

No. AB5-43136/2010/DHS

Directorate of Health Services

Thiruvananthapuram

Dated; 24/12/2012.

From

The Directorate of Health Services

Thiruvananthapuram

To

The District Medical Officer of Health

Thiruvananthapuram/ Kottayam/ Pathanamthitta/

Alappuzha/ Kottayam/ Idukki/ Ernakulam/ Thrissur/

Malappuram/ Palakkad/ Kozhikode/ Wayanad/ Kannur/ Kasaragod.

Sub: HSD- Audit Monitoring Committee Meeting held on 10-10-2012 Minutes forwarding

Ref: Nil

I am forwarding herewith a copy of minutes of Audit Monitoring Committee meeting held on 10-10-2012 for information and necessary action. Action Taken Report (ATR) on each decision taken on the meeting should be furnished before attending the next Audit monitoring meeting on 24-01-2013 at District Medical Office of Health Thrissur, not later than 01-01-2013

Yours faithfully



For Director of Health Services

Copy to:

1. The Additional Director of Health Services, FW/ Planning/Vigilance/ Medical
2. All Participants
3. The Superintendent/ Store Officer, GMS/ PLA/ PLB/ GMS/ CPC/ FWC/ MC/ HT/ MSA/ MSP section
4. File / Stock File

MINUTES OF THE AUDIT MONITERING COMMITTEE MEETING HELD

ON 10-10-2012.

Sub : Audit Monitoring Committee Meeting held on 10-10-2012

Venue: Conference hall of the Directorate of Health Services, Thiruvananthapuram

As per the Government direction a decision was taken to conduct Audit Committee meeting at Department level periodically, as such the quarterly meeting was conducted on 10-10-2012.

The meeting commenced at 11 AM. The following officers attended the meeting.

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|-------------------------------|---|
| 1. Sri. Radhakrishnan Nair | Senior Administrative Officer |
| 2. Sri. Jacob Koshy | Senior Finance Officer |
| 3. Smt. S Geetha | Accounts Officer (FW) DHS Office |
| 4. Sri. S. Radhakrishnan | Senior Superintendent, AB section DHS Office |
| 5. Sri. Vijayakumar | Senior Superintendent, AC Section DHS Office |
| 6. Smt. N. Kushalakumari | Senior Superintendent, FWC Section DHS Office |
| 7. Smt. R. Sujatha | Senior Superintendent, HT Section DHS Office |
| 8. Smt. Annamma Paul | Junior Superintendent, MSA Section DHS Office |
| 9. Sri. G. Shaji Kumar | Junior Superintendent, CPC Section DHS Office |
| 10. Sri. Antony Thomas | UD Clerk, DHS Office |
| 11. Sri. Suresh Kumar. P | UD Clerk, DHS Office |
| 12. Sri. R. Mohanan | UD Clerk, DHS Office |
| 13. Sri. Muraleedharan Nair | LD Clerk, DHS Office |
| 14. Sri. Praveen Ganesh | LD Clerk, DHS Office |
| 15. Smt. K.V Deepa | LD Clerk, DHS Office |
| 16. Sri. G. Satheesh Kumar | UD Clerk, DHS Office |
| 17. Sri. Firoskhan .M | LD Clerk, DHS Office |
| 18. Sri. Satheesh M | UD Clerk, DHS Office |
| 19. Sri. C.G. Sasi Kumar | Senior Superintendent, DMO(H) Pathanamthitta |
| 20. Sri. V. Gopakumar | Senior Superintendent, DMO(H)
Thiruvananthapuram |
| 21. Sri. T.N. Noushad | LD Clerk, DMO(H) Thiruvananthapuram |
| 22. Smt. K.K. Bhargavi | UD Clerk, THQH Kayamkulam |
| 23. Sri. Tom Bessy. T. George | Senior Superintendent, DMO(H) |
| 24. Sri. P. Raveendran | UD Clerk, DMO(H) Palakkad |
| 25. Sri. C. Revisankar | UD Clerk, DMO(H) Palakkad |
| 26. Sri. V. Balachandran | Senior Superintendent, DMO(H) Palakkad |
| 27. Sri. P. Ajith Kumar | UD Clerk, DMO(H) Malappuram |
| 28. Sri. M. Sasi Kumar, | Senior Superintendent, DMO(H) Alappuzha |
| 29. Sri. P. John Philip | UD Clerk, DMO(H) Alappuzha |
| 30. Sri. V.S. Reghu | Senior Superintendent, DMO(H) Kollam |
| 31. Sri. V. Jose | LD Clerk, DMO(H) Kollam |

