

DIRECTORATE OF LOCAL FUND AUDIT, ODISHA  
2<sup>ND</sup> FLOOR, TREASURY & ACCOUNTS BHAWAN,  
UNIT-III, KHARAVEL NAGAR, BHUBANESWAR

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No. 9295 /DLFA,  
DLFA(Prog)-XIV-Aud-13/2012

Date 25-7-14

From

Shri D.K. Parida,  
Deputy Director,  
Local Fund Audit, Odisha,

To

All District Audit Officers (L.F.A), Odisha

**Sub: Guidelines for improvement of the standard and quality of Audit Reports.**

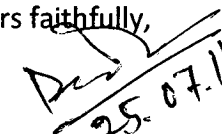
Madam/Sir,

In order to improve the style, standard and quality of the Audit Reports, I am directed to enclose herewith guidelines regarding drafting of audit reports as a supplement to the guidelines issued earlier vide Letter No.7651,DLFA,dt.19.06.2014 and Letter No.10758/DLFA, dt.27.07.2013, which should be followed while drafting of Audit Reports by the audit personnel of Local Fund Audit .

The above guidelines should be circulated among all Auditors and Audit superintendents with instructions to follow the same scrupulously. Further, you are directed to ensure observance of all the points of the guideline before approving the draft audit reports .


Encl: As above

Yours faithfully,

  
25.07.14  
Deputy Director

**Guidelines for improvement of the style, standard and quality of Audit Reports to be followed by Audit Personnel.**

- 1) The report should be concise, to the point and analytical in presentation.
- 2) Write shorter sentence i.e., within 15 to 20 words.
- 3) Language should be clearly understood and free from jargon.
- 4) Materials should be logically presented.
- 5) Report should be concentrated on the main issues and bear essential facts ; Peripheral aspect should be avoided.
- 6) Unnecessary information should be avoided.
- 7) Information should be correct and findings should be supported with evidence.
- 8) Report should contain all necessary information and answer all important questions.
- 9) Matter should not be reported on the basis of presumption & surmise.
- 10) Language should be moderate and non-provocative.
- 11) Report should reflect good performance of the audited organisation as well as criticism.
- 12) Views of the audited body should be properly reflected. Both side of the argument should be presented in the report.
- 13) Report should be constructive and contain recommendation for improvement rather than only pointing fault and weakness.
- 14) Writing should be free from error in grammar, spelling and punctuation.
- 15) Use active sentences whenever possible; overuse of passive cause unclear writing.
- 16) Do not provide unnecessary information. Only give essential facts relating to the issue.
- 17) Appendix should contain relevant material supporting the case.
- 18) Table, chart and diagram save lot of explanation. Provide simple and well laid out diagram when ever required.
- 19) Abbreviation should be kept in minimum. Avoid abbreviations which are likely to be unfamiliar to the reader.
- 20) Always use font size "14" in the text of the report and do not write in capital letter unnecessarily.

  
25.07.14  
DY. Director.