

Department of Social Welfare  
Govt. of NCT of Delhi  
GLNS Complex, Delhi Gate.

F.237/(Accounts)/Misc/2020/22599-22659

Dated: 23 MAR 2021

Minutes of the Meeting

A meeting was convened under the Chairmanship of Dr. T Philips, Spl. Director(SW) at 4.00 p.m. on 18.03.2021 in the Conference Hall of the Department of Social Welfare, GLNS Complex, Delhi, regarding payment updation of GeM, Expenditure Statement and BE 2021-2022, Pension Cases and Audit Memos etc. All HOO/DDO/concerned officials who is dealing with the GeM of the Homes/Institutions were present except the following:

1. Sh. Pradeep Kumar Gupta
2. Sh. Sanjay Kumar Sharma
3. Sh. Manoj Kumar
4. Ms. Sangeeta N
5. Sumita Bhalla
6. Jitender Kumar Aneja
7. Rajesh Kumar

Following matters were deliberated

**1. Issues regarding updation of GeM**

All present were apprised regarding pending payment/updation of payment on GeM portal and CRAC generation. A list of pending payments to be updated on Gem as provided by the Finance Department requires action on part of the all HOO/DDO being buyer. Spl. Director directed them to complete the updation on GeM portal by Wednesday 24.03.2021 and submit no pendency certificate before the next meeting which is scheduled at 11 a.m on 25.03.2021. Further all concerned were also provided the mobile number of the in-charge which is dealing with the GeM. Another mobile no. Of Deputy Manager IT, DTTDC was also provided for seeking any clarification and resolution of any problem with the GeM updation.

Spl. Director directed all to submit a monthly report regarding procurement of goods and services on GeM, payment made, CRAC generated, and payment updated on GeM portal by 5<sup>th</sup> of every month.

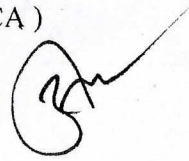
To streamline the whole process of GeM updation, all were directed to send the name of the officials to be declared buyer/consignee/paying authority in respect of their homes/offices to Sh.Harbir Singh, Sr.SA on email id [ssadsw.delhi@gov.in](mailto:ssadsw.delhi@gov.in) by 22.03.2021.

(Action: All HOO/DDO of institution/Homes/District Office to be taken )

**2. Submission of monthly expenditure**

In spite of repeated direction from the Head Quarter and by the worthy Director, SW, monthly reconciled expenditure statement is not being submitted by the all HOOs. All are again directed by the Spl. Director(SW) to submit the same by 07<sup>th</sup> of every month failing which action as deemed fit shall be taken against the concerned officer. It was also informed that BE 2021-2022 shall be distributed very shortly.

(Action: All HOO/DDO of institution/Homes/District Office/DCA )



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### 3. Pending Pension Cases

All were apprised with the pension rules regarding timely submission of pension cases to PAO. It was also emphasised that the settlement of pension cases specially in death case, the timeline for settlement of pension cases as specified in pension rules should be adhered to by the HOO without fail.

(Action: All HOO/DDO of institution/Homes/District Office to be taken )

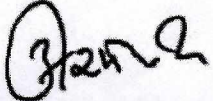
During discussion, it was also deliberated that all homes/offices should maintain stock register as per GFR 2017 and produce the same before the audit party as and when it is demanded. Non production of stock register and other records to the audit party is a serious lapse on the part of the HOO.

Sh. Sanjay Sharma, SO (Admn/CTB), raised an issue regarding non-submission of attendance certificate of Caretakers/other outsourced staff in time which hamper the timely release of dues. Spl. Director(SW) directed all to submit the same by 2<sup>nd</sup> of every month.

An Audit Para regarding non-payment of electric charges by allottees of Govt. Accommodation/flats of Social Welfare Department was discussed. Audit has pointed out that Homes/Institutions are paying electricity charges for all of the homes/offices wherever there are Govt. Accommodation/flats, which is irregular. The said practice should be discontinued and necessary steps may be taken for recovery of outstanding electricity dues form all the allottees concerned to avoid further audit observation in the matter.

This issues with the prior approval of Spl. Director(SW).

To  
All HOOs/DDOs and DDO (HQ), DSW

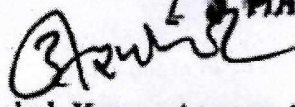
  
Ashok Kumar Aggarwal  
(Deputy Controller of Accounts)

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Dated:

Copy to PA to Director, DSW.

← Sr. System Analyst (IT) to upload on  
Website of the Department

  
22 MAR 2021  
Ashok Kumar Aggarwal  
(Deputy Controller of Accounts)