

16

DELHI JAL BOARD : GOVT. OF N. C. T. OF DELHI
VARUNALAYA : PHASE II : KAROL BAGH
NEW DELHI-110005.

No. DJB/Fin./DD-III/S. Audit/I.O./2011/

12782

Dated : 01-02-2011.

INSTRUCTIONAL ORDER

It has been observed that the divisional officers do not pay much heed to attending to the Audit Reports in drafting and sending for approval of the competent authority. This is both in respect of the audit conducted by the Internal Audit Teams as well as that by the teams deputed by the A.G.(Audit), Delhi. Further, it is also observed that due care is also not taken while preparing replies to Audit Memos/Reports. For streamlining the procedure for dealing with and sending replies to such Audit paras and the Audit Inspection Reports of the divisional audit conducted by the C.A.G. / A.G. (Audit), Delhi, Instructional Orders have already been issued by this office vide No. DJB/ Dy. A&FO(IA) / 2004 / 77939-78309 dated 03-06-2004 and DJB /Fin. / I.O. / Dy. A&FO-II(IA) / 2007/ 124456 - 817 dated 03-12-2007. It is, therefore, again reiterated to be careful and prompt at every stage in attending to the audit paras.

AUDIT MEMOS

Audit Teams while carrying out the audit in the divisional offices, issue Audit Memo(s) in the first instance. This is the responsibility of the divisional heads to ensure that these Memos are replied rightly and promptly to have the minimum amount of paras in the audit report. Barring the exception, if any, in normal course, a formal discussion is also had by the audit team with the divisional head before concluding the audit.

DIVISIONAL AUDIT REPORT

After conducting audit of a division, the audit report is prepared and sent it to the concerned division. Reply to the audit report is required to be prepared by the division and sent to the Audit. With a view to streamline the procedure of sending the replies to the Statutory Audit, the instructional orders referred to above were issued in consultation with the office of A.G.(Audit), Delhi. But it is seen that the divisional officers sometimes take an year or so to draft the reply which was to be sent to the audit within a period of four weeks. This delay is not acceptable.

DRAFT PARAS FOR INCLUSION IN THE CAG REPORT

Draft paras as above received in this office are forwarded to the Chief Engineers concerned for preparation of the Draft Replies alongwith additional information, if any. The Draft Replies to these paras, however, are also processed by the concerned divisions. Here also it is observed that these are not being dealt with in a time bound manner. The draft replies received as such are examined in Finance and thereafter considered/referred to the competent authority for approval.

8070 M/45

B-1

7/2/11
shd

102


ANNUAL C.A.G. REPORTS

Every year CAG Report pertaining to the Govt. of NCT of Delhi including DJB is published and presented in the Delhi Legislative Assembly. For the paras, included in the said report, Action Taken Notes on the prescribed format are required to be prepared and sent to A.G.(Audit), Delhi through UD Department of the Govt. of NCT of Delhi. Here also, the draft ATNs are not timely processed and sent to the concerned department.

REPLIES

It is, therefore, directed that the divisional officers must ensure that the draft database reply to each para in the divisional audit report is prepared in the tabular form as already detailed in the I.O. Dated 03-12-2007 (copy enclosed) within 15 days from the date of receipt of the Audit Report in the division and sent to Finance, after being vetted by the S.E./C.E. concerned. After approval of competent authority, the reply so approved shall be sent by the Executive Engineer / divisional officer concerned to the Audit.


All concerned shall ensure that reply to the Audit Report / Paras is not delayed at any level. Any negligence in this regard would be viewed seriously and personal responsibilities would be fixed.


(PRASHANT GOYAL)
MEMBER (FINANCE)

All EX. ENGINEERS.

Copy forwarded for information :

1. C E O, DJB / C.V.O.
2. Member (Admn.)(WS)/(Dr)
3. Secretary, DJB / All C. E.s
4. All Directors / S. E.s
5. All Dy. Directors


MEMBER (FINANCE)