

DIRECTORATE OF LOCAL FUND AUDIT, ODISHA

Treasury & Accounts Bhawan, 2nd Floor

Unit-III, Kharavela Nagar, Bhubaneswar

Phone: 0674-2391704, Fax: 0674-2391703, e-mail: dir_lfaodisha@gmail.com

No- 2537 /DLFA,

Date. 20/05/2023

DLFA-PLAN-ALFA-009/2019

To

All the District Audit Officers &

Audit Officer, Bhubaneswar

Sub: - Operation of **Audit Intimation** module in ALFA

Sir/Madam,

With reference to the subject cited above, I am to intimate you that a module in ALFA has been developed to issue 'Audit Intimation Letter' online to the Local Authorities by the Lead Auditors of the Audit Parties. The concerned Local Authorities as well as the concerned Dist. Audit Officers can receive and view the Audit Intimation letter sent by the Auditors.

A user manual to operate this module has been prepared and enclosed herewith for ready reference of the users. Hence, you are requested to instruct your audit personnel to go through the user manual and use the module to send online audit intimation letters. Again, they may be instructed to inform the concerned local authorities to use this module to view and download the letter.

Encl: As Above

Yours faithfully

kech
18/5/23
JOINT DIRECTOR

Memo No. 2538 Dt. 20/05/2023

Copy to Programme Section of DLFA for information.

kech
18/5/23
JOINT DIRECTOR



DLFA-PLAN-ALFA-0009-2019/4/2023

User Manual for use of 'Audit Intimation' module in ALFA

As per Rule-3 of OLFA Rules, 1951, the Lead Auditor has to send Audit Intimation to the head of the Auditee Institution at least 15 days prior to the commencement of audit. Since, all the Auditee Institutions have been provided with user ID for log in access of ALFA, a module in ALFA has been developed to send audit intimation online to the local authorities.

AUDITOR'S LOG IN

Lead Auditor's ID- Go to My PLAN. Select Plan year.

You can see 'Manage Intimation' Link just below the 'Manage Special Report' Link against each allotted Institution.

My Plan

Plan Name 2022-2023-CUTTACK

Party Name :- VII Duration : - 02-05-2022 - 23-10-2022 Released

Sino	Institution	Type of Audit	Individual Mandays Consumed	Duration of Audit	Party	Role	Institution Audit Current Status	Activity	Entry Conference Date
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Party Name :- VII Duration : - 04-12-2022 - 30-04-2023

Sino	Institution	Type of Audit	Individual Mandays Consumed	Duration of Audit	Party	Role	Institution Audit Current Status	Activity	Entry Conference Date
1	Netaji Subash Memorial City College, Cuttack	GENERAL AUDIT	4	As Per Plan From : 02-05-2022 To : 13-05-2022 As Per Actual From : 14-09-2022	VII	Lead Auditor	Completed Manage Special Report Manage intimation	Diary	Add Entry Conference Date

37	Tigiria P.S.	GENERAL AUDIT	13.5	As Per Plan From : 30-11-2022 To : 05-01-2023 As Per Actual From : 05-12-2022 To : 09-02-2023	VII	Lead Auditor	Completed Special Report Submitted. Manage intimation	Diary	Add Entry Conference Date
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Then click on 'Manage Intimation' Link of the respective Institution audit of which is likely to be commenced within 15 days. Then a list of required documents will appear in a pop up page. Click on the boxes in 'Document Required' column against the records you need for verification.

Current Status :

Tigiria P.S. 2021-2022

Document Needed.

