

OFFICE OF THE COMPTROLLER,
TRAVANCORE-COCHIN, TRIVANDRUM.

MANUAL OF THE
HIGHER AUDIT DEPARTMENT

First Edition



*Issued by the Comptroller,
Travancore-Cochin, Trivandrum.*

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1955

PREFACE.

It is an important duty of audit to supplement the formal examination of rules, orders, payments, etc., by an audit from a higher plane the aim of which should be primarily to see whether the tax-payer gets the maximum benefit for his money. This type of audit, called the Higher Audit, is also carried out to ensure that the executive officers discharge their responsibilities in the matter of public finance, with utmost economy, efficiency and perfection. This Manual is an attempt to lay down a set of instructions for conducting Higher Audit of the various types of Government transactions commonly met with in a Civil Audit Office. These instructions are supplemental to those contained in Chapter 35 of the Audit Manual. The instructions are only illustrative, and do not cover the entire field of Higher Audit activities, the scope of which is vast, and depends to a large extent on the originality and initiative of the staff entrusted with the work.

The instructions in this Manual, though primarily intended for the guidance of the Higher Audit Staff, may also be followed with advantage by the audit sections during the normal audit conducted by them. *Prima facie* there is no objection for the audit sections to pursue the requirements of Higher Audit themselves, without the assistance of the Higher Audit staff. But the audit sections are advised to consult in all important cases, the Higher Audit Section, which is in a better position to conduct the very special type of audit scrutiny that may be called for in each case.

Other duties entrusted to the Higher Audit Section, such as the preparation of the "Arrear" Report etc., are also detailed in this Manual.

This Manual also contains a chapter on the procedure for conducting internal inspection of the various sections in this office.

The Superintendent, Higher Audit Department is responsible for keeping this Manual up to date.

Trivandrum,
Dated 21st April 1955.

K. GOVINDA MENON,
Comptroller.

25th July 1870

London

Dear Sir

I have the pleasure to acknowledge the receipt of your letter of the 21st inst. in relation to the proposed alterations in the regulations of the Society, and in reply to inform you that the same have been referred to the Committee, and that they will be considered at their next meeting, which will be held on the 28th inst.

I am, Sir, very respectfully,
Your obedient servant,
J. H. [Name]

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MANUAL OF THE HIGHER AUDIT DEPARTMENT.

CHAPTER I.

GENERAL.

1. *Constitution and strength.* The Higher Audit Department is under the direct charge of the Comptroller. It comprises of one S. A. S. Accountant and two Upper Division Clerks and is manned by picked men of the office having special aptitude for audit work.

2. The successful and systematic working of the Higher Audit Department depends to a very great extent on the co-operation and working of other sections of the office. Mostly it is during the course of regular audit that the bulk of the cases that require investigation on a higher audit level, comes to notice. It is, therefore, essential that the audit sections should not, with the constitution of a separate Higher Audit Section, consider themselves relieved of their responsibilities arising from the normal functions of audit. It is the Auditor and the Superintendent in the audit section, who will come across cases which require detailed examination or in which universally accepted principles of financial administration are *prima facie* infringed. They should, therefore, be always on the look out for such cases and transfer the case to the Higher Audit Section for examination and further action. The procedure for marking of cases for investigation in Higher Audit Department is given in paragraph 8 below. Only really important cases that require research work should be sent to Higher Audit Section, as it is not intended to utilise the section for the elucidation of ordinary audit problems or the investigation of petty cases, or for consultation in doubtful cases.

3. *Duties.* The important and general matters which may be taken up in higher audit are given in the Annexure to Chapter 35 of the Audit Manual. The list is not exhaustive but only illustrative, and the Higher Audit Section may be entrusted with such other duties as may be ordered by the Comptroller. The following items of work are also dealt with in the section:—

(a) Preparation and submission to the Comptroller and Auditor-General of India, of

- (1) the quarterly reports on the state of work in the office and
- (2) the half-yearly Digest of important and interesting cases.

- (b) Disposal of the reports of the Director of Inspection.
- (c) Scrutiny of letters in dak to mark out cases for Higher Audit.
- (d) Test Audit of Sections.
- (e) Scrutiny of Gazettes.

4. *Distribution of work between the Superintendent and Auditors.* (a) The Superintendent is responsible *inter alia*, for the following items of work :—

(i) Scrutiny of all orders of delegations of Financial authority.

(ii) Review of all administrative and other reports especially the portions relating to finance.

