

**GOVERNMENT OF ODISHA**  
**FINANCE DEPARTMENT**  
\*\*\*

No. **23930**/F.,  
FIN-AA-CAG-0001-2020

Date: **31.08.2021**

**OFFICE MEMORANDUM**

**Sub: Time bound compliance on Inspection Reports, Draft Audit Notes, Drafts Audit para, C&AG Para, ATN on recommendations of Public Accounts Committee & COPU (Committee on Public Sector Undertaking), submission of UCs and AC/DC Bills.**

Ref: F.D.O.M. No.17909/F,dtd.22.06.2016.

1. Audit is a part of Good Governance. The Government of Odisha has been emphasizing 5T charter of performance in every sphere of work. Instructions have been issued by the Finance Department time and again for timely compliance to inspection Reports (IR), Draft Audit Notes (DAN), Draft Audit Para (DAP), C & AG Para, recommendations of Public Account Committee (PAC) & Committee on Public Undertaking (COPU). It has come to the notice of Finance Department that, the guidelines and instructions issued from time to time are not being followed properly, as a result pendency is piling up for compliance by different departments/entities. It has also been brought to the notice of Finance Department that, even first reply to AG's IRs/Paras are not being furnished in due time thereby they are being converted to Draft Paragraphs . Besides due to non submission of compliance within the stipulated time these draft paragraphs are being incorporated to C & AG Report and later on the secretaries of the administrative Departments are required to appear in person before Hon'ble PAC to give evidence . Therefore, it is now felt necessary to refresh the memories of the authorities concerned regarding their role and responsibility and the time line for submission of compliance as noted in the table placed below. (List of pending C&AG Paras and ATNs on PAC Recommendations enclosed at Annexure-I [Noting-11/List of Dept wise CAG Para-2020 \(4\).xlsx](#))

2.

<b>Types of Audit Observation</b>	<b>Time limit for Compliance</b>	<b>Officer Authorised For compliance</b>	<b>To whom compliance is to be given</b>
Inspection Reports	One month	Head of Office/ Public Sector Undertakings	Accountant General through Heads of Department/ Controlling Officer.
Draft Audit Note	Four weeks from the date of receipt of DAN.	Heads of Department/ Administrative Department	Accountant General Concerned.
Draft Audit Para	Four weeks from the Date of receipt of DAP.	Administrative Department	Accountant General Concerned.
Action Taken Report On C&AG para	Three months from the date of laying of the report in the Assembly	Administrative Department	Public Accounts Committee(PAC)/ Committee on public Undertakings (COPU)
ATN on PAC Recommendation	Four months from the date of laying of the report in the Assembly.	Administrative Department	Public Account Committee/ Committee on public Undertaking

3. Utilisation Certificate :-

- a. As per rule 173 of Odisha General Financial Rules (OGFR), UCs in respect of Grant-in-Aid (GIA) provided for specific purposes, should be obtained by the departmental officers from grantees and forwarded to PAG (A&E) by 30 June of the succeeding year of expenditure to ensure that the fund have been utilised for intended purposes.
- b. For submission of Utilisation Certificates against the Grants sanctioned, Finance Department has issued detailed guideline in FDOM No.21241 dt.17.07.2014, prescribing therein the time line for submission of UCs.
- c. As per the provisions of the above mentioned OM, Utilisation Certificates against Grants Sanctioned up to the year ending 2020-2021 is now due for submission. (List of outstanding UCs as on May, 2021 enclosed at Annexure-II [Noting-6 FIN-UC-YEARWISE-MAY'Page1](#))

4. AC/DC Bills:- As per Rule provided in Odisha Treasury Code, DC Bills are required to be submitted within one month from the date of drawal of AC Bills. (List of outstanding DC Bills as on May, 2021 enclosed at Annexure-III [Noting-6 FIN-ACDC-DEPTT-MAY'Page1](#) .

**5. Role and Responsibilities : Basically, the responsibilities for compliance of the audit objections and settlement of other points raised by audit devolves upon the DDO, Head of Office and Controlling Authorities as indicated below:**

(a) Role and Responsibilities of DDO/ Head of Office/ Public Sector Undertaking:-

- (i) To ensure submission of reply to each of IR para within timeline receipt with the approval of Heads of Department/ Controlling Officer. In case, final reply to certain paras could not be furnished within this timeline, then 1<sup>st</sup> reply must be sent to AG(O) with the approval of Heads of Department/Controlling Officer without delay. In no case any IR para shall be left un-attended without furnishing 1<sup>st</sup> reply/interim reply to AG(O). **Since "Odisha Central Audit Management Portal" (OCAMP) has been made operational, the compliance to IR paras should be sent online using OCAMP applications.**
- (ii) To take action for rectification of defects, omissions or lapses etc. pointed out in Audit and ensure that it is not repeated in future.

(b) Role and Responsibilities of Heads of Department / Controlling Officer:-

- (i) Approval of the reply to IR Para received from Head of Offices /Public Section Undertakings and onward submission of the same to AG, Odisha.
- (ii) Submission of compliance to Draft Audit Note within the prescribed time limit and to provide material for compliance of Draft Audit Para and C&AG Para as well as to maintain confidentiality on Draft Audit Note/Draft Audit Para.
- (iii) Arrange for Triangular committee meetings through the Accounts Officer/DDO concerned for Settlement of IR para.

(c) Role and Responsibilities of Administrative Department :-

- (i) Under Rule 11 of the "Rules of procedure (Internal working) of the Public Accounts Committee", the Secretaries to the Government and such other Officers as may be called by the Committee to give evidence before shall appear in person. If they are unable to attend in person for unavoidable reasons, they will depute their representatives with the permission of the Chairman of the PAC.
- (ii) Submission of compliance to Draft Audit Note, Draft Audit Para, C&AG Para, ATN on the recommendations of PAC/ recommendations of COPU (Committee on Public Sector Undertakings) within the prescribed time limit and to maintain confidentiality on the Draft Audit Note/Draft Audit Para.
- (iii) To ensure that statements and other documents submitted to the Public Accounts Committee are duly authenticated by the Secretary of the Administrative Department
- (iv) To Convene Departmental Monitoring Committee meeting in each month to review the progress of compliance and pending position of Draft Audit Note, Draft Audit Para, C&AG Para, ATN on the recommendations of PAC / recommendations of COPU etc.
- (v) To review the functioning of Triangular Committee and to ensure that the T.C meetings are convened in a regular intervals and expedite settlement of IR pars through the FA's/AFA's.

**6. Implementation of Odisha Central Audit Management Portal (OCAMP) for Audit Tracking :** The IT Based Audit Management System i.e. OCAMP has been made operational to facilitate the authorities of the departments of Government, Heads of Deptt. And Finance Department to Monitor online submission of compliance to IR Para and take timely action on Audit Observations vide F.D.O.M.No.14121 dtd.29.04.2014. The Departments of the Government have been advised to furnish compliances to IR paras using OCAMP and the AG., Odisha have also been requested to upload all IRs paras in OCAMP for better management and Tracking of the pending position of the Audit Observations.

All the Authorities concerned are required to take appropriate action accordingly for submission of compliance to different types of Audit Observations, as per the time limit fixed for the same.

**This may be brought to the notice of all concerned authorities under Administrative Department / Public Sector Undertakings.**

Sd/-

**Principal Secretary to Government**