

FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. 16794—Codes-30/91-F.

The 19th April 1991

Subject—Fixation of Monetary limit for Khadi towels

In Finance Department Office Memorandum No. 10031-F., dated the 1st March, 1986 the monetary limit for purchase of Khadi Towels to be supplied to the Gazetted Officers in the Secretariat was last fixed at the rate of Rs. 20 each including all taxes. Due to rise in the price of Khadi the current monetary ceiling is considered inadequate.

2. After careful consideration Government have been pleased to enhance the monetary limit from Rs. 20 to Rs. 35 (Rupees thirty-five only) each including all taxes for purchase of Khadi Towels in the Departments of Government to facilitate the supply of the same to the Gazetted Officers in the Secretariat.

3. Towels may be supplied to the Officers at the rate of one each every year. The Department should avail of the rebate admissible on Khadi.

4. This order shall take effect from the date of issue.

N. R. DUBEY

Additional Secretary to Government

FINANCE DEPARTMENT

No. 3097(13)—XVI-A-18/91-F.

The 14th May 1991

From

Shri B. B. Mohanty
D. E.-cum-Deputy Secretary to Government.

To

All District Audit Officers

Subject—Allocation of extra days for audit of accounts relating to Test Relief/Crash and Grain for works programme.

Sir,

In supersession of this Department Circular No. 6431-L.F.A., dated the 10th October 1979 in connection with grant of extra days for audit of different institutions, I am directed to say that the following procedure may please be followed henceforward for allocation of extra days, over and above the normal days allotted in the approved annual programme for audit of an institution.

(1) While considering to grant extra days, the volume and variety of transactions like number of vouchers, nature of transactions and the manner of accounting system should be the guideline and not the quantum of receipts and expenditure incurred as considered previously.

(2) Proposal for extension of time should be furnished by the Auditors in charge of the party within a week of the commencement of audit along with a comparative statement showing the volume of work-load on the aforesaid points for the previous two years to the D. A. O. concerned. The reviewing authorities shall make a progress review and examine the admissibility of extension of time at the spot and submit proposal to Government for approval.

Any departure from the above instruction will be seriously viewed. Receipt of the letter may please be acknowledged.

Yours faithfully,

B. B. MOHANTY

D. E.-cum-Deputy Secretary to Government

FINANCE DEPARTMENT

D. O. No. 3144 (13) -F., dated the 16th May 1991

Shri B. B. Mohanty,

D. E.-cum-Deputy Secretary to Government

Dear Sri

Subject Incorporation of full names in the Audit Report

I am desired to invite a reference to this Department letter No. 508-L.F.A., dated the 29th January 1979 on the subject noted above and to say that the Auditors of your office are using abbreviations of the names of the persons responsible for loss in the DARs instead of full names for which lot of inconveniences are noticed to take follow up action at subsequent stages. You were instructed in the aforesaid letter to avoid using such abbreviations in the Audit Reports, but it is noticed that neither the Auditors nor the supervising officers are adhering to such instructions scrupulously.

You are hereby instructed to ensure that the full names of the persons with present address-responsible for loss should be mentioned in the Audit Reports henceforth without using abbreviations.

The copy of this Department letter No. 508 (6), dated the 29th January 1979 is enclosed herewith for your ready reference.

Yours sincerely,

B. B. MOHANTY

Encl.—As above.

To

All Dist. Audit Officers (L.F.A.)