

GOVT OF MANIPUR
OFFICE OF THE CHIEF SECRETARY, MANIPUR

Proceedings of monthly review meeting with Administrative Secretaries on 06/04/2011, Chaired by Shri D.S. Poonia, Chief Secretary, Government of Manipur.

List of participants is enclosed.

2. Shri D.S. Poonia, Chief Secretary, welcomed the Officers present.

3. Following issues were discussed in the meeting:

i. Support to Deputy Commissioners

Subsequent to transfer of DRDAs to the Zilla Parishads/Autonomous District Councils, some of the DCs have requested for assistance to replace vehicles transferred/being transferred to the ZPs/ADCs and also requested for non-plan monthly LOC for office maintenance. All DCs were advised to furnish details of vehicles transferred to ADCs/ZPs (Regn No./Make/Date of Purchase) to JD(I), Plg Deptt **by 15-04-2011**. They should also furnish their requirement of vehicles.

The DCs will also separately furnish details of monthly L.O.C required, with proper justification, to Finance Deptt **by 15-04-2011**. It was agreed that based on inputs by the DCs the Planning Deptt will arrange new vehicles to replace vehicles transferred/being transferred to ZPs & Distt Councils. FD will make provision for release of L.O.C. to the DCs.

(Action: All DCs/ Planning/FD)

ii. DIT Presentation on software to monitor important references from Chief Secretary to Administrative Secretaries.

Ms Geetarani, IO-II, MSITS made a presentation on the software being developed for monitoring important references made by the Chief Secretary to the Administrative Secretaries. This system will be operational once the website *manipursdc.gov.in* becomes operational. After discussion, the following suggestions were agreed to:

DIT to consider enabling attachment of reply by AD Secys.

DIT to train concerned staff in the Office of the Chief Secretary and all AD Secretaries.

Staff dealing with File Tracking System should preferably be trained for this purpose as well.

DIT to compile e-mail IDs of all DCs and AD Secretaries and circulate them and also host them on the Manipur.gov.in.

(Action: DIT)

iii. Presentation by DIT on website content & Design management

Spl. Secy (IT) Informed that there are 62 websites of various departments of Manipur Government. Many of them need to be audited for security or else NIC will not accept them.

All Departments should follow Guidelines issued by DoIT, GOI for their website content and design Management.

As advised the AR Wing of DP & AR earlier, all AD Deptts to ensure that proactive disclosures under RTI are uploaded on the official website (Manipur.gov.in) of the deptt with assistance of the State Deptt of Information Technology (DIT). Once this information is placed in the public domain, it will not be necessary to furnish the same information by way of RTI replies.

All deptts advised to start by uploading basic information and later keep upgrading it. Department related Acts, Rules, Scheme/Project details, Name of Minister, Secretary, HOD and directory of officials with e-mail addresses may be uploaded.

DIT to conduct training on website management in collaboration with SAT.

DIT to request NIC to provide Internet connectivity in the Conference Hall, Old Secretariat.

Department of Personnel was advised to share typed soft copy of transfer /posting orders with Shri Bikramjit, IO/DIT for hosting on the official State Govt website. The hard copy received may be scanned and subsequently posted on the website.

Recognising that most departments may not have sufficient expertise and resources to maintain a separate website all departments to identify a nodal person to furnish updated Information to Shri Bikramjit, IO/DIT. The Manipur Legislative Assembly and State PSUs can have separate websites which can be linked to the State official website Manipur.gov.in.

iv. Census, 2011 and National Population Register (NPR).

Commissioner (Home) made a presentation on the provisional population figures as per Census, 2011 by the RGI. It was observed that though the overall sex ratio indicates an improvement, the figures indicate deterioration in child sex ratio in the state. This is an area of concern. The district-wise distribution of population, as a share of overall population remains the same as in 2001. He also observed that though the population growth rate appears more in Hill districts, this is due to lower base of population.

Spl. Secy (IT) informed that biometric data capturing for NPR is very slow in all the districts. On this Deputy Commissioners informed that sufficient teams are not available for this process. DC/SPT informed that due to incorrect data, a law and order problem was created in Senapati town.

Commissioner(Home) advised to chair a separate meeting with Director(Census), DCs and representatives of M/s BEL, MANITRON and In Media to mobilize more NPR Teams for all distts.

