

GOVT OF MANIPUR
OFFICE OF THE CHIEF SECRETARY

MINUTES OF THE 3rd MONTHLY MEETING CHAIRED BY SHRI D.S.POONIA, CHIEF SECRETARY, GOVERNMENT OF MANIPUR WITH THE ADMINISTRATIVE SECRETARIES ON 7.09.2009 (10 A.M.).

List of Officers present is at Annexure-A.

List of Officers absent is at Annexure-B.

Shri D.S. Poonia, Chief Secretary welcomed the Officers present. He gave a brief PP Presentation on Reporting and Processing of Tour Programs, Circular for informing link Commissioner and subordinate staff, Tour Diaries and format for D.O. letters. Chief Secretary reiterated **the need to follow the due procedure for obtaining prior approval of the competent authority before proceeding on leave and official tours outside the State.** He requested that the concerned Minister, Chief Secretary, Link Secretary and personal staff should be kept informed regarding casual leave and tours within the State.

2. Comm(Edn-s) gave a PP presentation on the steps taken to improve performance under SSA and MDM. The following issues were noted:

a) **SSA:**

- i) Completion of Audit 2007-08.
- ii) A total outlay of Rs. 52.85 crores approved in AWP&B-2009-10
- iii) Funds being transferred directly to VEC accounts to plug leakages and avoid delays.
- iv) 135 computer labs (15 in each district) to be installed to popularize IT in learning.
- v) Time-lines circulated amongst functionaries at the State, Block and Cluster levels to ensure programs under different interventions are completed in time.
- vi) Household Survey and School Mapping exercises at the final stage of completion. A comprehensive data base of children in the age group of 6-14 years, school infrastructures, enrolment, teachers' profile etc will be made available once the above exercises are completed.

- v) Assessment of EGS Centers going on currently in all the districts. Rationalization of EGS Centers will take place once the assessment of EGS centers is completed.

b) **Mid Day Meal Scheme:**

- i) Funds being released to SMDC accounts directly.
- ii) Vigilance Committee at the Village Level constituted to monitor the implementation of the scheme.
- iii) Media campaign undertaken to create awareness.
- iv) Rice being lifted directly from godowns and distributed to schools under supervision of concerned DCs.

3. Commissioner(Edn-S) also displayed the short video spots to spread awareness about the importance of avoiding leakages under MDM. The initiatives taken by the Commr(Edn-S) were appreciated. Chief Secretary suggested that other Adm. Secretaries take similar steps for improved performance under various schemes.

4. Thereafter, a quick review of action taken on the decisions of the last monthly was taken-up. The status was noted and decisions taken as follows:

i. **Mobile bill reimbursement:** GAD has started reimbursing bills paid by the officers **within the monthly ceiling for residential landline.** Some Adm Secretaries suggested that FD may allow reimbursement of **prepaid** mobile phone bills also. **(Action: FD)**

ii. **Intercom in the New Sectt:** GAD will complete installation of intercom system in the New Sectt within **Sept., 2009.** **(Action: GAD)**

iii. **Security of Govt. offices:** The need for special security arrangements for the Govt. offices and vehicles in view of the prevailing law and order situation was reiterated. Adm. Secretaries to instruct their respective HODs and Nodal Officers to remain alert and supervise the arrangements put into place.

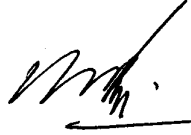
(Action: All Administrative Secretaries)

- iv. **File Tracking System (FTS)**: SIO, NIC made a brief presentation on the proposed FTS. Commr(ST&IT) to sanction and release funds to NIC. (Action: Commr (ST & IT))
- v. **Supreme Court/ High Court matters**: The need to monitor and ensure timely response to Supreme Court and High Court cases, particularly High Court Contempt cases, was emphasized once again. (Action: All Adm Secretaries)
- vi. **Templates/Check-list**: FD to expedite finalization of Templates for PIB, COO, EB and HPC. It was suggested that FD may also develop Templates/Check-list for obtaining expenditure sanction. Plg Deptt. to develop similar Template for FIB cases. (Action: Fin & Plg Deptts)
- vii. **Quarterly Expenditure Targets**: Planning Deptt to finalise and circulate department-wise and scheme-wise quarterly expenditure targets within 30-09-2009 at the latest. (Action: Plg. Deptt)
- viii. **Protocol and Hospitality Cell**: Protocol Officer & GAD to expedite proposal for consideration by COO. (Action: GAD)
- ix. **Streamlining Sectt. Postings**: Commr(DP) to streamline work allocation to AS/JS/DS/US and attempt to allocate only one Deptt. to one Officer. (Action: DP)
- x. **Office Procedure Manual**: Shri P. Vaiphei, Commr(Co-opt) was advised to expedite work on review and revision of State Manual of Office Procedure. The draft Manual should be presented in the monthly meeting for October, 2009. Joint Director(SAT) may be co-opted as a Member to assist the Committee. (Action: DP)

18. In the next monthly meeting Commr(H&FW) will make' powerpoint presentation on health sector schemes including NRHM and MACS. DC/SPT will make a presentation on the Development Seminar (22-08-2009) and follow-up action thereof.

19. **The next meeting will be held on Monday, the 5th Oct, 2009 at 10.00 a.m. in the Conference Hall, Old Sectt.**

20. The meeting ended with a vote of thanks.


(D.S. Poonia)^{09/09}
Chief Secretary, Manipur.

No. 1/CS/PERS/2009

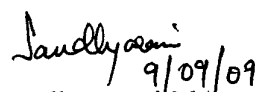
Imphal, 9th Sept, 2009.

Copy to:-

- i. All Pr. Secretaries.
- ii. All Commissioners.
- iii. All Secretaries.
- iv. DGP Manipur.
- v. Security Officer, Manipur Sectt.
- vi. Protocol Officer, Manipur.
- vii. All DCs.

Copy for information to:

Secretary to Hon'ble Chief Minister,
Manipur.


(Sandhyarani N.)^{9/09/09}
Staff Officer to
Chief Secretary, Manipur.
