

**GOVERNMENT OF MANIPUR
OFFICE OF THE CHIEF SECRETARY**

**MINUTES OF THE XXVIIth MONTHLY MEETING CHAIRED BY SHRI
D.S.POONIA, CHIEF SECRETARY GOVT. OF MANIPUR WITH THE
ADMINISTRATIVE SECRETARIES ON 05-09-2011 (10.00 AM)**

Shri D.S.Poonia, Chief Secretary welcomed all the Officers present. Following issues were discussed in the meeting:

1. DIT: Presentation by M/S Accenture on State Portal, SSDG and eForms implementation.

- Site Survey Assessment for 14 locations out of 37 locations not taken up.
- Electrical equipments not provided in the already surveyed 23 sites.
- Some sites require furniture for placing infrastructure.

Decision Taken:

All locations other than in Senapati District to be covered before 30th September, 2011.

DIT, through MANITRON shall get required electrical points and sites prepared for all sites.

Broadband (BSNL) Connectivity by 28th September, 2011 (minimum of 1mbps) for all sites.

DIT to coordinate with BSNL for Broadband Connectivity to Sugnu Circle site.

All DCs to provide local support to Accenture for the assessment work.

Commissioner/Secretaries in-charge of CAF & PD, Revenue and Labour & Employment Deptts to coordinate with M/S Accenture and DIT for timely completion of site preparation and Broadband Internet connectivity.

2. Expenditure Review.

A) Plan Performance AP, 2011-2012

Approved Outlay	: Rs.3210 Cr
Expenditure upto 30-08-2011	: Rs.220.51 Cr (6.87 %)

- **ZERO** Expenditure upto 31-08-2011 by Deptts of RD, Police Housing, RKVY,TD, Tech. Edn, Tourism, SAT, SCERT, CAF & PD, Treasury, Land Reforms, Govt. Press, Relief & DM, Motor Vehicle (Transport), Weights & Measures, Fire Services and LFA.

Decisions taken:

Administrative Secretaries to conduct internal review meetings on plan expenditure prior to CS' monthly meeting and take steps to improve Plan expenditure.

CS to chair meeting on 14th September at 3.30 P.M. to review Plan expenditure in detail. Plg. Deptt. to issue Notice to concerned Commrs/Secys and HODs.

B) SPA 2011-12.

- Fund provided under SPA/SCA : Rs. 800.00 Cr
- For SPA : Rs. 400.00 Cr
- For SCA : Rs. 400.00 Cr

Decisions taken:

ADs to obtain PIB approval for new projects under SPA/SCA within 30/09.

ADs to earmark 10% of the project cost for SPA/SCA projects from normal Plan Fund allocated under AP, 2011-12.

Works, LDA and Power Depts to submit UCs & PRs for 2010-11 by 30/09 for claiming SPA fund under 2011-12

C) SPA 2010-11

Fund provided	Rs.660.00 Cr
Amount drawn/ utilized	Rs.336.68 Cr (51.01 %)
Amount under MH-8449/8443	Rs.318.84 Cr (48.31 %)
Amount not sanctioned by PC	Rs. 0.84 Cr (for PAB)
UC & PR submitted	Rs.17.49 Cr – R & B
	Rs.39.87 Cr – Power (only UC)
	Rs.1.40 Cr - Eco &Env
	Rs.15.65 Cr - MAHUD
	Rs. 70.69 Cr - LDA
	Rs.18.82 Cr – PAB

- Medical, Water Supply, Flood Control, Sports, Home/Police, IT, MDS, Jail and Education **have not submitted UCs and PR.**
- **No report of withdrawal** from MH 8449/8443 of SPA fund 2010-11 by any Department in August other than by IT and Power Department.

Decision taken:

ADs to submit pending UCs & PR to Planning Department by 15th September, 2011 for onward submission to Planning Commission.

ADs to take immediate action for withdrawal of fund from MH- 8443/8449 by converting AC bills to DCC bills and submission of UCs and PRs.

D) Status of utilization of fund under SPA 2009-10

Fund provided	: Rs.610.50 Cr
Amount drawn/utilized	: Rs.600.16 Cr (98.31 %)
Amount under MH-8449	: Rs.8.375 Cr (1.37 %)
	Edn (S) : Rs 0.56 Cr
	YAS : Rs. 7.815 Cr
UC & PR Submitted to PC	: Rs.530.71 Crs (86.93 %)
UC & PR Pending with Depts	: Rs.79.79 Crs (13.07 %)

- Edn-S reported that proposal to FD for release of Fund from MH-8449
- YAS reported that 50% of Rs. 7.815 cr was released by FD from MH-8449.

