DIRECTORATE OF LOCAL FUND AUDIT, ODISHA
TREASURY AND ACCOUNTS BHAWAN, UNIT-III,
KHARAVEL NAGAR, BHUBANESWAR,
Phone-0674-2391704, e-mail:dirlfaodisha@gmail.com

No_____ 8304 /DLFA   Dt._____ 7·7·14

DLFA-Estt-II(2)83/2014

To

    All District Audit Officers of Local Fund Audit.

Sub: - Job chart of Additional Audit Officer.

Sir/Madam,

    I am directed to say that, in the meantime six Audit Superintendents have been promoted to the rank of Additional Audit Officer and posted in different Audit Offices. A job chart of the Additional Audit Officer has been prepared and enclosed herewith for further action at your end. The concerned Additional Audit Officer may be directed to adhere to the said job chart meticulously and perform their duties accordingly. They may also be allowed to utilize the Govt. vehicle while on tour subject to availability of the same.

                      Yours faithfully,

                      Deputy Director 07/07/14

Memo No._____ 8305 //DLFA dt._ 7·7·14

    Copy along with a copy of the job chart forwarded to all the officers of this Directorate for information.

                      Deputy Director 07/07/14

Memo No._____ 8306 //DLFA dt._ 7·7·14

    Copy along with copy of the job chart forwarded to All the Additional Audit Officers for their information and guidance.

                      Deputy Director 07/07/14

Job Chart of Additional Audit Officer, LFA

1. Review of work of Auditors & Audit Superintendents in the field as well as in the office.

2. Review the quality of Audit Reports as assigned by the D.A.O.

3. To attend Entry & Exit Conference with the authorization of the D.A.O.

4. Monitor the Progress of the Annual Audit Programme.

5. Scrutiny of Audit Reports of bigger institutions.

6. To oversee the maintenance of the PDPR register.

7. To remain overall charge of Programme Section.

8. Maintenance of records & registers, monitoring and expediting the disposal of S.V.Rs and submission to concerned quarters as well as review of pendency of surcharge cases.

9. Should remain in-charge of the office in absence of the D.A.O.

10. Any other work as assigned by the D.A.O.