

**MINUTES OF THE REVIEW MEETING OF DAOs on Video Conferencing held on  
Dt.30.10.2017 at 11 A.M.**

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Director reviewed the performance of the DAOs for the month of September 2017 on various activities as per agenda on video conferencing. All the DAOs and Officials of the Directorate actively participated in the discussion.

**1. Progress and Coverage of audit by the Auditors, LFA during the Annual Audit programme 2017-18 and Approval of DAR there in:-**

The Director reviewed district wise status of the audit coverage of AAP 2017-18 and progress of the audit there on and discussed with the DAOs concerned on the said aspects. Director congratulated DAO Jharsuguda ,Rayagada ,Dhenkanal Nuapada and Bhadrak for their performance on audit coverage which is 50% or above. Director expressed his dissatisfaction and concern on the performance of DAO Balasore , Bargarh, Bolangir, Gajapati, Keonjhar, Boudh, Nawarangapur and Sundargarh where percentage of coverage was below 40%. Director asked the DAOs concerned about their poor coverage and their strategy to improve the coverage in the coming month. DAOs concerned said that shortage of Auditors and late joining of Auditors on transfer and taking up audit of bigger institutions in first quarter were the primary reasons for low coverage. DAO Sambalpur said that he took the charge of DAO Bargarh during September and could not concentrate on Audit Coverage. In the coming month the achievement would be more. DAO Bolangir , Sundargarh and Balasore were instructed to work hard to improve the audit coverage upto 50% in the coming month. All the DAOs were instructed to enhance the coverage in audit in the succeeding months. The coverage of the audit of the districts where the Officers were in dual charge is not satisfactory. Director advised those DAOs to make frequent visit to the concerned districts and ensure better performance of the Audit Personnel. The Audit Superintendents of the concerned Offices were also instructed to look after the performance of Auditors as the Officers are in dual charge. Director also asked all the DAOs about other activities of their office and regarding any disobedience and indiscipline of the staff. DAO Keonjhar & DAO Khurdha said that they were facing problem on account of the non cooperation of the Audit Superintendents i.e Sri B.K.Das ( DAO Keonjhar )and Sri B.Sarangi(DAO Khurdha) Director instructed the DAO to call for explanation from the erring officials with intimation to the Directorate for disciplinary action.

**Approval:-**

Till the very day of the review meeting, though audit had been completed in 2670 numbers of institutions, 1345 nos. of audit reports got approved by DAOs which is around 50%. In districts like Khurdha, Keonjhar & Nawarangapur, Phulbani, Puri & Gajapati the approval status is below 40%. DAOs concerned said that in most of the districts one Audit Superintendent is working in Office and whenever necessary the Audit Superintendent is also deputed for field audit to achieve the target. DAOs expressed their difficulties in managing the Office i.e. in approval of the audit reports with one Audit Superintendent. Director instructed the DAOs to manage the situation with the existing staff, so that approval of reports can be done to the maximum. However, all the DAOs assured and promised that they would improve the performance on approval during the coming month.

(Action: All DAOs)

**2. Performance of Audit Superintendents during the month of September 2017:-**

On reviewing the performance of the Audit Superintendents, it was observed that the performance of P. Behera (AO Bhubaneswar), P. Mallick, (DAO Ganjam) and B. Singh (DAO Sundargarh) was poor with regards to surcharge disposal. J. Marandi of DAO Sundargarh is on leave since 4th September '17. The DAO Sundargarh was instructed to contact the Audit Superintendent and ascertain whether the leave was taken on genuine ground. Director instructed all the Audit Superintendents to work hard to achieve 100% coverage of the AAP 2017-18.

DAO Cuttack said that audit work was hampered to some extent due to engagement of the Audit personnel in pay fixation and pension of the Staff of Urban Local Bodies. DAO Puri said that we have to verify the Pay fixation and Pension of the LFS employees and not of non LFS employees. But the ULBs are sending the pay fixation and pension papers of all the employees. Director entrusted the responsibility on both the DAOs to find out the provisions in Act and Rule on the aforesaid matter and submit a draft report to this Directorate for further course of action.