JD(K)/Plg to move file to FD for release of funds (received from UIDAI) from MH-8449 for publicity and awareness.

5. Expenditure Review of SPA 2009-20 and utilization of fund under AP2010-11 :

JD (I) indicated the status of utilization of fund under SPA, 2009-10 as follows:

| | | |
|---|---|---------------------------|
| Fund provided | : | Rs.610.50 crores |
| Amount drawn & utilized | : | Rs.579.14 crores (94.86%) |
| Amount lying under MH-8449/8443 | : | Rs.17.19 crores (2.81%) |
| UC & PRs submitted as on date | : | Rs.461.24 crores (75.55%) |
| UC & PRs pending for submission by Depts. | : | Rs.149.26 crores (24.45%) |

Two depts. namely YAS & Education/S have failed to withdraw SPA, 2009-10 funds from MH-8449 as shown below:

| <u>Name of the Depts.</u> | <u>% of utilization as on date</u> | <u>Amount lying under MH-8449</u> |
|---------------------------|------------------------------------|-----------------------------------|
| Sports | 49.58% | Rs.15.63 crores |
| School Education | 20.44% | Rs. 0.56 crores |

Decisions taken:

- All depts. to expedite submission of UC's & PRs for the amount already utilized to Plg Depts. latest by **15th May, 2011** for submission to Planning Commission.
- Two depts. namely YAS & School Education to withdraw fund from MH-8449 for utilization and ensure submission of UC'S & PRs to Plg Depts. for submission to PC. Both Administrative Secretaries to monitor the position and report to Chief Secretary latest by **15th May, 2011**.

i. Status of Utilization of fund under Annual Plan, 2010-11:

The approved outlay of Rs.2600 crores for 2010-11 stands revised to Rs.2581.88 crores due to non-availing of fund under certain earmarked sectors.

Rs.2389.19 crores (92.54%) has been utilized as on 31.3.2011 against the revised outlay of Rs.2581.88 crores as per provisional figures.

A clear picture on the utilization of fund will emerge after the detailed information is submitted by all the plan depts.

As on 5.4.2011, only 20 depts. viz Power, Arts & Culture, Education (S), Police, Govt Press, Stationery, GAD, MOBC, Hills, Sports, Law, SAT, Vet & A,H, Forests, Town Plg, Plg, MDS, Higher Education had submitted information.

Decisions taken:

All defaulting depts. to submit the plan expenditure for 2010-11 latest by 15th April, 2011 to Plg Depts. with copy to Chief Secretary, indicating funds sanctioned & drawn and amount deposited under MH-8449/8443.

As per requirement of Presidential Orders constituting the HAC, all the plan depts. shall submit the required information as sought by Plg Depts. in the prescribed formats latest **by 25th April, 2011** for submission to HAC. The information thus submitted should contain both financial and physical progress indicating clearly the flow of fund to TSP/Hill Areas and physical achievements.

Those depts. Which have deposited plan funds under MH-8449/8443 should make effort for early utilization of funds. This should be reviewed by the AD Secys before the Chief Secretary's monthly meeting.

ii. **Utilization of fund under SPA, 2010-11:**

Out of allocated amount of Rs.660 crores under SPA, 2010-11, Rs.659.14 crores was released by Govt of India. It was reported that the entire amount was sanctioned/drawn. 40% of the total SPA fund was utilized and balance 60% deposited under MH-8449/8443.

Decisions taken:

All Plan Deptts to make sustained efforts for early utilization of fund and submit UC's & PRs to Plg Depts.

Administrative Secretary & HODs concerned to monitor and review the utilization and withdrawal of plan funds from MH-8449/8443 as frequently as possible and submit action taken report to Chief Secretary on regular basis.

iii. **Status of preparation of DPRs for funding under SPA/SCA:**

JD (I) added that as per scheme of financing for Annual Plan, 2011-12 the outlay of Rs.800 crores has now been revised as below:

Rs.400 crores under SPA for funding the ongoing/continuing projects.

Rs.400 crore under SCA for funding all the new projects.

No DPRs for all the new projects under SCA has so far been submitted to Plg Depts.

Decisions taken:

Three copies of DPRs for **all the new projects** under SCA to be submitted to Plg Deptt latest **by 30th April, 2011.**

UCs & PRs for all ongoing/continuing projects for the earlier releases in 2009-10 and 2010-11 to be submitted as early as possible for claiming the release of fund under SPA, 2011-12.

