

(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.)

FINANCE DEPARTMENT

No.508 (6)-VI-Aud.-12/79-L.F.A.

The 29th January 1979

From

Shri R. K. Sahany, O. F. S., Assistant Examiner of Local Accounts-cum-Under-Secretary to Government.

To

All Audit Officers

Subject—Incorporation of full names in the Audit Report

Sir,

I am directed to say that the auditors in your zone are using abbreviation of the names of the persons in the Audit Report more often than not. As a result difficulties are being experienced at all level in taking follow up action on Audit Reports. Hence the auditors under your zone may be suitably instructed to avoid abbreviations and use full names of the persons in the Audit Reports. This should be adhered to strictly.

Yours faithfully,

R. K. SAHANY

Assistant Examiner of Local Accounts-cum-Under-Secretary to Government

FINANCE DEPARTMENT

No. 20784—Codes-19/91-F.

The 23rd May 1991

From

Shri N. R. Dubey, Additional Secretary to Government

To

The Secretary to Government, Home Department

Subject—Misuse of Government vehicles

Sir,

I am directed to invite a reference to this Department letter No. 29433-F., dated the 31st August 1990 on the subject noted above and to say that instances of misuse of Government vehicles have been brought to the notice of the Hon'ble Chief Minister. Although request was made for effecting and enforcing organised checks on vehicles around schools, colleges, hospitals, cinema halls, market etc., at periodic intervals to detect officers / persons misusing Government vehicles, reported instances of misuse of vehicles have come to the notice of Government. The Chief Secretary desires that instructions for ensuring proper checks against the use of Government vehicles for purposes other than official may be issued to the proper quarters so that further misuse may be checked.

It is, therefore, requested that necessary instructions may kindly be issued to prevent the misuse of Government vehicles at all levels and a copy endorsed to Finance Department for information.

Yours faithfully,

N. R. DUBEY

Additional Secretary to Government