

कार्यालय रक्षा लेखा प्रबन्धन नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -226002  
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No.- E/IAO GE MES Conference/02/2018

dated:- 31/01/2018

To,

The O/IC  
ALL AOGE/AAOGE/AAOBSO  
Under PCDA(CC) Jurisdiction

Subject:- AOs GE/AAO GE/AAO BSO conference on DAD works to be held on 22/02/2018 and 23/02/2018 .

PCDA(CC) is holding a two days conference on 22/02/2018 and 23/02/2018 at Conference Hall , PCDA(CC) Lucknow at 10.00 A.M. to review the working of various AOGE/AAOGE/AAOs BSO offices.

The minutes of the last conference held on 12/10/2017 and 13/10/2017 has already been circulated. The action taken report on the minutes and a comprehensive presentation (on Power Points) as per agenda points enclosed which shall be presented by concerned AOGE/AAOGE/AAOBSO be forwarded to PCDA(CC) by 08/02/2018 .

You are therefore , requested to attend the meeting on said date, time and venue .

TA/DA in r/o outstation AOs GE/AAOs GE/AAOs BSO will be authorized as per rule.

  
A.K. Srivastava

Sr. Accounts Officer

**Agenda Points of the Qly conference to be held on 22-02-2018 and 23-02-2018**

**Report on outstanding Agenda Points of conference held on 22.01.2016**

- 1.1 Outstanding Rent and Allied charges
- 1.2 Outstanding Demand against Contractor
- 1.3 Outstanding CP Voucher
- 1.4 Outstanding Provisional Payment/Arbitration Award
- 1.5 Outstanding Provisional payment advance

2) **Loss of Revenue due to Vacant Government Accommodation:-** HQrs office has observed that at few stations quarters under various category are lying vacant, Admin Approvals were accorded for construction under MAP. Further NACs were also issued to officials to draw HRA for staying outside Govt. accomodations. The following points should-be observed that amount spent on repairs/maintenance of vacant quarters, new proposals for constructions. (01/04/2017 to 31/12/2017)

Type of Qtr	Total No of Qtrs	No of Qtrs occupied	No of Vacant Qtrs (List may be enclosed separately)	Loss of revenue due to vacant buildings

3) **Non Revision of all in cost Rate for electricity and water:-** As per appendix O to RMES, Electricity and water charges for private consumers to be charged at all in Cost rate of the Preceding year. However at few stations viz Jhansi, Babina, Bamrauli e.t.c. In case of non revision of all in cost rate the reason and action taken from your end may be intimated.

Last Revised	Revision Due	Revised Rate per unit	Total Amt Recovered from private Consumers

4) **Low Power Factor of electricity:-** HQrs office has observed that at few stations Power factor above 0.95 is not being maintained. Non maintenance of PF above 0.95 resulting in paying of penal tariffs. The cases where PF is below 0.95 may be examined and reason may be intimated. (01/04/2017 to 31/12/2017)

The contracts were concluded for CMDs without arriving at the actual requirement/consumption. All the BSOs and AO GEs generating rent bill are directed to examine the case in light of actual load and contracted load. The issue has been examined by AAO BSO Jhansi only.

Contracted Load with Electricity Deptt	Power Factor	Actual Load	Metered Units		Paid Units	Amt Paid
			Month			

**5) Status of Annual Occupation /Vacation Report:-** Occupation/vacation returns will be submitted promptly and correctly as they form the basis of the

AAOMES's Revenue Ledger, 'The MES will bring any irregularities in this respect to the notice of the Station Commander. Occupation/Vacation returns will be submitted

as follows:

(a)Immediately after handing/taking over by the MES of any accommodation.

(b)Monthly, by the 5th of each month, to show changes in occupation within unit lines, single

officer's quarters, etc., during the preceding month. If there are no changes, a nil return will be rendered.

(c)Annually, a complete occupation return showing all buildings, rentable and non-rentable, whether Government owned or hired, by the 20th April to show the position as on 1st April.

During last conference it was observed that annual occupation/vacation report has not been submitted at few stations. All the AAOs BSO and AOs GE generating rent bills are directed to confirm whether OVR are being received in terms of Para 632 of RMES. If not what action has been taken from your end.

