

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.

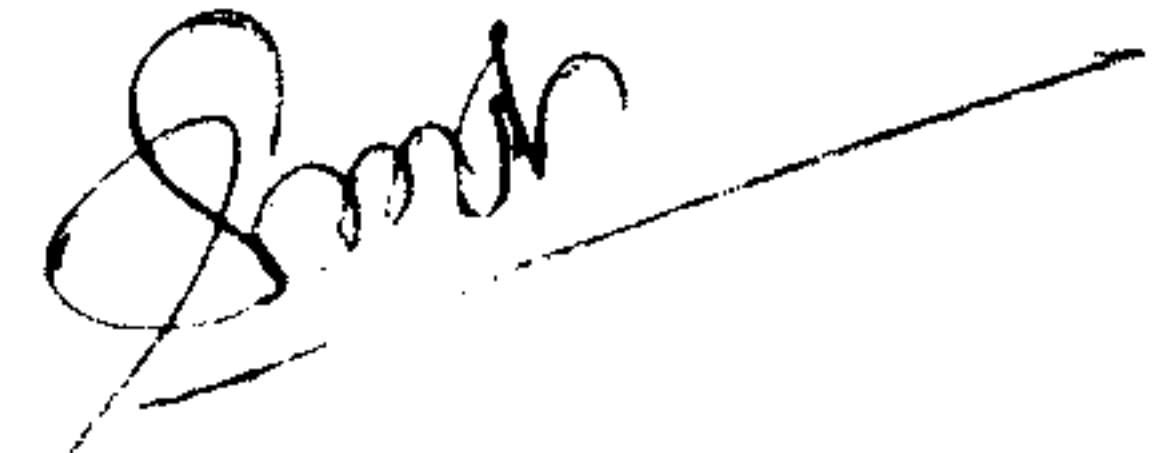
Sir,

Sub:- HSD - Audit Monitoring Committee meeting held on 10.07.2012 - Minutes
forwarding reg.

Ref:- nil.

I am forwarding herewith a copy of Minutes of Audit Monitoring Committee Meeting held on 10.07.2012 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 10.10.2012.

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 Sn.
4. File / Stock file.

MINUTES OF AUDIT MONITORING COMMITTEE MEETING HELD ON

10.07.2012

Sub:- Audit monitoring committee meeting held on 10.07.2012.

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 10th of every month. As such the meeting for July 2012 was conducted on 10.07.2012.

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

The following Officers attended the meeting.

1. Sri. Jacob Koshy, Senior Finance Officer.
2. Sri. Radhakrishnan. s, Senior Superintendent, AB. Section, DIIS Office
3. Sri P. Vijaya Kumar. K, Senior Superintendent,(Audit) DIIS Office
4. Sri. C. V. Mohankumar, UD Clerk (HG), AC. Section, DIIS Office
5. Sri. Suresh kumar. P, UD Clerk, AC. Section, DIIS Office
6. Smt. Praveen Ganesh, LD Clerk, AB. Section, DIIS Office
7. Sri. Muraleedharan. G, LD Clerk, AC. Section, DIIS Office
8. Smt. Deepa. K.V, LD Clerk, AC. Section, DIIS Office
9. Sri. Antony, LD Clerk, AC. Section, DIIS Office
10. Sri.A.Ali, U.D.Clerk, DMO(H) Malappuram.
11. Sri. Gopakumar, Sr.Superintendent, DMO(H),Thiruvananthapuram.
12. Sri. Abdurahiman.V, UD Clerk, DMO(H), Kozhikkode.
13. Sri. Sivadasan.P, Sr. Superintendent, DMO(H), Kozhikkode.
14. Sri. Ajai Kumar.R, Sr. Superintendent, DMO(H), Kanhangad.
15. Sri. Sasikumar. C. G, Sr. Superintendent, DMO(H), Pathanamthitta.
16. Sri. Sasikumar. M, Sr. Superintendent (Audit), DMO (H), Alappuzha.
17. Sri. Devadasan. M. K, Sr.Superintendent(General), DMO(H).
Ernakulam
18. Sri. Sreenivasan M.K, Sr.Superintendent(Audit), DMO(H)Kannur.
19. Sri. Sudhakaran. T. K, Sr.Superintendent, DMO(H), Idukki.
20. Sri. Tom Bessy. T. George, Sr.Superintendent, DMO(H), Kottayam.