(Action: DAO Sundargarh, Cuttack & Puri)

### **3. Status of Initiation and Disposal of Surcharge Proceedings:**

There were huge number of surcharge cases pending at the stage of show cause notice U/S 9(2)(b) awaiting for further action. In all districts large number of show cause notices are remaining unserved. The disposal of the cases is not appreciable in comparison to the pendency in most of the districts. The Director advised all the DAOs to lay much stress on the surcharge activities and expressed his concern over the service of the show cause notices and surcharge orders. DAO Cuttack, Ganjam, Jagatsinghpur, Bolangir, Jajpur, Keonjhar, Khurdha , Balasore , Puri and Audit Officer, Bhubaneswar were instructed to verify the surcharge records and intimate the correct position of pending surcharge action to the DLFA. The pending show cause notices and surcharge orders awaiting for service are to be segregated as per the year of pendency from the current year i.e within a year, more than 2 years, more than 3 years and more than 5 years and submit a report there on to this Directorate. In the last review meeting DAO Koraput, Khurdha, Sambalpur, Sundargarh , Gajapati, Keonjhar and Audit Officer Bhubaneswar were instructed to submit their reply and action taken over the cases which were transmitted to their level from the Directorate for service. The reply of the aforesaid DAOs was not satisfactory. They were instructed to complete the service process and intimate the Directorate accordingly. Director said that a separate review will be taken in case of Audit Office Bhubaneswar in this regard.

### **4. Any Other Matter with Permission of the chair:**

Director said that very often it was found that the Land Line telephone connection of the DAOs were found either inactive or unattended. All the DAOs were instructed to keep their land line connection active and they should also contact the Directorate immediately over telephone regarding their problems. The DAOs should have clear cut plan to achieve better goal in the coming months. On discussion in regards to the Office Building of the different Offices, Director instructed DAO Jharsuguda to contact with the Tahsildar regarding land acquisition .The DAO Angul was instructed to contact with the CCT Angul for their existing DCCT building is to be shifted to the newly constructed building, so that steps can be taken to get their old building for District Audit Office. The DAO, Boudh apprised for supply of a Xerox machine. In -Charge DAO Nawaranagpur requested the Director for posting of one Data Entry Operator in the said office.

DAO Cuttack also requested for a computer technician to take care of the computer laboratory of the office. Director instructed DAO Boudh to send quotations, so that funds can be placed for purchase of a Xerox machine by the DAO. Regarding appointment of DEO, Government will be moved for creation of post. DAO Cuttack was instructed to submit proposal to the Directorate for annual maintenance of the computer laboratory and presently make a local arrangement to sort out the problem.

DAO Puri requested the Director to make provision to upload Special Audit Reports , weekly diaries of the Audit Team during special audit , objection memos etc in ALFA portal. Director assured that the matter will be discussed with the Planning Section and Technical Director, NIC and whatever possible steps will be taken soon.

( Action: DAOs Concerned, Planning Section)

**General Remark:**

All the DAOs were advised to look into the matters discussed in Video Conference especially on audit coverage and surcharge disposal and take effective steps to improve their performance.

(Action: All DAOs)

The meeting ended with vote of thanks to the Chair.

  
Director

Through E-Mail

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

Memo No. 10335 /DLFA

Dt. 08.11.17

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Copy forwarded to P.S. to Special Secretary, Finance (LFA Branch )  
Department for kind information of Special Secretary, Finance (LFA Branch ).

  
Joint Director

Memo No. 10336 /DLFA

Dt. 08.11.17

Copy forwarded to Audit Officer, Bhubaneswar and all District Audit Officers,  
Local Fund Audit , Odisha for information and necessary action.

  
Joint Director

Memo No. 10337 /DLFA

Dt. 08.11.17

Copy forwarded to all Officers, DLFA/All Audit Superintendents/  
Estt.Section/ Technical Director, NIC, Auditor In Charge ALFA / Planning Section  
/M.Pahi ,Ar. to verify and take follow up action on surcharge & SVR matter/ O.S.D.  
to Director for information and necessary action.

  
Joint Director