Sl No	List Records	Rule no of PSAP Rules	Form No	Document Required
1	P.L. Account	Rule 5(2)		<input type="checkbox"/>
2	Grant-in-Aid Register	Rule 5(4)	Form No.-I	<input type="checkbox"/>
3	Misc. Receipts	Rule 6(2)	Form No.-II	<input type="checkbox"/>
4	Receipts for taxes	Rule 6(3)	Form No.-III	<input type="checkbox"/>
5	Pass Books	Rule 7		<input type="checkbox"/>
6	Allotment Register	Rule 11	Form No.-IV	<input type="checkbox"/>
7	Bill Register	Rule 18(1)	Form No.-V	<input type="checkbox"/>
8	Order Book	Rule 18(3)	Form No.-VI or VII	<input type="checkbox"/>
9	Guard file for supply	Rule 18(4)		<input type="checkbox"/>
10	Guard file for paid vouchers	Rule 20		<input type="checkbox"/>
11	Permanent Advance Cash Book	Rule 21	Form No.-VIII	<input type="checkbox"/>
33	Register of Estimates	Rule 76(1)	Form No.-XXXII	<input type="checkbox"/>
34	Register of Administrative Approval	Rule 76(4)	Form No.-XXXIII	<input type="checkbox"/>
35	Measurement Books	Rule 80(1)	Form No.-XXXIV	<input type="checkbox"/>
36	Completion Certificate	Rule 80(1)	Form No.-XXXV	<input type="checkbox"/>
37	Stock Register of MBs	Rule 80(2)		<input type="checkbox"/>
38	Muster Roll	Rule 85(1)	Form No.-XXXVII & XXXVIII	<input type="checkbox"/>
39	T.A. Bill for members of the Samiti	Rule 88(b)	Form No.-XXXIX	<input type="checkbox"/>

MOVE CLOSE

Tentative Date Of Commencement : Tentative Date Of Completion :

Copy Submitted To Whom

Save

Put the tentative date of commencement and completion of audit below the list. Then put the designation of the authority other than Dist. Audit Officer to whom you want to send memo in the appropriate box and save the data.

Sr	Register of Estimates	Rule No. (1)	Form No. XXXX	
34	Register of Administrative Approval	Rule 76(4)	Form No.-XXXIII	<input checked="" type="checkbox"/>
35	Measurement Books	Rule 80(1)	Form No.-XXXIV	<input checked="" type="checkbox"/>
36	Completion Certificate	Rule 80(1)	Form No.-XXXV	<input checked="" type="checkbox"/>
37	Stock Register of MBs	Rule 80(2)		<input checked="" type="checkbox"/>
38	Muster Roll	Rule 85(1)	Form No.-XXXVII & XXXVIII	<input checked="" type="checkbox"/>
39	T.A. Bill for members of the Samiti	Rule 88(b)	Form No.-XXXIX	<input checked="" type="checkbox"/>

Tentative Date Of Commencement : 01-05-2023 Tentative Date Of Completion : 06-05-2023

Copy Submitted To Whom

BDO, TIGIRIA BLOCK

Save

See the Example above.

35	Measurement Books	Rule 80(1)	Form No.-XXXIV	<input checked="" type="checkbox"/>
36	Completion Certificate	Rule 80(1)	Form No.-XXXV	<input checked="" type="checkbox"/>
37	Stock Register of MBs	Rule 80(2)		<input checked="" type="checkbox"/>
38	Muster Roll	Rule 85(1)	Form No.-XXXVII & XXXVIII	<input checked="" type="checkbox"/>
39	T.A. Bill for members of the Samiti	Rule 88(b)	Form No.-XXXIX	<input checked="" type="checkbox"/>

Tentative Date Of Commencement : 01-05-2023 Tentative Date Of Completion : 06-05-2023

Copy Submitted To Whom

BDO, TIGIRIA BLOCK

[View Intimation Letter](#)

Submit Delete Letter

Then click on view Intimation Letter link. The letter along with the list of requisite records (as below) will appear in a pop up in pdf format. If it is OK, then close the pop up and submit the intimation letter. If any mistake is noticed, delete the letter and initiate again.



INTIMATION LETTER

13-05-2023 07:14:02

**OFFICE OF THE DISTRICT AUDIT OFFICER,
LOCAL FUND AUDIT,CUTTACK**
District Audit Office,LFA,SAMIKSHYA BHAWAN,SECTOR-2, Near Satichaura, CDA, CUTTACK
E-mail ID : daokatak@gmail.com; Phone No :

Camp L.No : 19,

Date : 13-05-2023

From : **NIRANJAN BEHERA - Lead Auditor**

To

The BDO, Tigiria P.S.

Sub : Audit Intimation.

Madam/Sir :

As required under Rule-3 of the Odisha Local Fund Rules,1951,notice is hereby given that the undersigned intends to commence Audit of the Accounts of **Tigiria P.S.** for the year(s) **2021-2022**, from Dt. 01-05-2023 .

Steps may, therefore, be taken for production of all books of accounts(list enclosed) with supporting vouchers and documents in respect of the receipts and expenditure during the aforesaid year(s) on and from the date noted above until close of audit which is likely by 06-05-2023.

Encl : List of Documents .