21. Sri. Balachandran. V, Sr.Superintendent(Audit), DMO(H), Palakkad.
22. Sri. Raveendran P, UD Clerk(H), DMO(H), Palakkad.
23. Sri. George A.S, Sr.Superintendent, DMO(H), Wayanad.
24. Sri. Sudhi. P, LD Clerk, DMO(H) Wayanad.
25. Sri. Reghu. V.S, Sr.Superintendent, DMO(H), Kollam.
26. Sri. Premadas. T.G, Sr.Superintendent, DMO(H), Thrissur.
27. Sri. T.N. Noushad, LD Clerk, DMO(H), Thiruvananthapuram.
28. Sri. Basheer. K, Sr.Superintendent, DMO(H), Malappuram.
29. Sri. Ajith Sukumar.S, LD Clerk, AB. Section, DIIS Office.
30. Smt. Leelamani. K.R, UD Clerk, AB. Section, DIIS Office.
31. Sri. Jayakumar, UD Clerk, AE. Section, DIIS Office.
32. Smt. Soumya, LD Clerk, AE. Section, DIIS Office.
33. Sri. R. Binu, UD Clerk, AD. Section, DIIS Office.
34. Sri. Najumudeen, UD Clerk, AB Section, DIIS Office.
35. Sri. Satheesh Babu, LD Clerk, AB Section, DIIS Office.
36. Sri. Murali Shetty.K, Head Clerk, AD. Section, DIIS Office.
37. Sri. Gopalakrishnan. S, Jr.Superintendent, AD. Section, DIIS Office.
38. Sri. Shibusasi, Peon, AE. Section, DIIS Office
39. Sri. Sreejith, LD Clerk, AD. Section, DIIS Office.
40. Sri. Shajan C, UD Clerk, AB Section, DIIS Office.

The Senior Finance Officer Sri. Jacob Koshy, invited the attention of all participants and explained the circumstances for the interval to convene this meeting since the last meeting. As usual the district wise evaluations held on and each representative presented the progress achieved in the clearance of pending Inspection Report of both AG and HSD as far as their district is concerned.

The following discussion held and decision taken thereon.

1. The actual pendency of the paras of IR of AG is not tallied with the DHS figure as all the Inspection Report of AG are not received in DHS. The AG usually send inspection report directly to the institution and DMO(H)s and they send replies directly to AG. In order to ascertain the actual pendency, it has been decided to send copies of all replies to DHS also.
2. The main grievance of Wayanad district is that the Internal Audit at district level cannot be performed as the service of the Senior Superintendent in the audit team is not rendered as they demanded. The Senior Superintendent is attached to the Directorate of Health Services. It is decided to bring the position to the Sr. AO.
3. The Senior Finance Officer informed that the practice of enclosing unauthenticated copies of documental evidences is to be stopped as the genuiness of these copies cannot be ascertained to take decisions on the audit objections. Everyone accepted the suggestion and the meeting decided to forward attested copies of supporting documents along with replies.
4. The posts of audit section clerks are vacant in many districts and some vacancies have been filled up with the clerks posted afresh. The meeting paid serious concern on this. Decisions have already been taken in previous meetings to spare the service of experienced clerks in audit teams. All DMO(H)s are once again informed to examine the matter and to post experienced staff for audit purpose.
5. The Superintendent of DMO(H) Ernakulam informed that the LC/NLC in respect of several retired persons are pending for want of remarks from DHS office in response to the replies to the IARs of DHS.
6. It is decided to expedite action to dispose the long pending IAR files in consultation with Government.
7. The Superintendent of DMO(H) Alappuzha informed that the authorities of THQH Kayamkulam are not responding to clear the backlog of audit files even after repeated directions. The Superintendent THQH kayamkulam should attend the next AMC meeting (10-10-2012) with all pending files and replies to pending paras.

8. One of the important problems in almost all districts is regarding the salary of deployed staff nurses. There is a confusion still on the head of account from which their salaries are to be drawn. EE section should examine the case in state wise and appropriate orders should be issued in consultation with Government on such cases.
9. The untied funds given to Ward Sanitation Committees are not seen audited by the district audit team. During discussion it is understood that the staff concerned who are handling these funds never give any details to the office of the institutions. All the institutions from Sub-Centres to General and Speciality Hospitals are under the administrative control of the HSD. Hence each and every transaction and accounts should be audited during department audit. If any anomalies/irregularities are detected in these funds it should be the fixed responsibility of the Medical officer in-charge concerned.
10. It has been decided to conduct audit adalath at DIIS level as per the schedule shown below. The Senior Finance Officer/ Finance Officer will attend the adalaths along with files and personnel in order to examine and clear the cases at the spot based on the replies and documental evidences. The vehicle and driver are to be provided by the State Health Transport Officer for this purpose in consultation with the Senior Finance Officer /Finance Officer.

Districts	Venue	Date
Kasargode Kannur	DMO(H) Kannur	The date of adalath will be intimated later
Wyanad Kozhikode	DMO(H) Kozhikode	
Malapuram Palakkad Thrissur	DMO(H) Thrissur	
Ernakulam Idukki	DMO(H) Kottayam	

Kottayam	
Alappuzha	DMO(H)
Pathanamthitta	Kollam
Kollam	
Thiruvananthapuram	DMO(H) Thiruvananthapuram

11. It has been decided to seek explanation from the following sections for having not attended the AMC meeting even though they had been informed in advance to attend all AMCs
- I. MSA Section DHS
 - II. FWC Section DHS
 - III. HT Section DHS
 - IV. CPC Section DHS
12. The next meeting of AMC is fixed on the 10th of October 2012 at 11 Am. As all the participants suggested to convene the meeting quarterly. The venue will remain unchanged.

Sd/-

Dr. P.K. Jameela

DIRECTOR OF HEALTH SERVICES.

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, AC/PLA/PLB/AC/AB/CPC/HT/FWC/MSP/MSA/O&M Sections.
5. File/Stock file/Spare.

Forwarded


Superintendent