

Through E-mail.

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

e-mail: dirifaodisha@gmail.com ; phone: 0674-2391704; Fax-0674-2391703

No.....5879...../DLFA,
DLFA(Prog)-XIV-Aud-41/2015

Date.....25-06-15.....

From

**Sri Ajay Kumar Das,
Director.**

To

**The Audit Officer(LFA), Bhubaneswar &
All District Audit Officers,(LFA), Odisha.**

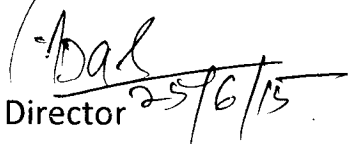
Sub: Assignment & Responsibility of Audit superintendents.

Sir,

In enclosing herewith the Assignments & Responsibilities of Audit superintendents, I am to say that on review of the approval position of Audit Reports, it was experienced that most of the audit reports were pending with the Reviewer(Audit Superintendents) for months together due to improper monitoring & supervision. In order to avoid heavy pendency in approval of audit reports at the end of the year, a minimum target has been fixed for the Audit Superintendents attached to District Audit Offices(Other than the superintendents engaged in field Audit). Basing on the pending position of surcharge cases and approval of audit reports at district level, extra allotment of works can be assigned.

You are therefore now instructed to distribute the works among the Audit Superintendents with reference to the assignments and responsibilities fixed by the Directorate to achieve the desired target. You are required to take up the review on the performance of the Auditors & Audit Superintendents by 10th of each month so as to reach the proceedings thereof at this level by 15th of the same month for taking further action.

Yours faithfully,


Director 25/6/15

Memo No.....5880...../DLFA,

Date.....25-06-15.....

Copy submitted all Officers of DLFA for information and necessary action..


Assistant Director

Memo No.....5881...../DLFA,

Date.....25-06-15.....

Copy submitted Establishment/Planning Section for information and necessary action..


Assistant Director

Memo No.....5882...../DLFA,

Date.....25-06-15.....

Copy submitted ALFA Portal for information and necessary action..


Assistant Director

**Assignments and Responsibility of Audit Superintendents attached to
District Audit Offices.**

1. To attend all files of Programme and Surcharge Section routed through him for submission to DAO along with the supervision of works of auditors attached to Programme and Surcharge Section.
2. To issue show cause notice, surcharge order & requisition to District Collector to recover the certified amount U/S-9(2)b,9(3) & 10(1) respectively of OLFA Act 1948 involving surchargeable amount upto Rs. 50,000/-: **30 Nos. per month.**
3. To verify the compliance on approved audit reports received from the audited institutions : **3 Nos. per month.**
4. To verify the replies to show cause notices received from the delinquents. : **10 Nos. per month.**
5. To conduct Spot Verification & submit Spot Verification Reports(SVRs) on the explanation of the delinquents/appellants of DLFA and District level. : **6 Nos. Per Month.**
6. To conduct Progress & Final Review of the Draft Audit Reports (DAR) in respect of accounts of P.S,ULB & Others.: **minimum 3 Nos. per month.**
7. To conduct Table Review of DARs (GPs under LFA, GPs under IPAI and Aided colleges by C.A Firms) : **20 Nos. per month.**
8. To attend any other works assigned by the DAO:
