

**Review of Work Plan for 2013-14 in respect of LFA Organisation
by Additional Chief Secretary (Finance)
on 25.04.2014 at 10.30A.M in Finance Department Conference Hall.**

1. The review meeting on Work Plan for 2013-14 & proposed Work Plan of 2014-15 of the Local Fund Audit Organisation was held under the Chairmanship of Additional Chief Secretary (Finance).
2. The Director of Local Fund Audit explained the status of each activity/task in detail and activities to be taken up in the Work Plan of 2014-15. The Special Secretaries and other officers of Finance Department participated in the discussion.
3. Additional Chief Secretary (Finance) indicated the Revised Timelines and Action Points for completion of each activity/task which could not be completed during 2013-14.
4. The minutes of the review of the Work Plan of 2013-14 is enclosed.
5. Work Plan for 2014-15 may be revised as per the decision taken in the meeting and submitted to Finance Department within 7 days in the format enclosed.
6. The meeting ended with thanks to the Chair.

Review of Work Plan of Local Fund Audit for 2013-14 by ACS (Finance) held on 25.04.2014

Sl. No.	Subject	Task / Activity	Timeline for Implementation/ Revised timeline	Status	Remark/Action Points
1	Accounts Review of Aided Colleges	<ul style="list-style-type: none"> Orientation to Registered Chartered Accountant Firms for Accounts Review. Commencement of Accounts Review of Aided Colleges by Chartered Accountant Firms Preparation of accounts Software and Handbook for Aided Colleges & Government Colleges. 	<p>Original – 15th -17th / April, 2013</p> <p>Original – May, 2013</p> <p>Original – 31st July, 2013 Revised – 31st October, 2013</p>	<ul style="list-style-type: none"> The Orientation Programme was conducted as per schedule. 234 out of 327 empanelled CA Firms attended the Orientation Programme. Out of the 453 total aided colleges, requisition for 353 colleges received. Out of this Accounts review of 282 colleges done and reports in case of 186 colleges have been issued. Could not be completed within the time line. Proposed to be completed by July, 2014. 	<p>Action Points-</p> <p>i) Reports of the balance aided colleges to be issued by end of May, 2014.</p> <p>ii) Audit of all GIA educational institutions to be done in consultation with Higher Education Department. (Action: Director LFA)</p> <p>Action Point:</p> <p>i) Mile stone for Software development to be finalized in consultation with OMEGA within 7 days,</p> <p>ii) Hand book for Government aided Colleges & Government Colleges to be finalized with the concurrence of the Higher Education Department by end of May, 2014. Entire process to be completed within 31st July, 2014. Action: Director LFA</p>

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2	Automation of LFA & other Activities.	<ul style="list-style-type: none"> Accounts Training for Aided Colleges in MDRAFM. ALFA training to Gram Panchayat Audit personnel on automation of Gram Panchayat Wing. Online Submission of Zilla Parishad Audit Reports. Online submission of Gram Panchayat Audit reports. Commencement of Annual Programme for the year 2013-14 	<ul style="list-style-type: none"> Original – 31st December, 2013 Revised – 31st October 2013 Original-23rd to 25th April 2013 Revised – 31st October, 2013 (for 2nd phase training) 20th May 2013 15th June 2013 1st May 2013 	<ul style="list-style-type: none"> Completed Completed Completed. 80% of the Audit units are covered & balance 20% has been included in the Annual Programme for the year 2014-15. 	<ul style="list-style-type: none"> Could not be completed within the time line. Proposed to be completed by July, 2014. Action Point- Training to be completed within 31st July, 2014. (Action: Director LFA) Action Point- Remaining 20% arrear audit of 2013-14 to be included in the Annual Programme for the year 2014-15 & the audit work may be assigned to IPAI Auditors & current years audit work is to be done by the LFA. Annual Audit Programme 2014-15 to be submitted to the Finance Department within 15 days. (Action: Director LFA)

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		<ul style="list-style-type: none"> • Compilation of Annual Reports of the LFA Organization for 2011-12. • Compilation of Annual Reports of the LFA Organization for 2012-13. • Submission of Annual Report to Finance Department with ATIR of AG, Odisha. 	<p>Original-31st May 2013 Revised- 31st August 2013</p> <p>Original-31st August 2013 Revised-30th September - 2013</p> <p>30th September 2013</p>	<p>Completed</p> <p>Completed</p>	<ul style="list-style-type: none"> • Remarks-Work relating to LFA is complete & sent to AG(O).AG (O) has not yet prepared the ATIR.
3	Establishment	<ul style="list-style-type: none"> • Creation of new District Audit Offices. • Training and Conference facility of LFA organization in the District Audit Office, Cuttack. 	<p>30th September 2013</p> <p>Original 30th June 2013 Revised -July, 2013</p>	<ul style="list-style-type: none"> • Completed. 	
4	Local Fund Audit Act and Rule	<ul style="list-style-type: none"> • Approval of cabinet on Draft Local Fund Audit Bill, 2013 • Framing of the Corresponding Rules. 	<p>31st December 2013</p> <p>February-2014</p>	<ul style="list-style-type: none"> • The draft Bill submitted to Finance department is now pending for vetting in Government level. 	<ul style="list-style-type: none"> • Action Point: Amendment relating LFA Act & Rule to be finalized at an early date.(Action: Finance Department and Director LFA).

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5	Local Fund Audit Manual	<ul style="list-style-type: none"> Preparation of Audit manual. 	October-2013	<ul style="list-style-type: none"> Could not be completed within the time line. 	<ul style="list-style-type: none"> Action Point- To be completed by end of May, 2014. (Action: Director LFA)
6	Review of Surcharge/ Recovery.	<ul style="list-style-type: none"> Review of Surcharge/ Recovery by LFA during last 10 years to indicate the actual collection against the demand. 	December-2013	<ul style="list-style-type: none"> Status report submitted by the Director, LFA in the meeting. 	<ul style="list-style-type: none"> Action Point-Statement indicating number of cases settled and amount of recovery made to be prepared & submitted to Finance Department. (Action: Director LFA)

Work Plan For 2014-15

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