Yours faithfully,

Niranjan Behera - Lead Auditor
sravani Dash - Auditor

Party No. VII AAP 2022_2023

Memo No **19(1)** .

Date **13-05-2023**

Copy submitted to DISTRICT AUDIT OFFICER,CUTTACK for kind information and necessary action.

Niranjan Behera - Lead Auditor
sravani Dash - Auditor

Local Fund Audit, Cuttack

N.B :- This is a web-generated letter. No signature is required.

Encl :		List of Documents .	
Sino	List Records/Register	Rules	Form No
1	P.L. Account	Rule 5(2)	
2	Grant-in-Aid Register	Rule 5(4)	Form No.-I
3	Misc. Receipts	Rule 6(2)	Form No.-II
4	Receipts for taxes	Rule 6(3)	Form No.-III
5	Register of Administrative Approval	Rule 76(4)	Form No.-XXXIII
6	Measurement Books	Rule 80(1)	Form No.-XXXIV
7	Completion Certificate	Rule 80(1)	Form No.-XXXV
8	Stock Register of MBs	Rule 80(2)	
9	Muster Roll	Rule 85(1)	Form No.-XXXVII & XXXVIII
10	T.A. Bill for members of the Samiti	Rule 88(b)	Form No.-XXXIX

ଜିଲ୍ଲା ସମୀକ୍ଷା କାର୍ଯ୍ୟାଳୟ/ ସମୀକ୍ଷା କାର୍ଯ୍ୟାଳୟ (ସ୍ଥାନୀୟ ପାଣ୍ଠି ସମୀକ୍ଷା)

CUTTACK.(ଠିକଣା).District Audit Office,LFA,SAMIKSHYA BHAWAN,SECTOR-2, Near Satichaura, CDA,
CUTTACK

ପରିପତ୍ର ସଂଖ୍ୟା : 16

ତା 06-05-2023 ରିଖ

ପ୍ରାପ୍ତେଷୁ

ଶ୍ରୀଯୁକ୍ତ/ଶ୍ରୀଯୁକ୍ତା ସରପଞ୍ଚ

ଅନତପୁର ଗ୍ରା.ପ (ଗ୍ରାମ ପଞ୍ଚାୟତ)

Athagarh (ପଞ୍ଚାୟତ ସମିତି)

ବିଷୟ - ସମୀକ୍ଷା ସୂଚନା.

ମହାଶୟ/ମହାଶୟା,

ଏତଦ୍ୱାରା, ଓଡ଼ିଶା ସ୍ଥାନୀୟ ପାଣ୍ଠି ସମୀକ୍ଷା ନିୟମାବଳୀ-୧୯୫୧ର ନିୟମ ୩ ଅନୁଯାୟୀ, ଆପଣଙ୍କୁ ଜଣାଇଦିଆଯାଉଛି ଯେ, ନିମ୍ନ ସ୍ୱାକ୍ଷରକାରୀ ତା. 01-05-2023 ରୁ 2021-2022 ବର୍ଷ ନିମନ୍ତେ ଅନତପୁର ଗ୍ରା.ପ ର ହିସାବର ସମୀକ୍ଷା ଆରମ୍ଭ କରିବାକୁ ଇଚ୍ଛା କରୁଛନ୍ତି ।

ଅତଏବ, ଉପରୋକ୍ତ ଆର୍ଥିକ ବର୍ଷ (ଗୁଡ଼ିକ) ରେ ପରିଚାଳିତ ସମସ୍ତ ହିସାବ ବହି, ପ୍ରାପ୍ତି ଓ ବ୍ୟୟ ସଂପର୍କୀୟ ସମସ୍ତ ଭାରତର ଏବଂ ଅନ୍ୟାନ୍ୟ ଦସ୍ତାବିଜ (ସଂଲଗ୍ନ ତାଲିକା ପ୍ରକାରେ) ଦର୍ଶାଯାଇଥିବା ତାରିଖରେ ଏବଂ ସେହି ତାରିଖରୁ ସମୀକ୍ଷା ଶେଷ ହେବା ପର୍ଯ୍ୟନ୍ତ, ଯାହାକି ସମ୍ଭବତଃ ତା. 02-05-2023, ସମୀକ୍ଷା କୁ ଉପସ୍ଥାପନ କରାଯାଉ ।

