

# DIRECTORATE OF LOCAL FUND AUDIT, ODISHA

TREASURY AND ACCOUNTS BHAWAN, UNIT-III,

KHARAVEL NAGAR, BHUBANESWAR,

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No. 6730 /DLFA, Dtd. 11.11.2022

DLFA-OE-MISE-0049-2022

## OFFICE ORDER

In pursuance of Government in Finance Department Notification No.9478/F dated 10.10.2022, & Letter No.25068/F dt.10.10.2022, the Job Chart of Assistant Audit Officer of this Directorate is hereby made as follows.

To monitor & supervise the following activities

1. Preparation of Annual Action plan of the Directorate.
2. Preparation of Annual Report of Local fund Audit.
3. Matters relating to modification of act & Rules of Local Fund Auditing amendment proposals, if required.
4. Preparation and updation of different modules in ALFA (Automation of Local Fund Audit) Application of Local Fund Audit.
5. Compilation of Circulars & Notifications relating to audit.
6. Issue of instructions and Guidelines on audit matters.
7. Impart training on different audit related activities in Local Fund Audit Organisation.
8. Annual Audit Programme of Local Fund Audit including its implementation by District Audit Offices.
9. Audit of Aided Colleges by CA Firms.
10. Online audit of PRIs including online audit of GPs by CA Firms in Audit Online Application of MoPR.
11. Audit of arrear accounts of Grama Panchayats by IPAI.
12. Matters relating to D.L.A.S & M.C and S.L.M.C meetings.
13. Review of MPRs of District Audit Offices in different audit and surcharge related activities along with furnishing of MPRs of DLFA to the office of the Accountant General, Odisha.

14. Compliance of the A.G. Inspection Reports relating to audit activities.
15. Files relating to Tour programmes of District Audit Officers.
16. Scrutiny of the Special Reports submitted by the District Audit Officers.
17. Online Compliance of the Audit Reports submitted by Local Authorities of Audited Institutions.
18. Conduct of Special Audit of Panchayati Raj Institutions, Urban Local Bodies, Educational Institutions and Non-Statutory institutions.
19. Scrutiny of Draft Special Audit Reports submitted for approval of the Examiner of Local Accounts.
20. Special audit of institutions other than those under LFA purview, conducted on recommendation of the Govt.
21. Disposal of surcharge cases initiated u/s 9(2) of OLFA Act, 1948 at DLFA Level along with scrutiny and examination of the Spot Verification Reports (SVRs) relating to those cases.
22. Disposal of Surcharge cases u/s 9(3) of OLFA Act, 1948 at DLFA level along with scrutiny and examination of the Spot Verifications Reports (SVRs) relating to those cases.
23. Issue of Intimation letter to Collectors u/s of OLFA Act, 1948.
24. Monitoring and supervision of surcharge activities in Dist. Audit Offices.
25. Supervision of work of dealing auditors of appeal cases preferred under OLFA Act, 1948 before Appellate Authorities at Govt. level, i.e. Minister, H&UD, Development Commissioner, Principal Secretary, finance.
26. Supervision of work of dealing auditors of appeal cases preferred under OLFA Act, 1948 before Appellate Authorities at DLFA level, i.e. Examiner of Local Accounts-cum-Director, Deputy Examiner of Local Accounts-Cum-Additional Director, Deputy Examiner of Local Accounts-cum-Joint Director, Deputy Examiner of Local Accounts-Cum-Deputy Director.
27. Checking of Pay Fixation Statements under ORSP Rules of employees of Urban Local Bodies.
28. Checking of Pension papers of retired LFS employees of Urban Local Bodies.
29. Quality Review of Draft Audit Reports of bigger institutions.
30. Digitisation of files relating to Surcharge and Appeal cases at DLFA Level.

31. Integration of OSWAS application with ALFA.

Besides the above, the Asst. Audit Officers shall also be entrusted with following assignments at DLFA.

(i) Impart training to field audit personnel on different modules of ALFA and on different aspects of audit.

(ii) Conduct inspection of audit camps.


(iii) Assist the Director, Additional Director, Joint Director, Deputy Director and Assistant Director in inspection of Dist. Audit Offices.

(iv) Perform any other work assigned by the Director, Local Fund Audit as and when required.

  
20.10.22  
Director

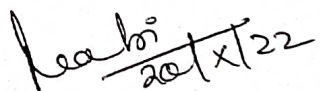
Memo No. 6731 /DLFA, Dt. 11-11-2022

Copy forwarded to all Officers of this Directorate for information and necessary action.

  
20/11/22  
Joint Director

Memo No. 6732 /DLFA, Dt. 11-11-2022

Copy to ALFA Section/Surcharge Section/Programme Section for information and necessary action.

  
20/11/22  
Joint Director