

**DIRECTORATE OF LOCAL FUND AUDIT, ODISHA**  
TREASURY & ACCOUNTS BHAWAN, 2<sup>nd</sup> FLOOR,  
UNIT-III, KHARAVELA NAGAR, BHUBANESWAR  
Phone: 0674-2391704, e-mail: dirlfaodisha@gmail.com.

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No.-DLFA-XIX-AUD-20/2013- 16695 /DLFA,

Date 31/X/13 /

From

Shri D.K. Parida,  
D-E-cum-Deputy Director.

To

All District Audit Officers,  
Local Fund Audit.

Sub.: Non-submission of Tour Reports in ALFA.

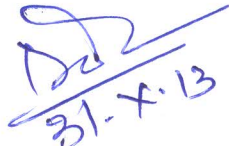
Ref.: This Directorate letter No.-6442/DLFA, Dt.10.06.2013.

Madam/Sir,

In inviting a reference to the letter and the subject captioned above, I am directed to say that in a number of cases, Tour Reports have not been submitted on line by the respective District Audit Officers in spite of several instructions issued from this Directorate to do so. Further, it is noticed from the Tour Reports submitted by the DAOs that the said reports contain very little information on the actual and purposeful work done during the tour. Hence, you are instructed to include few lines regarding the progress of audit of the institution visited and steps taken for timely production of records, tackling of other problems faced during course of audit and completion of audit.

You are once again reminded to visit your *Tour Programme* Screen and upload your Tour Reports immediately for further action. Tour Particulars submitted for approval, in respect of which on line Tour Reports are wanting, will not be considered for approval.

Yours faithfully,

  
31-X-13  
**Deputy Director,  
Local Fund Audit**