Decisions taken:

ADs to submit pending UC & PR **by 15th September, 2011 to Planning Department** for onward submission to Planning Commission. Principal Secretary (Edn-S) and Commissioner (YAS) to must expedite withdrawal of funds from MH 8449. FD to assist.

3. Review of receipts under SOTR and SONTR.

Status of revenue collection is as follows:

	2009-10			2010-11			% growth during 2010-11 over 2009-10	2011-12		
	Target	Collection	Achievement	Target	Collection	Achievement		Target	Collection	% collection over target
SOTR	18227	19604	(+) 8%	28874	26705	(-)8%	(+) 36%	31784	5519	17%
SONTR	20982	23974	(+)14%	45663	25988	(-)43%	(+)8%	45972	583	1%
Total	39209	43578	(+)11%	74537	52693	(-)29%	(+)21%	77756	6057	8%

- Power Department collected Rs. 816 lakhs only by June out of targeted Rs. 25000 Lakhs.
- Many unauthorised Occupants occupying Government accommodation. MAHUD/PDA have not transferred 500 houses at NGV.
- Works Department to earmark higher budget for renovation of Govt. quarters.
- Target for Health for 2011-12 reduced as JN Hospital is no longer under the State.
- Ceiling on Professional Tax cannot be increased without Constitutional Amendment.

Decisions taken:

Pri.Secy(Works&Transport), Pri.Secy(Power), Comm.(Home), Comm.(Health), Comm. (Revenue) to monitor and enhance the revenue collection during 2011-12.

Comm. (Revenue) to expedite Cabinet Memorandum for rationalising premium especially while acquiring/allotting land for the Central Govt institutions. ADs to earmark Plan funds for this purpose.

Comm. (MAHUD)/ PDA to transfer remaining 500 houses to PWD immediately.

Works Deptt to move FD within September for funds to undertake repairing works for Govt-quarters.

Pri.Secy (Power) in coordination with Comm. (Fin) to settle the issue of duty on production of electricity by NHPC.

PWD to prepare a list of houses occupied by persons who are not State Govt employees, and devise mechanisms to collect rent at higher rates.

PWD to move FD for re-appropriation of money to the head repair and maintenance and explore the possibility of allocation of Plan money for improvement and up-gradation of Govt accommodation

Comm.(Home) to quantify the Police housing stock and find out the status of payment of house rent by them.

Comm. (Finance) to move for amendment in Professional Tax Act for revision in tax slabs.

All ADs to submit collection status to FD up to the preceding month by 3rd day of succeeding month.

4. Conversion of AC to DCC bills

Total Amount of AC bills (2003-10)	: Rs.1656.16 Cr
Adjustment done	: Rs 1165.8 Cr (70.39%)
Pending AC bills as on 5/9/2011	: Rs. 490.3 Cr (29.6%)
Unadjusted AC bills for 2010-11	: Rs. 316.50 Cr
Bills adjusted in August 2011	: Rs. 46.25 Cr

- Transport and Veterinary Depts show NIL adjustment during August.
- Edn-S, Edn-U, MAHUD, RD, IT, FCS, Transport and Veterinary Deptt to show improvements in adjustments rate.
- Edn-U and Edn-S need to reconcile with AG for status of Pending AC bills.
- PWD related bills may not be drawn on AC bills
- Health and Police have huge pending AC bills

Decisions taken:

AD's to follow up for clearance of pending bills at AG office.

ADs to assign dedicated officers to settle pending AC bills and ensure progress every month.

Issues related to the AG Office be taken-up with help of FD.

Commr (Finance), AG and ADs must meet to take up necessary steps for converting AC to DCC bills for Depts. with high pending bills.

FD must set datelines for unadjusted AC bills for 2003-07

5. Review of utilization of 13^h Finance Commission Grants.

- Action on **conditionalities** for release of Performance Grants not taken up by Depts.
- Edn-S (SSA) has not yet drawn funds from MH-8449 for 2010-11.
- Comm. (Finance) informed that ADs need to submit the UCs for the fund released so far and take action on specified conditionalities to receive the grants next year.
- DCs need tentative allocation under UID Grants for their Districts.
- Decision of High Court awaited on the proposal put up for framing State Litigation Policy.

Decision taken:

Status of lack of readiness to avail XIIIth F.C. Performance Grant be brought by FD to the notice of the CM.

