

Minutes of Meeting

A review meeting of the official of JKIDFC was held under the chairmanship of **Shri Shafaat Yehya, General Manager, JKIDFC** in his **office chambers at 10.00 am on 16th October, 2020**. The following officials of JKIDFC were present in the due course of meeting:

1. Shri. Tanveer Hussain Dar, System Engineer, JKIDFC. (IT Section)
2. Shri. Raja Saqib Qayoom, System Engineer, JKIDFC. (IT Section)
3. Shri. Danish Abbas, Assistant System Engineer, JKIDFC. (Payment Section)
4. Ms. Gazala Shafi, Accounts Executive, JKIDFC (Accounts Section/Tally)
5. Ms. Nazima Syed, Office Assistant, JKIDFC. (Accounts Section/ Nazarat)
6. Shri. Rishab Gupta, Office Assistant, JKIDFC (through Video Conference). (Payment Section)
7. Ms. Sakshi Thappa, Office Assistant, JKIDFC (through Video Conference). (General Section)
8. Shri. Mohammad Asif Wani, Office Assistant, JKIDFC. (General Section)
9. Shri. Tauqeer Hussain, Office Assistant, JKIDFC. (Accounts/Payment Section)
10. Ms. Aditi Singh, Office Assistant, JKIDFC (through Video Conference). (Accounts Section)
11. Ms. Gurpreet Kaur, Office Assistant, JKIDFC (through Video Conference). (General Section)
12. Ms. Shehnaz Akhtar, Office Assistant, JKIDFC (through Video Conference). (General Section)
13. Shri. Mohammad Yaseen, Office Assistant, JKIDFC. (Accounts/Payment Section)

14. Ms. Jasmine Shafi, Office Assistant, JKIDFC. (IT Section)
15. Ms. Aroosa Mallik, Office Assistant, JKIDFC. (with PHE Department)
16. Shri. Manav Gupta, Office Assistant, JKIDFC. (with PHE Department)

During the course of the meeting, review was taken up from every official of JKIDFC and the following directions were given to each section for the smooth working of the Corporation:

1. IT Section:

- a. Geo Spatial Software Implementation:** List of the projects to be compiled for implementation of the Geo-Spatial Software of Languishing projects. The list shall be shared with General Manager, JKIDFC today positively.
- b. NIC Meeting held under the chairmanship of worthy CMD, JKIDFC:** The Minutes of the meeting have been drafted and are forwarded to the higher authorities for approval. The Minutes once issued shall be forwarded to NIC and regular follow ups shall be ensured for the implementation of the changes. The maximum timeline to implement these changes have been decided as 10 days.
- c. GEM Portal:** The IT section was directed to place order of the hardware equipment's to be purchased on GEM portal immediately for the smooth functioning of the office of JKIDFC. All the purchasing through GEM portal shall be forwarded by the Nazarat Section to IT section for the placing of bids of items to be procured.
- d. Project Appraisal Cell:** The Project Appraisal Cell meeting with Director General, Codes, Finance Department for technical evaluation of the **Request for Proposal (RFP)** for engaging of Consultants regarding appraisal of languishing shall be expedited to be convened immediately by the Project Manager, JKIDFC.
- e. e-Book of Completed Projects (CTB-IV):** The compilation of the data forwarded from the Jammu based employees shall be done by the IT Section and accordingly the eBook of the completed projects shall be updated.

- f. **Website Updation and PowerPoint Presentation Updation:** The IT section was directed to update Website and the Presentation of JKIDFC on a regular basis and share with the authorities.
- g. **Weekly Report of work:** All the employees of JKIDFC shall share the report weekly with General Manager, JKIDFC for performance evaluation of each employee.

