



കേരള സർക്കാർ

നം. 4/എ.ആർ 14(2)/2021/ഉ.ഭ.പ.വ ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര (എ.ആർ 14) വകുപ്പ്
തിരുവനന്തപുരം, തീയതി: 12.01.2022

പ്രേഷകൻ

അഡീഷണൽ ചീഫ് സെക്രട്ടറി

സീക്രട്ടറിയേറ്റ്

എല്ലാ അഡീഷണൽ ചീഫ് സെക്രട്ടറിമാർക്കും
എല്ലാ പ്രിൻസിപ്പൽ സെക്രട്ടറിമാർക്കും/സെക്രട്ടറിമാർക്കും/
സ്പെഷ്യൽ സെക്രട്ടറിമാർക്കും
എക്സ്-ഒഫീഷ്യോ പ്രിൻസിപ്പൽ സെക്രട്ടറി, സയൻസ് & ടെക്നോളജി,
ശാസ്ത്ര ഭവൻ, പട്ടം, തിരുവനന്തപുരം.
ചീഫ് ഇലക്ട്രൽ ഓഫീസർ & സെക്രട്ടറി, ഇലക്ഷൻ വകുപ്പ്.
റസിഡന്റ് കമ്മീഷണർ, കേരള ഹൗസ്-ജന്റർ മന്തർ റോഡ്,
ന്യൂഡൽഹി -110001.

സർ,

വിഷയം:- ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര വകുപ്പ് - ചീഫ് സെക്രട്ടറിയും
സെക്രട്ടറിമാരുമായി 03/01/2022 ൽ ചേർന്ന
യോഗത്തിന്റെ നടപടിക്കുറിപ്പ് അയയ്ക്കുന്നത്
-സംബന്ധിച്ച്.

സൂചന :- ഈ വകുപ്പിന്റെ 29-12-2021-ലെ ഇതേ നമ്പർ കത്ത്

ചീഫ് സെക്രട്ടറിയും സെക്രട്ടറിമാരുമായി 03/01/2022 ൽ ചേർന്ന
യോഗത്തിന്റെ നടപടിക്കുറിപ്പ് അറിവിലേയ്ക്കും അനന്തര നടപടികൾക്കുമായി
ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്യുന്നു.

വിശ്വസ്തയോടെ,
ബി. ഉമേഷ്
അണ്ടർ സെക്രട്ടറി
അഡീഷണൽ ചീഫ് സെക്രട്ടറിയ്ക്ക് വേണ്ടി

അംഗീകാരത്തോടെ

സെക്ഷൻ ഓഫീസർ

Minutes of the monthly meeting of the Chief Secretary with Secretaries 3rd January 2022, 3.00 p.m., through VC.

The meeting, conducted through video conferencing, commenced at 3.00 PM with the Chief Secretary in the Chair. The Chief Secretary welcomed all Secretaries to the meeting and after a brief introductory remarks the meeting proceeded based on the discussion on the following agenda points.

1. Plan Review

A detailed presentation regarding Administrative Sanctions issued as on 30/12/2021, Progress of State Plan Expenditure prepared by the Planning Department has been presented. Decision had been taken for issuing 100% Administrative Sanction for Plan Schemes by 30/11/2021 and achieve at least 60% Plan Expenditure by 31/12/2021. But 60% of expenditure before 31.12.2021 is not achieved. Efforts should be taken to achieve financial targets. All departments must utilise the State Plan Fund and Central Plan Fund as early as possible. Single Nodal Agency(SNA) has been notified by the State Government for implementing each CSS. The user manual describes the steps to be followed to implement State Nodal Account in State Linked Schemes. All departments should give Utilization Certificates in time for availing more funds from GOI.

(Action: Concerned Secretaries)

2. Accounting system in PSUs

Status of Audit & Accounts in various organisations may be electronically collected by Finance Department for review (Audit & Accounts). Accounts preparation and Audit has to be made up to date in all PSUs and organisations. Audit wing of all departments must change to electronic mode and online concurrent audit needs to be introduced. Concurrent audit is necessary to improve the Organization. A separate review may be taken by ACS(Finance) in this regard.

(Action: ACS Finance and Concerned Secretaries)

3. Formulation of Special Rules

Every Department/Organisation should have Special Rules. Details of Organisations which have no special rules should be submitted before the next meeting.

(Action: ACS P&ARD and Concerned Secretaries)

4. Online transfer in departments

Every department should publish seniority lists for each category. Home station and Outstation service details of employees should be published for the information of the concerned employees. All Secretaries should conduct meeting with their HoDs and review the status of Online transfer and publish seniority lists. A provision in SPARK may be implemented to view home station and outstation service of employees

(Action: ACS Finance & Concerned Secretaries)

5. Reduction of Certificates

All departments should identify the unnecessary certificates sought from the public and take action to reduce the number of certificates. Every department should follow the guidelines issued by Planning Department in this regard.

(Action: Concerned Secretaries)

6. Miscellaneous

- Chief Secretary directed all Secretaries to submit the details regarding Governors address urgently.
- All departments should give priority to dispose petitions received in CMO Portal.
- CS invited the attention of Principal Secretary Industries to launch Entrepreneurship campaign by January for MSME projects.
- Innovation Index Ranking details should be forwarded in time. Concerned departments may review each subject of Innovation Index Ranking.
- Internal Audit system should be improved as concurrent audit system. Online Auditing must be adopted in departments. A special software should be developed for the same.
- Power department to undertake a solarization Campaign. Power Secretary should take initiative for a drive in this regard.
- CS invited the attention of Secretaries Home, Forest, Transport, Revenue, Excise and Taxes and instructed to furnish the details of Vehicles seized , number of cases disposed and number of pending cases in the next meeting. Disposal of vehicles as per guidelines should be completed.

(Action: Concerned Secretaries)

The meeting came to an end at 5.00 PM

Chief Secretary