6) Deleted

**7) E-Statement of Furniture:-** As per Para-195 of MES AAO manual. The Barrack/Stores Officer will forward in duplicate to the A.A.O. GE concerned, the statement of the furniture hired out to officers etc., in the Form prescribed in Appendix 'E' to the "Memo" on Procedure, Organisation and duties of the Barrack/ Stores Branch of the MES `Indicating the Capital Cost of articles of furniture, issued on rent as shown in the Station Distribution Furniture Ledger (IAFW1814). The A.A.O. GE will verify promptly that the -hiring of furniture is authorized and within the sanctioned scale and that the rates and arithmetical calculations of columns 4 and 6 of Furniture Statement are correct. Hence please confirm that

a) Whether E-statement of furniture is being forwarded by AOs GE to AAOBSOs

b) Whether recovery on account of furniture is being enforced as per e statement of furniture.

**8) Non Depositing of Tender Money:-**

Period	Total No of contracts Published	Total No of bidders	Amt received	Amt deposited into treasury & TE No
01.07.2017 to 31.12.2017				

**9) Status of outstanding Final Bill and Extension:-** The extension are being granted by engineering authorities in their own manner and convenience however detailed guideline for engineering authorities has been mentioned in para 17.2 of MES manual of contract. As per para 17.2.6 a copy of the decision of extension granted should also be forwarded to CDA. On CDAs copy reason for the extension should be indicated in brief. However this practice is not being followed. A detailed report regarding grant of extension may be prepared and examined in light of relevant orders with your comment.

a)

Sl No	CA No& Name of work	Date of completion as per WO I	Actual Date of Completion	RAR Paid after date of completion date of payment and Amt
Up to 2012				
2013				
2014				
2015				
2016				
2017				

**b) comparison with previous quarter:-**

Sl No	Total No of bills outstanding on 01.07.2017	No of final bills received till 31.01.2018 out of the outstanding bills on 01.07.2017	Total No of outstanding bill as on 31.01.2018 with Oldest Date

10) **Loss of revenue due to Non functioning of Electric Meters:-** It has been observed by HQrs office that a large no of private parties including Officers messes located in the Units, electricity is recovered at flat rates (fixed rates) instead of actual readings. This is either meters have not been installed or not working. Hence a report in the following performa may please be prepared. (01/04/2017 to 31/12/2017)

No of Connections where electricity bills have been prepared without Meter Reading	Recovery Rate of Electricity (No of Units per connections)	Amount recovered against each connection separate detail enclosed if different rates were charged	Total Amount Recovered

11) Expenditure in excess of the allotment during the Fy 2015-16 and 2016-17 details of code head with expenditure and Allotment. Reason and action taken from your end may please be intimated.

12) Unauthorized use of project contingency

a) Items like Tools & Plants, Kitchen items, Grinding Machines, TVs, Laptops were purchased from project contingencies

b) Furniture purchased from project contingencies kept idle or procured other than for project

c) Whether the items procured at the completion stage of project

**13)Special Repair to buildings:-**

a) Whether special repair has been carried out for buildings having Zero book value, if so their details

b) Whether the special repair has been carried out for temporary buildings if so their details

c) List of building whose special repair has been carried out during Fy 2015-16 and 2016-17 but lying vacant.

14) No of Loss statements with detail awaiting regularization action.

Automation of MES Works:-

15)Reason of Non functioning on Project Vishwak

16)Uploading data through Project Nidhi

17) Working Status of Project Bhawan

**18) Status of Lapsed deposit FDRs handed over to AOs GE**

Total No of FDRs Received		FDRs Encashed		Remaining FDRs	Reason for non encashment
Nos	Amt	Nos	Amt		

**19) Status of Bio Metric Attendance**

Month	Whether Bio Metric Attendance sysem/Machine installed	No of working days during the month	No of days attendance marked through BAS	If not installed/Non functional reasons thereof	Whether manual attendance system still in operation	Reason If Manual attendance system concurrently being run with ABAMS
Oct-2017						
Nov-2017						
Dec-2017						
Jan-2018						

**20) operation of SAN Account:-**

Total cash Assignment Issued w.e.f 01.04.2017 to till date	Cash Assignment credited in old cash Assignment A/c	Amt credited in SAN A/C	Closing Balance as per San Account as on 25.09.2017	Closing Balance as per cash book

If SAN A/c has not been opened the reason and action taken from your end may please be intimated

**21) Procurement through GeM\*:-**

Total No of supply orders placed & vetted w.e.f 01.10.2017 to 31.12.2017	No of supply orders placed through GeM	Whether the certificate regarding non availability of goods on GeM were enclosed.