

**DIRECTORATE OF LOCAL FUND AUDIT, ODISHA**

TREASURY & ACCOUNTS BHAWAN, 2<sup>ND</sup> FLOOR

KHARAVEL NAGAR, UNIT-III, BHUBANESWAR

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No.....1884..... /DLFA  
DLFA-PRG-MISE-0001-2022

Date.....05.05.2022

To

All District Audit Officers, LFA &  
Audit Officer, LFA, Bhubaneswar

Sub:- Job-Chart for the re-engaged retired Audit personnel posted in District  
Offices.

Madam/ Sir,

I am directed to send herewith a tentative Job-Chart for the re-engaged retired Audit personnel posted in different District Offices for your information and necessary action. The copy of the Job-Chart may be circulated among each of the re-engaged employees appointed vide DLFA Order No. 1646/Dt. 20.04.2022 for their information and necessary action.

Yours faithfully,

11/1/05.5.22  
Joint Director

Memo No. 1885 //DLFA., Dt. 05.05.2022

Copy forwarded to the Additional Secretary (LFA), Finance Department for information.

11/1/05.5.22  
Joint Director

Memo No. 1886 //DLFA., Dt. 05.05.2022

Copy forwarded to the Additional Director / All Officers/ OSD to Director of this Directorate for information.

11/1/05.5.22  
Joint Director

Memo No. 1887 //DLFA., Dt. 05.05.2022

Copy forwarded to All Sections of DLFA for information and necessary action.

11/5/22  
05.5.22  
Joint Director

Memo No. 1888 //DLFA., Dt. 05.05.2022

Copy forwarded to B. Mishra, Sr. Scientist, NIC (ALFA I/c) / Sri S.K. Dash, Admin. ALFA for information and necessary action.

Sri S.K. Dash, Admin. ALFA is requested to create ID & passwords of the re-engaged retired employees obtaining their personal profile from the Establishment Section and intimate all concerned.

11/5/22  
05.5.22  
Joint Director

## **Job Chart for the Retired Employees posted in District Audit Offices under Re-engagement Scheme**

1. Checking of Pay Fixation proposals, Pension Papers of retired LFS Cadre Employees received from PD, DRDA & PD, DUDA under LFS Pension Rules 1980.
2. Review of DARs of LFA, CA Firm, IPAI and Audit Online Reports as would be assigned by the DAOs (minimum 10 GPs in a Month along with other category of Institutions).
3. Scrutiny of Audit Report before initiation of Surcharge Proceedings and endorse corrigendum proposals, if required.
4. Endorse fit cases to the DAOs for issue of Surcharge Notice under Sec 9(2) (b) and issue of Surcharge Order under Sec 9(3).
5. Verify the Compliances received against Surcharge Notice under Sec 9(2) (b) and 9(3) and submit Spot Verification Reports (SVRs) thereon.
6. Verify the Present Position of Recovery (PPR) and submit reports thereon as would be assigned by DAO.
7. Verify the Misappropriation reports submitted by Auditor/ Audit Superintendent on detected misappropriation/ loss of stock & store and submit the reports as would be assigned by DAO.
8. Conduct Entry/ Exit Conferences for the Institutions as would be assigned by DAO.
- 9: Verification of compliance of Audit Reports submitted by the Local Authority for settlement of Audit Paras.
10. Compilation of information from Audit Reports for Annual Report as assigned by the DAO.
11. Any Other Audit related works assigned by the DAO from time to time.

The DAOs shall assign the work to the re-engaged employees by 25<sup>th</sup> of each preceding month as target for succeeding month and ensure their achievements to optimum level. The re-engaged retired employees are to submit their Monthly Performance Appraisal Report (MPAR) to their respective DAOs by 10<sup>th</sup> of each succeeding month and the same should be submitted by the DAOs to DLFA by 15<sup>th</sup> of each succeeding month.

The Re-engaged employees should be meticulous and sincere to their assignments and should not indulge in any such activities which would be detrimental to the organization.