(iii) Examination of the daily dak with a view to seeing that all important cases, which require examination in Higher Audit are marked for such an examination.

(iv) Investigation in detail of all matters referred to, for Higher Audit Scrutiny, by other sections,

(v) Scrutiny of the Revenue statistics of government,

(vi) Review of the financial results of commercial undertakings and departments of government,

(vii) Review of the soundness of investments of government,

(viii) Scrutiny of cases involving interpretation of Constitutional provisions, and

(ix) Such other matters referred to H. A. D. by the Comptroller and the Officers for scrutiny.

(b) The Upper Division Clerks are responsible, under the supervision of the Superintendent, for the following items of work :—

(i) Maintenance of sectional diaries, registers, cases, etc.,

(ii) Test Audit of the sections in the office with a view to seeing that all the prescribed processes are efficiently and correctly carried out,

(iii) Watching the disposal of the inspection reports of the Director of Inspection pertaining to this office, and

(iv) Carrying out such other duties as may be entrusted to them by the Superintendent.

The Superintendent is responsible for the entire work of the section and the Auditors assist him in the collection of all material for investigation and scrutiny under his instructions and for conducting internal audit of the sections. The maintenance of the registers and records relating to the section should be entrusted to one of the Auditors.

5. *Scrutiny of letters in dak to mark out cases for Higher Audit.* All letters received from the Government of India, Departments of State Government, references and circulars of Comptroller and Auditor General, etc., are passed in circulation to the Higher Audit Department Superintendent also after perusal by Comptroller and other officers. If there are any

letters marked by the Comptroller or Deputy Comptroller, for examination by Higher Audit Department or any which the Superintendent considers as important enough to merit examination in H. A. D., the Section should make a note of such letters to enable a watch being kept on their disposal. For this purpose a register in Form No. H. A. I, should be maintained in H. A. D. The letters requiring examination by H. A. D. should be entered each day in this register, before returning the dak papers to the Central Diary Section and the subsequent or final action taken thereon should be noted in the relevant columns of the register as and when the cases come up to H. A. D. from the concerned sections. This register should be closed once a month on the 10th and submitted to the Comptroller with a review of the outstanding items.

NOTE—(1) The entry of the letters in this register should be done promptly so that the distribution of the dak is not delayed. The letters marked for scrutiny by H. A. D. should not be detached from the circulation dak on any account.

NOTE—(2) The letters which have not been marked by the Comptroller for scrutiny by H. A. D. but which the Superintendent H. A. D. considers as meriting examination in H. A. D. should be suitably endorsed over the initials of Superintendent H. A. D. requiring the disposal of the reference being shown to the section.

NOTE—(3) Letters in the dak which are replies to references emanating from H. A. D. itself should be diarised in the Sectional Inward Diary and not in the register mentioned above.

6. *Scrutiny of the Gazettes.*—The Gazettes of the Government of India and the State Government should be sent to the H. A. D. Section, after they have been circulated to the officers. The Superintendent of the Higher Audit Section will examine the Gazettes with a view to see if there are any notifications of general character having a financial bearing or such as relate to the Government of India Act, or other Codes and regulations and consider whether any changes in the audit and accounting arrangements are necessary, and if so, submit the necessary proposals to the Comptroller.

7. *Communication of sanctions to Audit Issue of duplicates.*—It often takes a considerable time before the Head of an audit office becomes aware of important sanctions which merit his personal attention and directions for any special action, with the result that valuable time is lost before effective steps can be taken to devise proper accounting and audit processes, particularly in the case of new schemes introduced by Government. With a view to meet the above difficulty, the Government of India have decided in consultation with the Comptroller and Auditor General that two extra copies of the sanctions of the Government of India, should be endorsed to the Head of an audit office by name, to enable him to examine in detail particular sanctions which might merit special scrutiny at the earliest

opportunity. The Official copy will be dealt with in the Audit Section concerned; while the duplicate copies will be filed in H. A. D., under the direction of the Comptroller.

In order, however, to ensure that the duplicate copies are not acted upon by the Audit Sections for authorising payments a second time, the copy intended for audit purposes and addressed to the Audit Officer, by designation, will be signed by the officers of the Finance Ministry and the extra copies intended for the personal use of the Comptroller sent to him by name and marked "Duplicate and Personal" will not be signed by the officers of the Finance Ministry.

The Comptroller and Auditor General has also decided that one of the two extra copies of sanctions of the following categories should be forwarded to the Comptroller and Auditor General endorsed by name to an officer of his office nominated for the purpose.