Two Depts. namely, Health and PWD to take steps to get their revised DPRs relating to **Upgradation of Infrastructure of JNIMS** and **Construction of Capital Project** approved by the Planning Commission so as to facilitate release of fund under SPA, 2011-12.

The Commissioner(Health) and Pr. Secretary(Works) shall immediately constitute appropriate Committees to follow up with Planning Commission for the approval of revised DPRs. Information may also be furnished to the Resident Commissioner, New Delhi for co-ordination and follow-up with the Planning Commission.

6. **Updation of Accounts & Audit of State PSU's & MDS.**

Commissioner (Fin) informed that **Easy Exit scheme 2011** shall remain in force up to 30.4.2011 and added that the following PSUs have not yet applied under the scheme:

- i. Manipur Pulp & Allied Products (C&I Deptt).
- ii. Manipur Plantation Crops Corporation Ltd. (Agri deptt)
- iii. Manipur Agro Industries Corporation Ltd (Agri deptt)
- iv. Manipur State Power Development Corporation (Power deptt)

Decisions taken:

Commissioner(Finance) to convene meeting of concerned MDs of the State PSUs to take stock and issue instructions for availing of the Easy Exit Scheme.

Action plans submitted by MANIDCO and MFDC need to be reviewed. Action plans should indicate timelines for each year of audit. They may prepare action plans in consultation with the internal auditor/statutory auditor and submit the same to FD by 15/04/2011.

7. Status of adjustment of AC/DCC Bills up to 31/03/2011.

Commissioner (Finance) gave an update on department wise performance in adjustment of AC to DCC bills.

Total amount of AC bills pending is: Rs 1703.21 Crores(from 2003 to 2007)

Adjustment done so far is for Rs.856.5 crores.

Unadjusted AC bills are for Rs 846.71 crores.

DCC bills pending with AG office for Rs.137.30 crores.

Social Welfare department has fully adjusted its outstanding AC bills, by clearing bills of Rs. 6.00 cr in the month of March.

Chief Secretary, appreciating this effort suggested that the staff contributing to this effort should be suitably rewarded. SAT should consider such kind of efforts as benchmarks in giving awards for administrative excellence.

MOBC, DIT, District administration, and FCS have not made any adjustments in March 2011. Commissioner, MOBC informed that except Churachandpur, other district administrations have not yet submitted the DCC bills.

Commissioner (Fin) informed that Health, Education, MAHUD, Police, Tourism & other deptts who have pendency of AC bills need to submit revised action plans. These departments should improve their performance before next review meeting. The nodal officer from these departments should follow up with AG office regarding their departments pending bills with AG office.

All departments advised to strictly follow the instructions issued vide O.M.dated 1.4.2011 regarding withdrawal of funds from MH-8449-OD.

DC/CCP requested RD to clarify whether Rs.11.00 crores is for 1 district or 3 districts.

Principle Secretary (RD &PR) to co-ordinate with the DCs to settle pending AC bills.

Each AD Secy to nominate a Nodal Officer to prepare the revised action plans and furnished to the FD by 15-04-2011. Timelines be fixed to give revised action plans.

Commissioner (Horti) informed that work agencies are not submitting the vouchers leading to the pending of AC bills.

Chief Secretary suggested that Agency charge be given only when they submit pending DC bills.

Regarding the 9.00 crores given to STPI, IT department should obtain vouchers for funds so far utilised so that some AC bills can be adjusted.

Commissioner (FIN) to coordinate with AG to settle Rs.137.00 crores pending bills with them.

8. Meeting ended with vote of thanks.

Sd/-
(D.S.Poonia)
Chief Secretary, Manipur

No.1/CS/Pers/2011

Imphal , 12-04-2011

Copy to:

1. Addl Chief Secretary
2. All Pr.Secretaries/ All Commissioners/ All Secretaries
3. All DCs
4. All HODs
5. MDs of all PSUs
6. JD,Plg(M/I/K)
7. PD/MDS

Copy for information to :

Secretary to Hon'ble Chief Minister , Manipur.

Sd/-
(Hrisheekesh Modak)
Staff Officer to Chief Secretary.
