

# GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Hospital Building), Sector 32-B, Chandigarh-160 030 ☐ 0172-2601023-24, Fax No. 0172-2609360

## (ESTABLISHMENT BRANCH-III)

Endst. No. GMCH-Estt-III-EA1/2019/ **49148 156** Dated,

**-4 DEC 2019**

A copy of minutes of meeting held on 14.11.2019 duly approved by the Director Principal is forwarded to the following for information and necessary action please:-

1. The Medical Superintendent, GMCH, Chandigarh.
2. The Deputy Controller (F&A), GMCH-32, Chandigarh.
3. The Assistant Controller (F&A)-I & II, GMCH-32, Chandigarh.
- ✓ 4. The System Analyst, IT Centre, GMCH, Chandigarh with the request to e-circulate the said minutes.
5. The Registrar (Academic), GMCH, Chandigarh.
6. All Superintendents, GMCH, Chandigarh.
7. The Stores Officer, GMCH, Chandigarh.
8. PS to DP for kind information of Director Principal.
9. PA to JDA for kind information of Joint Director (Admn.)

  
**Superintendent Gr.-I (Estt.-III)**  
**for Director Principal.**

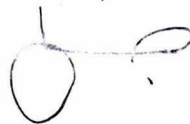
**MINUTES OF THE MEETING HELD ON 14.11.2019 AT 11:30 A.M. UNDER THE CHAIRMANSHIP OF DIRECTOR-PRINCIPAL, GMCH-32, CHANDIGARH.**

A meeting to review the functioning of Audit Cell was held under the Chairmanship of Director-Principal in his office room on 14.11.2019 at 11:30 A.M. Following members were present during the meeting: -


- |                                    |        |
|------------------------------------|--------|
| 1. Joint Director (Admn.)          | Member |
| 2. Medical Superintendent          | Member |
| 3. Deputy Controller (F&A)         | Member |
| 4. Assistant Controller (F&A - II) | Member |
| 5. Section Officer                 | Member |

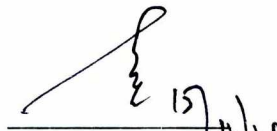
Deliberations were held and following decisions were taken:

1. Director Principal pointed out that the cases referred to audit section by the OS are being re-examined by the SA/ JA posted in the audit cell. AC(F&A) and SO pointed out that the cases sent to them are not properly examined by the OS. DP decided that Assistant Controller (F&A-II) will provide a check list to all the Superintendents & Registrar and the concerned Superintendents & Registrar, before sending the file to Internal Audit Cell for vetting, will ensure that all the points mentioned in the checklist are taken care. This will reduce the time of audit section as the OS will certify that he/she has verified the facts/ documents.
2. The Section Officer suggested that there should be a software in which the detail of salary of outsourced employee will be made so that the file can be vetted easily. Mr Manoj Vohra SA will be asked to design a software.
3. It was decided that before sending the files to IAC by the Academic Branch, dealing person will ensure that all the points mentioned in the checklist are complied with.




4. It was decided that the payment files for the material purchased through GeM will not be sent to Internal Audit Cell for vetting.
5. The Deputy Controller (F&A) will look after the above processes for one month and the next meeting will be held after one month to re-examine the need of referring the cases to SA/JA for examination.
6. Audit section will prepare data of 100 consecutive files to see the deficiencies/ errors pointed out by the audit cell after introduction of check-list. This data will be discussed in the next meeting. The information regarding these 100 files will be provided at least 2 days before the scheduled meeting so that the OS is asked to give explanation

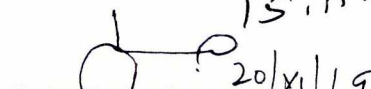
  
DCT (F&A) 15/11/19

  
AC (F&A)-II 15/11/19

  
SO (Audit) 15/11/19

  
Joint Director (Admn.)

  
Medical Superintendent

  
Director-Principal 15.11.19  
20/11/19