode	74	24	50	50	6	44	37 paras received after 03/2011
Wayanad	264	92	172	172	43	129	
Kannur	204	108	96	96	16	80	
Kasargode	24	3	21	21	4	17	
DHS Office	34	2	32	32	2	30	
Total	2267	620	1647	1647	536	1111	

Decisions taken

- (1) In order to clear the pending paras the District level audit adalath should be continued properly.
- (2) CPC Section had been requested in the previous AMC to list out the details of substandard medicines in the state and make necessary arrangements to obtain sanction for the disposal of the same. But, CPC Section did not furnish any details. Hence, CPC Section is directed to furnish the same before next meeting scheduled on 05-08-2011.
- (3) Decision No. 5 in the previous AMC is modified as follows.
The liability outstanding against the Non Gazetted officers on the date of transfer if any, should be recovered before their relief. If not possible in any reason, the liability should be recorded in the Service Book of the incumbent concerned by the head of the institutions while relieving them.
- (4) Monthly meeting of ministerial staff should be conducted in all Districts with minutes and action taken should be reviewed in the next meetings including Hospital Management Committee accounts.
- (5) Liability if any pointed out during audit will be recovered equally from the staff directly responsible viz section Clerk/Head Clerk/ Junior Superintendent/Lay Secretary & Treasurer.
- (6) It has been decided to take urgent action on the decision taken on SI No.3 (transferring if the file related to DME & Food Safety) on the previous AMC Meeting.
- (7) Adalath should be continued at District level for the recovery proceedings also.

- (8) All the District Medical Officer of Health are instructed to furnish the Audit Programme of the District Audit Team to Directorate of Health Services well in advance. It should strictly be complied with.
- (9) All the District Medical Officer of Health have been directed to furnish list of institutions in their district with phone number with STD code, Mobile number of Clerk/ Superintendent/ Medical officer in-charge/ Lay secretary & Treasurer etc. concerned. But the decision taken in the pervious meeting did not materialize in full. Hence, th details should submit during next meeting of AMC.
- (10) An action taken report on all decisions on the minutes of the meeting held on 05.07.2011 should also be furnished during attending the next Audit Monitoring Committee Meeting.

Sri. Sambasivan, Senior Superintendent, ES Section of the Directorate of Health Services has announced the contents of Circular No. ES2/106103/03/DHS dated 04/07/2011 about the revision of the seniority list of UD Clerks and ES3/4009/2009/DHS dated 04/07/2011 about the revision / preparation of the seniority list of Nursing Tutor. He also issued the above circulars to the Senior Superintendents of all DMO's under proper acknowledgement.

The meeting ended at 01:15 PM with the conclusion address of Director of Health Services.


DIRECTOR OF HEALTH SERVICES I/C.

To

1. All the participants
2. The District Medical Officer(H), Thiruvananthapuram, Kollam, Alappuzha, Pathanamthitta, Kottayam, Idukki, Ernakulam, Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasargode
3. CA to DHS/Senior Administrative Officer/ Sr.F.O/F.O
4. The Superintendent, PLA/PLB/AC/AB/CPC/HT/MSP/MSA/O&M Sections.
5. The Superintendent, AC/AC1,AC2/AC3/AC4/AC5 Section.
6. File/Stock file/Spare.