

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.

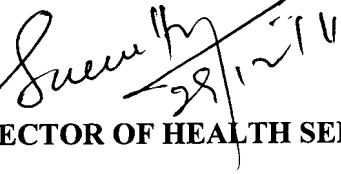
Sir,

Sub:- HSD – Audit Monitoring Committee meeting held on 12.12.2011 - Minutes
forwarding – reg.

Ref:- nil.

I am forwarding herewith a copy of Minutes of Audit Monitoring Committee Meeting held on 12.12.2011 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 16.01.2012.

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 12.12.2011

Sub :- Audit Monitoring Committee Meeting held on 12.12.2011.

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

As per the direction of the Government, it is decided to conduct Audit Committee Meeting at Department level on 10th of every month. As such the meeting for December 2011 was held on 12.12.2011.

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 following Officers attended the Meeting.

1. Sri. George Thomas. K	Senior Administrative Officer	DHS Office
2. Sri. Jacob Koshy	Senior Finance Officer	DHS Office
3. Sri. Radhakrishnan. S	Senior Superintendent	DHS Office
4. Sri. Muraleedharan Nair	LDC	DHS Office
5. Sri. Suresh Kumar	UDC	DHS Office
6. Sri. Antony Thomas	UDC	DHS Office
7. Sri. Praveen Ganesh	LDC	DHS Office
8. Smt. Deepa. K.V	LDC	DHS Office
9. Sri. Krishnaraj	Store Officer	DHS Office
10. Sri. Sasikumar. C.G	Senior Superintendent	DMO(H) Pathanamthitta
11. Sri. Prasanth. S	LDC	DMO(H) Pathanamthitta
12. Sri. Liju. R	LDC	DMO(H) Pathanamthitta
13. Sri. Mohanan. P.P	Head Clerk	DMO(H) Kasargod
14. Sri. V. Gopakumar	Senior Superintendent	DMO(H) TVPM
15. Sri. M. Sasikumar	Senior Superintendent	DMO(H) Alappuzha

16. Sri. John Philip	UDC	DMO(H) Alappuzha
17. Sri. C. Gangadharan	Senior Superintendent	DMO(H) Wayanad
18. Sri. V. Balachandran	Senior Superintendent	DMO(H) Palakkad
19. Sri. P. Raveendran	UDC	DMO(H) Palakkad
20. Sri. M.K. Devadasan	Senior Superintendent	DMO(H) Ernakulam
21. Sri. S. Satheesh Kumar	UDC	DMO(H) Kottayam
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. V. Krishna Kumar	UDC	DMO(H) Malappuram
31. Sri. Madhu. S	LDC	CHC, Vallana.

Discussions and Decisions

1. The participants from the District Medical Officers of Health remarked that as per the decision of the previous AMC all peripheral institutions were given strict instructions to ensure the copies of pay bills and LPC are kept in the Office of all institutions.
2. As a part of alleviating the audit pendency it was decided in the previous meeting to transfer the files connected with DME & Food Safety to them. Expected result is not received in this. Hence all DMO(H)'s are directed to take urgent actions in this regard.
3. The Audit Monitoring Cimmittee Meeting evaluated that certain institutions under the direct control of DHS such as PH Lab, Public Health Training Centre, State Nutrition Bureau, FSDT Unit etc are showing indifference to Internal Audit. Hence the concerned Officers of such institutions shall be participated in the ensuring AMC Meetings.
4. Most Self drawing Officers in HSD are not reporting their salary details. This created much difficulty in assessing expenditure and reconciliation. Hence all institutions are directed to maintain proper register of expenditure in this regard.
5. The Equipments and machines are idling in many institutions for years which attracts adverse comments by the audit of AG. The Officers who attended the meeting pointed out that certain institutions are making local purchase of substandard medicines and

equipments using the grant of local bodies without observing any purchase procedures. They are unwilling to provide files and other records relating to this purchase to Audit. Though it is made with the Grant of Local Bodies, Medical Officers are the Implementing officers. Hence Government is to be addressed to instruct the Local Fund Audit Department to cover the audit relating to above or to produce the same for internal audit of Health Service Department.

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. Non Liability Certificate to retired hands are delayed due to the lack of timely audit. This may lead to Court cases. The AMC discussed the matter in details and direction is given to all DMO(H) to furnish the details of retiring persons urgently so as to avoid future delay.
8. As per the audit objection of AG an amount of Rs. 1 Crore 57 lakhs has to be recovered in connection with substandard medicines. Earnest efforts should be taken to clearing the objections in this regard.
9. The officer who participated in the AMC suggested that the presence of Finance Officer and other higher level officers will be useful in settling the objection in Adalath programme. The Finance officer offered him maximum participates.
10. In certain districts the Scarcity of Senior Superintendent. LS, JS, HC adversely affect audit work. Special Cell is to be formed in such districts with the available ministerial staff to clear the pending.
11. The officers attended the meeting remarked that the scarcity of ministerial staff is a major problem in Health Services Department. Post creation should be made in accordance with approved work study Report of 2005 and the proposed 'Service Act'. All District Medical Officers of Health are directed to furnish detailed proposal. The PLA Section should take urgent action to take up proposals with Government.
12. 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 Director of Health Services. The observance of the audit of Accountant General (A&E), Kerala, Thiruvananthapuram is the excess staff in W&C Hospital. There is no such excess staff.
13. The representation officer for Pathanamthitta remarked that there is severe audit objections are pending in connection with the construction of building at Primary Health Centre, Chandanapally and the use of unfit quarters at Primary Health Centre, Kumbakonam. Special direction for department is required to clear these objections.
14. Copies of work distribution & re-organisation of section in the directorate of Health Services Department is issued to all District Medical Officer of Health. Hence, it is

suggested that all the communications to the office of DHS may have proper reference as per Work Distribution.

15. As per the decision in the previous AMC the concerned officer for Primary Health Centre, Vallana, Kanjettukara and Vechuchira attended the meeting with required explanations. Primary Health Centre, Paravoor will furnish the report ^{before} ~~in~~ the next AMC. The replies should be incorporated with the file.

After the evaluation of District-wise progress and discussion, the representatives were directed to strengthen internal audit.

The meeting concluded at 1.15 pm.

Next Audit monitory Committee will be held on 16/1/2012 at 11 am in the conference hall of the Directorate.

Sd/-

DR. P.K. JAMEELA
DIRECTOR OF HEALTH SERVICES

// Forwarded by //


Superintendent