(i) Sanctions involving financial implications such as introduction of new concessions, schemes, Projects, Industrial and Commercial undertakings.

(ii) Reorganisation of Ministries, Departments and Services.

(iii) Setting up of new offices at home and abroad.

(iv) Execution of agreements with foreign governments for financial assistance.

(v) Relaxation of rules by general orders etc.

8. As the sanctions of the State Government are not very large in number, as some of them relate to matters which do not come within the purview of audit, and as the entire dak is seen the very day both by the Comptroller and his Deputies, the Comptroller and Auditor General has agreed to the adoption of the following alternative procedure in respect of such sanctions.

9. The Deputy Comptrollers will arrange for the note of all such important sanctions requiring immediate action, in a separate register by the Correspondence Section, and watch their disposal. They will also bring to the Comptroller's notice any important matter requiring his orders. Correspondence Section will close the register and submit it through the Deputy Comptrollers every Monday.

(Comptroller and Auditor General's D. O. letter No. 53-A/319-52 dated 15-1-1953, Government of India Ministry of Finance O. M. No. F. 1 (153) E. I/52 dated 22-12-1952, Office Order No. H. A. 3-114/52-53 dated 18-2-1953, Comptroller and Auditor General's letter 452-A/319-52 dated 27-4-1953, and 497-A/319-52 dated 11-5-1953, Office Order No. H. A. 3-114/52-54 dated 20-5-1953, and dated 28-5-1953).

10. *Procedure for marking of cases for investigation or scrutiny in Higher Audit Department.* The audit sections in the office should be on the alert for cases in which the standards

of financial propriety (*vide* Articles 84 and 85 of the Audit Code) have been transgressed, or in which there is scope for fruitful research or detailed scrutiny from the Higher Audit point of view or which involve sanctions to the launching of a big project or Government Trading Scheme or other enterprise. Such cases should first be dealt with in detail in the concerned audit section and then be transferred to the Higher Audit Section complete with all connected papers, after obtaining orders of the Comptroller. The section should record a definite reasoned opinion and signify, if possible, the aspects of the case which require particular examination in Higher Audit. The Branch Officers should offer their remarks, and may also indicate the lines on which they desire Higher Audit investigation to be conducted but the actual method to be adopted in each case will be determined by the Higher Audit Department itself under the Comptroller's orders.

11. Cases of the following nature should specially be brought to the notice of Higher Audit Section for detailed scrutiny.

(a) Cases in which anyone of the accepted principles of financial administration is infringed.

(b) Attempts to evade Financial Rules by manipulation of vouchers or accounts.

(c) Splitting up a scheme of expenditure into a number of items to avoid the sanction of higher authority.

(d) Cases in which correct information is withheld from the Audit Office.

(e) Persistent neglect or refusal to comply with audit requirements, rush of expenditure or hurried payments in March.

(f) Orders sanctioning write off of allowances of Government Servants, exgratia payments to contractors etc.

(g) Cases where rates paid are considered to be unduly high and the total amount involved is heavy.

(h) Cases of grants to private bodies etc., on an *ad hoc* basis.

(i) Cases of relaxation of rules, where the power to relax the rules is not vested in the sanctioning authority under the rules.

(j) Cases of accounts in which irregularities are frequently noticed and there is a reasonable suspicion that the disbursing officers are not paying proper heed to their financial responsibilities.

(k) Cases in which extravagance is suspected and the amount involved is not insignificant.

(l) Proposals suggesting economies in expenditure when large sums are to be spent on an undertaking.

(m) Proposals for investigating particular cases of irregularity and suggesting remedial measures.

(n) Any proposal that may tend to increase or help the development of revenue or give a clue to a new source of income.

(o) Cases of delegation of financial powers.

12. Each Audit Section will maintain a register for noting the cases transferred to H. A. D. for investigation. The register should contain the following information:—

1. Details of the case, with the inward number of the letter if it is based upon any letter received in this office.
2. Date of transfer of the case to H. A. D.
3. Date of return of the case from H. A. D. with the orders of the Comptroller.
4. Orders of the Comptroller.
5. Action taken.
6. How finally disposed of.

The register should be submitted to the Branch Officer on the 5th of each month.

