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DIRECTORATE OF LOCAL FUND AUDIT,  
2<sup>ND</sup> FLOOR, TREASURY AND ACCOUNTS BHAWAN,  
UNIT-III, KHARAVELA NAGAR, BHUBANESWAR  
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No.....13814...../DLFA  
DLFA(Prog)-XIV-Aud-13/2012

Date.....01.12.14.....

From

Sri B.B. Panigrahi,  
Deputy Director

To

All District Audit Officers,  
Local Fund Audit, Odisha.

Sub: Form of Surcharge Verification Reports---regarding.

Madam/Sir,

In inviting a reference to the captioned subject, I am directed to say that while submitting the Spot Verification Reports relating to surcharge and appeal cases to the Headquarter, the following instructions should be followed scrupulously.

- i) When rejecting or accepting the compliance of the delinquent officer in respect of each para, the reviewing officer should clearly mention why the compliance is rejected or accepted instead of giving vague comments in the SVR like "compliance is not acceptable and hence para stands" or "compliance is correct, hence para dropped".
- ii) The DAO should give his/her own comments against each para in the appropriate column before signing the Spot Verification Report.
- iii) The SVRs should be signed by both, the verifying Officer and the District Audit Officer.
- iv) All the continuation sheets should also be signed at least by initials by both, the reviewing officer and the DAO.
- v) The original verified SVRs should be ink-signed and submitted to the Directorate along with the original memo issued by the verifying officer to the local authority concerned for taking further action and a photo copy of the same may be retained in the District Audit Office for reference.

If any deviation from the above instructions is noticed, the DAO concerned will be held responsible.

Yours faithfully,

Deputy Director

Memo No.....13815...../DLFA,

Date.....01.12.14.....

Copy forwarded to all Officers, DLFA/all auditors(surcharge and appeal seats)/Programme section for information.

Deputy Director