ସଂଲଗ୍ନ: ନଥିପତ୍ର ତାଲିକା

ସମୀକ୍ଷକ

NIRANJAN BEHERA - Lead Auditor
SRAVANI DASH - Auditor

ସ୍ଥାନୀୟ ପାଣ୍ଠି ସମୀକ୍ଷା,କଟକ

ତା 06-05-2023 ରିଖ:

ପରିପତ୍ର ସଂଖ୍ୟା : 16(1)

ଏହାର ଏକକିତା ନକଲ, ଗୋଷ୍ଠୀ ଉନ୍ନୟନ ଅଧିକାରୀ,Athagarh ପଞ୍ଚାୟତ ସମିତି / ଜିଲ୍ଲାପାଳ, କଟକ ଙ୍କ ଅବଗତ ଏବଂ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ସମୀକ୍ଷକ

NIRANJAN BEHERA - Lead Auditor
SRAVANI DASH - Auditor

ସ୍ଥାନୀୟ ପାଣ୍ଠି ସମୀକ୍ଷା,କଟକ

ତା 06-05-2023 ରିଖ:

ପରିପତ୍ର ସଂଖ୍ୟା : 16(2)

ଏହାର ଏକକିତା ନକଲ, ଜିଲ୍ଲା ସମୀକ୍ଷା ଅଧିକାରୀ/ସମୀକ୍ଷା ଅଧିକାରୀ, କଟକ ଙ୍କ ଅବଗତ ଏବଂ କାର୍ଯ୍ୟାନୁଷ୍ଠାନ ନିମନ୍ତେ ପ୍ରେରଣ କରାଗଲା ।

ସମୀକ୍ଷକ

NIRANJAN BEHERA - Lead Auditor
SRAVANI DASH - Auditor

ସ୍ଥାନୀୟ ପାଣ୍ଠି ସମୀକ୍ଷା,କଟକ

ସଂଲଗ୍ନ: ନଥିପତ୍ର ତାଲିକା	
କ୍ର.ସଂ.	ଯାଞ୍ଚ କାଗଜାତର ବିବରଣୀ
1	ଗରୁ ଖର୍ଚ୍ଚ ରେଜିଷ୍ଟର (ଫର୍ମ ନଂ ୧)
2	ଅଗ୍ରାମ ରେଜିଷ୍ଟର (ଫର୍ମ ନଂ ୧୧)
3	ଦାବା ଆଦାୟ ରେଜିଷ୍ଟର (ଫର୍ମ ନଂ ୨୪,୨୫)
4	ଦରମା ବହି (ଫର୍ମ ନଂ ୩୦)

DAO's LOG IN

Click on 'Intimation Process' menu. Then click on 'View Intimation' link. Then select programme year, select party and select institution category. The list of institutions will appear. Then click on 'View Intimation Letter' link to see the intimation letter.

Compliance process
 Intimation process
 1)View Intimation

Annual Audit Programme: 2021-2022-CUTTACK ▾
 Select Party: VII ▾
 Select Institution Type: Panchayat Samiti ▾

Sl No	Plan For The Year / Team Name	Name Of The Institution	View intimation Letter
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Annual Audit Programme: 2022-2023-CUTTACK ▾
 Select Party: VII ▾
 Select Institution Type: Panchayat Samiti ▾

Sl No	Plan For The Year / Team Name	Name Of The Institution	View intimation Letter
1	2022-2023-CUTTACK / VII	Tigiria P.S. GENERAL AUDIT-	View Intimation Letter
2	2022-2023-CUTTACK / VII	Athagarh P.S. GENERAL AUDIT-	View Intimation Letter

Local Authority LOG IN

Click on 'Audit Intimation' menu. Then click on 'View Intimation' link. The list of institutions will appear. Then click on 'View Intimation Letter' link to see and download the intimation letter.

LOCAL FUND AUDIT ODISHA
Block Development Officer, Athagarh P.S. (User Id: ODP51157) - Saturday May 13, 2023

Profile | Audit Report | **Compliance** | Tutorial Video | Contact Us | Audit Requisition | Download Formats

- Profile
- Audit Report
- Compliance
- Tutorial Video
- Contact Us
- Audit Requisition
- Download Formats

Audit Intimation Letter

Sl No	Name Of The Institution & Year Of Account	Type Of Audit	View Intimation Letter
1 Manege plan ID:3459414	Athagarh P.S.- 2021-2022	GENERAL AUDIT	View Intimation Letter