GOVERNMENT OF KERALA

FINANCE (INSPECTION WING-G) DEPARTMENT

No.44/97/Fin. Dated:Thiruvananthapuram, 26..5..97.

C I R C U L A R

Sub:- Inspection Reports/Outstanding Paras - Clearance of - Instructions issued.

Ref:- D.O.No. AG Sectt. I/AU/80 dt.14..3..97 from the Accountant General(Audit).

The Accountant General(Audit) in his D.O.Letter cited has discussed at length the necessity of clearing pending inspection reports/audit paras pertaining to various departments. He has observed that the drawing & disbursing officers and heads of depts. are not dealing with the inspection report of Accountant General promptly and satisfactorily, which leads to inclusion of the item in audit report. He has made certain suggestions to clear the long pending as well as current inspection reports. Accordingly all heads of depts. are instructed to take the following measures to reduce the numbers of outstanding audit paras as quickly as possible.

1. All offices audited should give a monthly return to the head of dept. stating clearly the number of inspection reports and inspection report paras pending for settlement in earlier audit and those outstanding in current audit. The drawing & disbursing officers should draw up an action plan with monthly targets to settle all outstanding inspection reports relating to their office. The head of dept. should review every month - the monthly return - and see that substantial progress is being made in clearance of pending inspection reports;

2. The present audit committees in the dept. should meet once a month under the chairmanship of the head of dept. and discuss the various inspection reports outstanding as on date with the office of Accountant General. For this to be effective, the Head of dept should identify 15 - 20 inspection reports (preferably the oldest ones), study individual paras and discuss these with his officers and see that all relevant papers are available and concerned officials present at the audit committee meetings. The venue and date on which the meeting is to be held and the details of inspection reports to be discussed should be intimated to the Accountar General's office well in advance. The minutes of the meeting should be communicated to the Finance Dept. also.

The Finance Dept. will review the functioning of these audit committees every two months so as to monitor and expedite settlement of inspection report effectively.

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All Head of Departments and Drawing & Disbursing officers should scruplously follow the above directions and laxity if any on their part will be viewed seriously.

S. VARADACHARY
PRINCIPAL SECRETARY(FINANCE)

To

The Accountant General(A&E/Audit),Kerala, Tvpm.
The All Heads of Departments.
The All Drawing & Disbursing Officers(through head of dept.)

Forwarded/By order,

Section Officer

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