2. Accounts Section/ Payment Section:

a. Scrutiny/ Payment of Invoices received on JKIMS portal:

Headed by ASE (D), JKIDFC, two Office Assistants (OA(T) and OA(Y)), JKIDFC shall assist in scrutiny and checking of invoices received on the JKIMS portal. MIS of payments on daily basis shall be forwarded to Accounts Executive, JKIDFC for incorporation of the data in the Tally Software.

b. Additional Resource Mobilization/ Loan Account Management:

Officials associated with accounts section shall be looking after the Loan Account and Revenue Account of JKIDFC for repayment of loans and lifting of tranches on a regular basis. Status of the amount received from various Revenue Streams shall be expedited by Wednesday, 21st of October, 2020. Account personnel at Jammu shall enquire about the pendency of 2018-19 accounts at the CAG office and the requisites asked by the Jammu Central Cooperative Bank for sanctioning of Rs 100.00 crore as loan for making payments to invoices on JKIMS portal.

3. Accounts Section/ Nazarat Section:

All the day to day payments of the Corporation shall be looked after by the Office Assistant (N), JKIDFC. The Nazarat shall also look after the payments and TDS related work on a daily basis. The daily basis MIS of all the payments made by JKIDFC shall be forwarded to Accounts Executive, JKIDFC for incorporation of the updated accounts in the Tally Software. It was stressed upon by General Manager, JKIDFC that no payment shall be delayed in any circumstances and timely payments shall be made for every purchase made by the Nazarat Section. The Nazarat section shall provide



financial implications of all the hardware purchases of the Corporation and shall forward to IT Section for procurement through GEM portal. It was also directed that the Nazarat section shall immediately place order with Government Press for printing of official file covers of JKIDFC.

4. Accounts Section/ Tally Section:

The Accounts Executive, JKIDFC shall ensure that the Tally Software is regularly updated with all the details of the payments made to the projects and regular basis payments made. The Accounts Executive shall work in compilation of Annual Accounts of the Corporation.

5. General Section:

All the personnel's shall look after the dispatch and correspondence, file indexing and file tracking of JKIDFC. Also the compilation of new revised timelines of the projects and total number of projects completed after CTB-III of JKIDFC shall be given by Jammu based General Section by Wednesday, 21st of October, 2020. It was also directed that Minutes of past 6 meetings shall be examined and action taken status report shall be forwarded urgently. Also regular follow ups shall be taken by the General Section regarding the communications and respective replies of the Department.

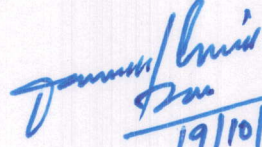
6. Office Assistants deputed in PHE Department:

The Office Assistants deputed in Public Health Engineering Department were directed to contact Nodal Officers and explore the reason of rejection of invoices of PHE Department on JKIMS portal. The Officials were directed to compile a report of the Completed Projects along with the High Quality Photographs of the completed projects. Also it was instructed that the official shall regularly check the official website and communications received by the PHE Department from JKIDFC and give a status of the communication every week. The official shall be giving these reports by Wednesday 21st of October, 2020.

The General Manager also directed the Record Keeper in General Section of JKIDFC to assist Executive Director, JKIDFC in all related work of Payments and General Files.

Apart from the above directions, the General Manager, JKIDFC insisted on maintaining discipline and a proper aura shall be maintained in the Office premises of JKIDFC. All the Leaves of the Official shall be routed through General Manager, JKIDFC and after a proper approval personnel shall be allowed to take the leave else the official may be marked as absent.

Also it was directed that all weekly work reports of each official shall be forwarded to higher authorities through General Manager, JKIDFC for information on a weekly basis.


19/10/2020
(Tanveer Hussain Dar)
System Engineer,
JKIDFC

NO: JKIDFC/2020/GEN/03(Part-1)/ 04

Date: 19 -10-2020

Copy to the:

- a. Executive Director, JKIDFC for information.
- b. Director Finance, JKIDFC for information.
- c. General Manager, JKIDFC for information.
- d. Project Manager, JKIDFC for information.
- e. System Engineer (S), JKIDFC for information.
- f. Payment Section, JKIDFC for information
- g. Accounts Section for information.
- h. General Section for information.
- i. All Office Assistants, JKIDFC for information.
- j. Office Record.

