

No. RW/B-18 (2)/80

Dated the 23rd April, 1980

Subject : Draft Audit Paragraph

A copy of Secretary's note dated the 15th March, 1980 addressed to Director General (Road Development) and Additional Secretary on the subject noted above is forwarded (Appendix) to all Chief Engineers/Superintending Engineers/Deputy Secretaries/Under Secretaries/Desk Officers/Sections in the Roads Wing for their information and compliance.

To

All Chief Engineers/Superintending Engineers/Deputy Secretaries/Under Secretary (Admn.) U.S. (RM)/U.S. (NH) A/U.S. (NH) B/Desk Officer I/D.O. II/D.O. III/NHI/NHII/NHIII/NHIV/NHV/NHVI/Admn. I/Admn. II/RM/SR/OR/PL/Cash Section/General Section.

Appendix

No. BMR-4/80 dt. 15.3.80

It has been brought to may notice that the detailed instructions (vide Budget Section Circular No. BAS-12/77, dated the 27th August, 1979) in regard to dealing with draft audit paragraphs are not being followed in the Ministry resulting in considerable delay in finalisation of replies to Audit.

2. I would request you to please ensure, that the prescribed procedure is followed by all concerned in future, with a view to ensuring proper action.

No. BAS-12/77

Dated the 27th August, 1979

Subject : Instructions in regard to the processing of the draft audit paragraphs

The following instructions issued by the Ministry of Finance (Department of Expenditure) from time to time for processing of draft audit paragraphs are reiterated for guidance and compliance :—

- (i) Enter the particulars of draft para in the control register maintained for the purpose of watching the disposal of draft audit paras.
- (ii) Open a new file and show the draft para on the file to the Secretary/Joint Secretary concerned;
- (iii) Simultaneously collect all the relevant files and other records relating to the draft paras both of the Ministry/Department as well as of its attached/subordinate offices, wherever necessary;
- (iv) Examine the facts mentioned in the draft para with reference to the basic material;
- (v) Check whether the facts contained in the draft para are correct and whether there was any omission on the part of subordinate offices in furnishing correct information or in explaining the matter in the proper perspective in the correspondence with the Accountant General prior to the finalization of the draft para;
- (vi) Arrange for a personal discussion, where necessary with Audit at appropriate level for clarification of points or for making suggestions including the question of dropping the draft audit para. In this connection, Comptroller and Auditor General suggested demi-officially to the Secretaries in August, 1969 that after the facts stated in the draft para have been clarified by the Ministry and intimated to the Accountant General, the Secretary of the Ministry would discuss the cases with the Accountants General personally. If the Secretary himself takes these meetings, the Accountants General or where necessary, even the Additional Deputy Auditor General incharge of Reports, the latter especially for draft paragraphs prepared by outstation Accountants General could attend the meeting. If the Secretary concerned takes the meeting with the Accountant General alongwith the Joint Secretaries or other officers concerned it will take matters nearer a conclusion. If, however, for any reason the Secretary cannot himself take such a meeting and the Joint Secretaries have to do so, the dealing Joint Secretary may be asked to go over and discuss the cases with the Accountants General or where necessary the Additional Deputy Auditor General (Reports). If, after discussion with the Accountant General/Additional Deputy Accountant General (Reports) any Secretary should still feel that it would be desirable that any particular case should be discussed further with the Comptroller and Auditor General before a decision is taken by him to include a para in the Audit Report or not, C. & A.G. would be glad to do so;
- (vii) Send a reply to the Accountant General within six weeks from the date of receipt of the draft para at the latest after obtaining the approval of Secretary/Joint Secretary, verifying the facts contained in the draft para and indicating the comments of the Ministry thereon, in consultation with the Finance Division. Where, however, the reply cannot be sent within the stipulated time the Secretary could bring the problem to the notice of C. and A.G.;
- (viii) Start simultaneously action to remedy the defects, if any, noticed as a result of the draft audit para;
- (ix) Report to Audit any facts coming to the notice of the Ministries after the draft para has been finalized, for due verification and posting the Public Accounts Committee with up to date information at the time these cases are taken up for consideration by the Committee.

7450/2

- (x) Issue orders, wherever considered necessary that would prevent recurrence of lapses, if any, brought to notice;
  - (xi) As soon as the printed Audit Report is received, collect all the relevant files once agains and verify with reference to the latest facts the correct position and also, consult State Government where necessary; and
  - (xii) Go through the Audit Paras Incorporated in the Audit Report and prepare the requisite brief for the use of the representatives of the Ministry/Department appearing before the Public Accounts Committee.
2. As regards instruction No. (vi), it is clarified Director General (Road Development)/Joint Secretary concerned will obtain orders of the Secretary, as to whether he would like to take the meeting with Accountants General and Additional Deputy Auditor General. If the Secretary decides otherwise, Director General (Road Development)/Joint Secretary, will discuss the draft para with the Accountant General. Record of these discussion will be submitted to Secretary, for further discussions with the Accountant General/Comptroller and Auditor General, if the merits of the case so demand. With regard to instruction No. (VII), the Joint Secretary concerned shall bring to the notice of Secretary all cases where replies to draft paras could not be sent to the Accountant General, within the prescribed period of six weeks.

To

D.G. (RD), J.S. (S), J.S. (P), J.S. (T) and Secretary (B.R.D.B.).

Copy also forwarded to Directors/Deputy Secretaries/Under Secretaries/Desk Officers/Sections in Transport Wing, Roads Wing and Border Roads Development Board.