

No. AB5- 43136/2010/DHS.

Directorate of Health Services
Thiruvananthapuram. Dated: 27.09.2011

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.

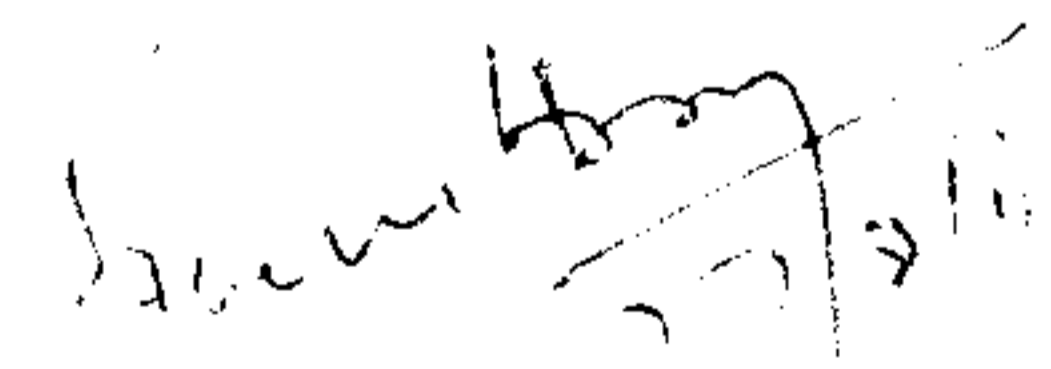
Sir,

Sub:- Health Services Department- Audit Monitoring Committee
meeting held on 05.08.2011 – Minutes – Forwarding of –
Reg.

Ref:- Nil

I am forwarding herewith a copy of minutes of Audit Monitoring
Committee meeting held on 05.08.2011 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 10.10.2011.

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

05.08.2011

Sub:- Audit monitoring committee meeting held on 05.08.2011.

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 05.08.2011.

The meeting commenced at 10.30 A.M, presided over by Finance Officer

The following Officers attended the meeting.

1. Dr. Kumari. G.Prema, Director of Health Services i/c
2. Smt. Lekshmi Raghunathan, Finance Officer.
3. Sri P. Vijaya Kumar. , Senior Superintendent,(Audit) DHS Office
4. Sri. C. V. Mohankumar, UD Clerk (HG), AC. Section, DHS Office
5. Sri. Suresh kumar. P, UD Clerk, AC . Section, DHS Office
6. Smt. Praveen Ganesh. G, UD Clerk, AB. Section, DHS Office
7. Sri. Muraleedharan. G, LD Clerk, AC. Section, DHS Office
8. Smt. Deepa. K.V, LD Clerk, AC. Section, DHS Office
9. Sri. Sasikumar. C.G, Sr. Superintendent, DMO(H) Pattanamthitta.
10. Sri. Raju. T .K, UD Clerk, DMO(H) Pathanamthitta.
11. Sri. Sivadasan. P, Sr. Superintendent, DMO(H) Kozhikkode.
12. Sri. Sasidharan. K, UD Clerk, DMO(H) Kozhikkode.
13. Sri. Sudhakaran. T. K, Sr. Superintendent, DMO(H) Idukki.
14. Sri. Ramesan. V. V, Jr. Superintendent, DMO(H) Kasargode.
15. Sri. Gireesh kumar. P, UD Clerk, DMO(H) Kasargode.
16. Sri. Krishnan kutty. N, Lay Secretary & Treasurer.
17. Sri. Jose. N. M, UD Clerk, Dist. Hospital Palakkad.

18. Sri. Balachandran. V, Sr.Superintendent(Audit), DMO(H), Palakkad.
19. Sri. Reghu. V. S, Sr. Superintendent (Audit), DMO (H), Pathanamthitta.
20. Sri. Sasikumar. M, Sr. Superintendent (Audit), DMO (H), Alappuzha.
21. Sri. P. Sudhi LD Clerk, DMO(H) Wynad.
22. Sri. Vinod Kumar. C, LD Clerk, General Hospital Manjeri.
23. Sri. Permadas. T.G, Sr. Superintendent , DMO (H), Thrissur
24. Smt. Vasantha Kumari. S, Lay Secretary & Treasurer, THQH Parassala.
25. Smt. Sindhu. S , UD Clerk, THQH Parassala.
26. Sri. Ajaya Kumar. R, Lay Secretary & Treasurer, CDHospital, TVM
27. Smt. Padminikutty. V, LD Clerk, CDHospital, TVM
28. Sri. Unni. K.K, UD Clerk, THQH Chalakkudy.
29. Smt. Indira. E.G, Lay Secretary & Treasurer, THQH Chalakkudy.
30. Smt. Thankamma. M.D, Jr. Superintendent, General Hospital Alappuzha.
31. Sri. T. Ayyappan Pillai. T, LD Clerk, W&C Hospital, Thycaud, TVM.
32. Smt. Thulasibai. V, Lay Secretary & Treasurer, Dist. Hospital Kozhencherry.
33. Smt. Radhamanyamma. P, Jr. Superintendent, Dist. Hospital Kozhencherry.
34. Sri. Ali. A, UD Clerk, DMO(H) Malappuram.
35. Sri.S.Prasobhanan, Sr Superintendent (Audit), DMO(H) Malappuram.
36. Sri. Tom Bessy. T. George, Sr.Superintendent, DMO(H), Kottayam.
37. Sri. Manojkumar .N, UD Clerk, DMO(H) Kannur.
38. Sri. Padmakumar. A, Sr Superintendent (Audit), DMO(H) Kannur.
39. Sri. Gopakumar. V, Sr Superintendent (Audit), DMO(H) TVM.
40. Smt. Lekha. G.S, UD Clerk (HG), DMO(H) TVM.
41. Sri. Devadasan. M. K, Sr.Superintendent(General), DMO(H). Ernakulam
42. Smt. Saleena B. S, Jr. Superintendent, DMO(H) Pattanamthitta.
43. Sri. Sunil. S, Lay Secretary & Treasurer, W&C Hospital, Thycaud, TVM.
44. Sri. Saibudheen Babu.S, LD Clerk, Dist. Hospital Kozhencherry.