32. Sri. T.K Sudhakaran	Senior Superintendent, DMO(H) Idukki
33. Sri. K.Rajan	UD Clerk, DMO(H) DMO(H) Kozhikode
34. Sri. P. Sivadhasan	Senior Superintendent, DMO(H) Kozhikode
35. Sri. M.K. Sreenivasan	Senior Superintendent, DMO(H) Kannur
36. Sri. T.G Premadas	Senior Superintendent, DMO(H) Thrissur
37. Sri. Sebastian Sequira	Senior Superintendent, DMO(H) Ernakulam
38. Sri. R. Ajayakumar	Senior Superintendent, DMO(H) Kasargode
39. Sri. A. S George	Senior Superintendent, DMO(H) Wayanad
40. Sri. K. Basheer	Senior Superintendent, DMO(H) Malappuram

The Senior Finance Officer, Sri. Jacob Koshy started the discussion by introducing the new senior Administrative Officer Sri. Radhakrishnan Nair . He emphasized the importance of such a meeting intended to reduce the pendency of audit Paras. The Senior Administrative Officer also pointed out that the department can achieve more results if the heavy backlog of audit objections of both AG and Internal Audit are reduced. Then the district- wise evaluation started. The following are the decision taken in the meeting in the light of the status report presented by representatives of districts and suggestions placed by them.

1. The major problem in Malappuram, Kottayam, Idukki and Thrissur District is the shortage of man power in audit wing. The post of Clerical Attender is not needed in Health Services Department. If such posts are converted to 'Clerks' the shortage of staff in some district can be alleviated. Follow-up action in this regard is to be taken from the Directorate of Health Services.
2. The representatives of Ernakulam and Wayanad have not furnished the status report. The Senior Administrative Officer as well as Senior Finance Officer expressed serious concern on this and informed that such a fault could not be tolerated. These defaulters were warned by Senior Administrative Officer that the importance of such a meeting should not be ignored and informed all that if anyone fail to furnish reply or filled up proforma in next meetings, strict action will be taken against them.
3. Regarding the Finance Inspection Wing report of Primary Health Centre, Chandanapally in Pathanamthitta district, the District Collector has been requested to initiate Revenue Recovery Proceedings against the alleged officer. It has been decided to take up the matter with Government in order to proceed disciplinary action against the medical officer. The action in this regard is to be taken by EC section and AC4 section.
4. Many audit reports are pending for long time only for want of specific replies or recoveries of petty amounts. Such cases should be disposed immediately at the institution level as far as possible and report the matter. All other pending cases will be considered in the proposed adalaths.
5. The clarification sought by the Senior Superintendent, District Medical Office Alappuzha is that whether the original or duplicate receipt is to be given to

- the remitter both in TR5 and HMC receipts. The meeting discussed the matter and decided to take up the matter with Government for clarification.
6. The Senior Administrative Officer suggested all representatives to quote the reference number or denote section alphabets as per the work distribution order while sending letter to the Directorate since many communications are rambling for want of specific details/destination.
 7. The adalath at district level should be scheduled and informed to District Medical Officers of Health in advance
 8. Training to newly posted staff should be conducted at district level as well as at district level.
 9. The vacancy position should also be reported over telephone too and proper follow up should be taken by DMO(H) till such posts are filled up.
 10. The date, time and venue of adalath for the clearance of audit paras by DHS level shall be informed separately early in advance for proper preparation.
 11. The heads of the following institutions are to be summoned up separately by Director of Health Services as they do not pay importance for the clearance of outstanding audit files. The indifferent manner of such institution heads shall be warned.
 - i. W&C Hospital, Thycaud, Thiruvananthapuram
 - ii. General Hospital, Thiruvananthapuram
 - iii. District Model Hospital, Peroorkada,
 - iv. Mental Health Centre, Thiruvananthapuram
 - v. Chest Disease Hospital, Pulayanarkottah, Thiruvananthapuram
 - vi. District Hospital, Idukki
 - vii. Primary Health Centre, Pandalam, Pathanamthitta
 - viii. Taluk Head Quarters Hospital, Sulthan Batheri, Wayanad
 - ix. District Hospital, Mananthavady, Wayanad
 - x. General Hospital, Thalassery, Kannur
 - xi. Mental Health Centre, Kozhikode
 - xii. W&C Hospital, Kozhikode
 - xiii. District Medical office of Health Kozhikode
 12. Next audit monitoring committee meeting will be hosted by District Medical Office, Thrissur on 24-01-2013 Thursday from 11AM to 4PM. Necessary arrangements for this meeting will be carried out by the District Medical Office of Health, Thrissur and inform to this office as early as possible.

The meeting concluded at 2PM.

Sd/-

Dr. P.K. Jameela
Director of Health Services