

Proceedings of the Officers' Meeting held on 24-3-2008 at 4.30 PM

Members Present: (Sriyths)

- 1) K.K. Misra, SCIC.
- 2) K.A. Thippeswamy, SIC.
- 3) Dr. H.N. Krishna, SIC.
- 4) B. A. Nagesh, Secretary.
- 5) A. Saroja, AO.
- 6) V. M. Hebbar, SO.
- 7) K.S.Santhosh, FDA.

1. The meeting reviewed the working of the Accounts and Administration Cell. Commission noted that although the Secretary is in overall incharge of entire Commission, the Accounts and Administration Cell is under his direct control and supervision. The following Officers/Officials are reporting directly to him:

- 1) Smt. A.Saroja
- 2) Sri K. S. Santhosh
- 3) Sri V. M. Hebbar and
- 4) Sri K. Srinivas.

2. The Cell is basically concerned with Accounts and Administration. It was noted that the detailed work allocation has already been done vide Commission's Circular dated 20-8-2007. Following subjects came up for discussion:

- i) Punctuality.
- ii) General delays.
- iii) Invitation of tenders for service provider.
- iv) Details of remittances towards EPF and ESI by the present contractor.
- v) Writing of the Cash Book.
- vi) Reconciliation of accounts with the Bank.
- vii) Delay in processing the claims of T. A. / D. A. etc.

3. As regards punctuality, it was decided that the flexi timings adopted in Karnataka Government Secretariat shall also be adopted in the Commission. The core timings will be 11.00 am to 4.00 p.m., when all the employees shall be in Office. Secretary was directed to obtain the scheme from KGS and issue necessary circular with the approval of SCIC.

4. It was decided that a final notice will be issued to the contractor to provide the details of remittances towards EPF and ESI. Simultaneously, action will also be taken to call for fresh tenders. Office of the Karnataka Electricity Regulatory Commission can be contacted for the format of the tender.

5. Following list of 'things to do' was drawn up:

- a. Drawal of the first installment of the budget grant from the Government of Karnataka.
- b. Letter to Government of Karnataka requesting them to allow us to carry forward the unspent grant to next year.
- c. The credit of ESI and EPF for the month of February to the Government account.
- d. Filing of TDS returns.
- e. Preparation of Form-16 for all Income Tax payers in the office.

(Sri K.K. Misra)

State Chief Information Commissioner

(Sri K.A. Thippeswamy)

State Information Commissioner

(Dr. H.N. Krishna)

State Information Commissioner

To: All Participants.