Proposal for conferring award to Civil Servants to be put up by SAT.

Comm. (Hills) to propose DCs as Ombudsman for ADCs.

MFS Officers be posted in ADCs.

DCs to submit UCs for Rs 28.273 lakhs under UID Grants.

Planning Deptt. to circulate tentative allocation for each DC under UID Grants.

Edn-S to take up action for withdrawing Plan funds under 8449.

RD&PR, Hills, MAHUD, Edn-S, Planning, Law, Eco & Stats to expedite the submission of UCs. Conditionalities, already fulfilled are to be intimated to FD for formally communicating it to GOI.

Governor's Secretariat to submit working plan (DPR) for renovation and maintenance of Raj Bhavan **by 15th September.**

Comm.(YAS) in coordination with PD, MDS to submit DPR **by 9th September** to receive special Up gradation Grants for Sports.

Comm.(Hills) in coordination with ADCs to submit DPR for Infrastructure for ADCs by **9th September**.

6. Updated Accounts of PSUs.

- MCL, MSMCL and MCCL availed Easy Exit (EE) Scheme and hence be dropped from list of PSUs for Audit & Account preparation purpose.
- Statutory Audit to be done for liabilities of companies availing EE scheme.
- Non-appointment of Statutory Auditors (SA) is a major problem/gap.
- ADs not doing review before coming for the meeting.

Decisions taken:

AD Secretaries must conduct review prior to CS' monthly meeting.
ADs to prepare a status report on updating of PSUs accounts and send to FD.
ADs to ensure that AGMs are held as per the Company Law requirements.

7. PAC Matters

- Veterinary, Industries and Works Department have not submitted ATR on PAC Report
- AD and CE have instructed concerned EEs to furnish the ATR

Decisions taken:

HODs hold Audit Committee meetings and send Minutes to CS & Commr (FIN)
AD Secretaries also to take-up quarterly reviews and report to FD & CS.
ATRs to be placed before the PAC
FD to coordinate and set timelines for placing ATRs in PAC matters.
ATRs to be submitted by **12th September**.

8. ATR on PSUs Account including NBCFDC & NSTFDC

Decisions taken:

MTDC to repay loan taken from NBCFDC & NSTFDC from Agency Charges.
PL Account to be opened in consultation with AG.
ADs of MOBC and MTDC should be taking initiatives too.

9. Website Update and FTS

- Presentation done via Internet on Website by DIT.
- Resident Comm. (Manipur Bhavan, Delhi) has requested for redesigning the Website for Manipur Bhavan.
- DIPR also requested for updating their Website.
- Low voltage power supply in New Secretariat (Western Block) hindering FTS application.

Decisions taken:

Power Department to improve voltage supply to Sectt.
ADs to submit Annual Report to DIT for uploading on Website.
MNPs to be submitted before 19th September.
Departments may furnish content for updating through DIT.
Copies of important orders/circulars to be provided to DIT for updating the Official State Website (manipur.gov.in).
DIT to take up necessary steps for using the domain name mn.gov.in for the Government of Manipur.

7. Miscellaneous.

ADs must follow the file routing as AD → Concerned Minister → CS → CM → CS → AD → H.E. for all reports going to the H.E., the Governor of Manipur.
Letters to H.E. Governor should be signed by DGP/Comm./Secy., etc.
3 (Three) Officers still to submit Immovable Property Returns
CAF and PD Department to submit plan programme by evening of the same day of the Video conference on CAF & PD matters.
Stock position and no. of days for the stock to last should be properly analyse before submitting to MHA. A copy of the said report to be sent to CS before noon.
Police to be more vigilant in Keithelmanbi to Tupul stretch on NH 53.
Home Department must take keen interest in status of IA & SA status for MPHIC.

8. The meeting ended with a vote of thanks.

The next monthly meeting will be held on Monday, the 10-10-2011 at 10.00 A.M in the Conference Hall, Old Sect.

(D.S.Poonia)
Chief Secretary, Manipur
Imphal, 12-09-2011

No.1/CS/PERS/2011

Copy to:-

1. All Pr.Secretaries/ All Commissioners/ All Secretaries
2. All DCs
3. All HODs
4. All EDs, DRDAs
5. MDs of all PSUs
6. SS (IT)/ SS (Plg)/ SS (Home)
7. JD/Plg(I/K)

Copy for information to:

Secretary to Hon'ble Chief Minister, Manipur.

(Ng. Roben Singh)
Staff Officer to Chief Secretary.