<p>IMPORTANT ISSUES DISCUSSED AND DECISION TAKEN THEREON</p>
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1. The participants unanimously raised the inconvenience of conducting AMC meeting on the 5th day of every month as the monthly meeting at District level in most of the districts are scheduled on or after 5th working day. If the state level meeting may be convened after the District level meeting, more effective result shall definitely be achieved. It has been decided to convene the monthly AMC meeting on 10th day of every month. If the 10th day is a holiday, the day next should be scheduled for AMC meeting day. This matter should be informed to Govt.
2. Post of the Doctors are idle in several hospitals throughout the state. The Accountant General objected a number of such cases for which appropriate action cannot be taken to drop the objections for the reason that creations of posts is done by Govt. Such cases should be verified and get rectified on the basis of the report of All District Medical Officers. EA section of this Directorate should take appropriate action for deployment of such cases in consultation with Govt.
3. The IARs pending at various institutions with a backlog of even more than two decades are to be cleared urgently. The participants sought for specific directions from DHS to handle such cases, as most of the incumbents liable to be held for audit recommendations have either dead or retired years back. It is impossible to get specific replies from them. Therefore, the IAR files before 10years back should be handled separately and a decision should be taken in consultation with DHS in this regard.
4. Surprise inspection by Finance officer may be conducted in all districts so as to ensure better financial propriety of the institutions under HSD.
5. During the previous meeting, decisions were taken to pay special attention on the cases related to time expired medicines. Such case to be taken up with Govt. through a consolidated proposal to step down the number of pending cases. The participants disclosed their displeasure on non-receipt of CPC conformation on such cases. Therefore it has been decided to ensure the attendance of CPC section on all AMC meetings with progress/status report in this regard.

6. W&C Hospital, Thycaud, Chest Diseases Hospital, Pulayanarkottah, District Hospital Kozenchery, THQH Parassala, CHC Vellarada and PHC Aryanad were directed to depute the officers concerned to attend the meeting on 05/08/2011 with replies to the pending IARs related to their institution. But CHC Vellarada and PHC Aryanad didn't respond to the order of the DHS and DMO(H) TVM. Hence, it has been decided to initiate disciplinary action against the Medical officer in-charge of these two institutions for insubordination. The rest of the special invitees furnished their replies on most of the pending cases except W&C Hospital Thycaud. The Lay Secretary & Treasurer W&C Hospital Thycaud who attended the meeting revealed that he could not try to settle the pending IARs for want of proper support from staff since the staffs are being transferred frequently. Therefore it is suggested to take urgent action by DMO(H) Thiruvananthapuram to provide experienced/efficient staff to W&C Hospital to minimize the pendency as a special case.

7. The representative from DMO(H) Palakkad informed that 81 paras are pending in 6 institution as noted.

• District Hospital Palakkad	- 36
• PHC Ozhalappathy	- 4
• PHC Nelliampathy	- 9
• THQH Ottapalam	- 9
• PHC Agali	- 19
• PHC Perumatty	- 4
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Total	- 81 paras

In order to get a better result adalath at these institutions should be fixed by DHS and the DHS team should attend the adalath. Date and time should be informed by DHO(H) Palakkad in consultation with Finance Officer.

8. Representative of DMO(H) Wyanad reported that the following institutions not attended the audit adalaths conducted at district level.

- PHC Vellamunda
- PHC Begar
- CHC periya

It has been decided to call for explanation from the Medical Officer in-charge of these institutions and action taken report should be furnished by DMO(H) Wyanad in next AMC meeting.

9. Sri. Mathew Audit officer from Accountant Generals Office attended the meeting and he introduced gist of report of the CCO based audit conducted in HSD. He also introduced the objective of EXIT conference scheduled on 02.09.2011. All District Medical Officers and institutions having referred in the report of Accountant General should ensure the attendance of the officer concerned on 02/09/2011 with specific details to be placed before exit meeting.
10. The IAR files related to DME and Food safety an to be transferred as per the decision taken in the AMC meeting held on 05-06-2011. But most of the officers for DMO(H) demanded a formal action by DHS before transferring the files. Hence AB5 section has been entrusted by the AMC to address DME and Commissioner for food safety on this matter and to issue necessary direction to DMO(H)s and concerned urgently.
11. The AMC is convened to evaluate the pendency of audit reports (Both AG & IAR), PAC recommendations, C&AG reports, excess regularisation cases, matters related to various legislative committees and to minimize the pendency. Therefore the superintendents of FWC & MSA sections should attend the monthly AMC meetings without fail.
12. The next meeting of AMC is fixed on the 10th of October 2011 at 11 Am. The venue will remain unchanged.


DIRECTOR OF HEALTH SERVICES

To

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