13. *Register of cases examined in Higher Audit Section.* A register in the form prescribed in Note 2 below paragraph 734 of the Audit Manual should be maintained in Higher Audit Department for keeping a record of cases dealt with in the section. It should be submitted to the Comptroller on the 10th of each month, with a note indicating the progress of cases through investigation and to the Comptroller and Auditor General when he visits the office on tour. The entries in the register should be made in neat and legible handwriting and should be self-explanatory. Any appreciable results achieved as a result of the investigation or suggestion should be prominently indicated in the last column of the register.

14. *Internal Inspection and Test Audit of the work in the sections.* One S. A. S. Accountant has been sanctioned for conducting internal inspection of the sections. The object of internal inspection is to improve the efficiency of the office. The detailed instructions for carrying out this work are given in Chapter IX of this Manual. Besides the internal inspection by the Internal Inspection Accountant, the Controlling Sections like Higher Audit, Treasury Miscellaneous, Works Miscellaneous, Appropriation Audit etc. should carry out the inspections in respect of matters entrusted to them.

15. Higher Audit Section should conduct a test audit of the work done in all audit and accounting sections of the office. The object of this test audit is (1) to verify the correctness of the entries in the Calendar of Returns and the Monthly Report with reference to the original records, and whether the true state of affairs is reflected in the Monthly Report, (2) to scrutinise the several account records like the objection books, broadsheets etc., and the several audit registers, to ensure that they have been maintained properly in accordance with the rules laid

down in the several codes and manuals, and the orders issued from time to time, and (3) to scrutinise the Inward register and test-check a few of the disposals marked therein. A report showing the actual state of affairs in the section and the results of such scrutiny should then be submitted to the Comptroller. The reports should bring out prominently the arrears, if any, in the section, and tend more towards suggestion of concrete measures to rectify the defects found in the working of the sections rather than merely apportioning the blame among the staff responsible for the defects.

A register in form H. A. 2 should be maintained in H. A. D., for selection of sections for Test audit. This register should be submitted to the Comptroller on the 10th of each month. Two sections will be selected by the Comptroller every month. The Test audit should be completed before the 25th of the month and the report submitted to the Comptroller.

The disposal of the reports of test audit should be watched through a register in Form H. A. 3. This register should be submitted to the Comptroller for review on the 5th of each month.

16. *Need for utmost secrecy in conducting Higher Audit.* The method adopted for Higher Audit investigation may often involve probing into policies of Governments and even necessitate questioning the *bona fides* of the orders of the various sanctioning authorities. It may happen that the facts brought to light may be such as will not be in public interest to be divulged to any but the officers competent to deal with them finally. Leakage of the information on such points may not only cause considerable embarrassment to the Government but also result in possible damage to the prestige of this office. It should, therefore, be ensured that all such cases are treated as secret though they may eventually be brought to the notice of the Legislature, Parliament, etc. through Audit Reports. The instructions laid down for dealing with secret documents should be scrupulously observed by all the members of the staff in dealing with such cases.

CHAPTER II.

GENERAL SCOPE OF HIGHER AUDIT.

17. *Scope of Higher Audit.* Higher Audit is mainly audit against propriety. The normal function of audit in the field of public finance is to verify the accuracy and completeness of accounts to secure that all revenue and receipts collected are brought to account under the proper head, that all expenditure and disbursements are authorised, vouched and correctly classified. Briefly it is to ensure that the final account represents a

complete and true statement of the financial transactions it purports to exhibit. Besides, it is also the essential function of audit to bring to light, every matter which in its judgment appears to involve improper expenditure, or waste of public money or stores even though the accounts themselves may be in order and no obvious irregularity has occurred. It is thus not sufficient to see that sundry rules or orders of competent authority have been observed. It is of equal importance to see that the broad principles of orthodox finance are borne in mind not only by disbursing officers but also by sanctioning authorities. The directive principles of audit against propriety are laid down in Article 85 of the Audit Code and paragraph 733 of the Audit Manual explains the spirit that animates Higher Audit. Higher Audit is thus essentially audit against propriety. It should not be confined to merely offering financial criticisms based on accounts, of the principles and practice followed, but may also attempt at making constructive suggestions for effecting improvement in the existing state of affairs or to promote economy based on information forthcoming from the accounts. Such suggestions should not, however, be construed to range over the field of administration or as to how Government may be conducted better (*vide* Articles 24 to 26 of the Audit Code).

18. *Enforcement of the Constitutional Provisions.* The "Constitution of India" is the basis of the Government of India and the Governments of the States and therefore the basis of all audit is the "Constitution". It contains all the fundamental financial provisions, and also prescribes the various authorities competent to make Laws and issue directions, Rules and Regulations. It also prescribes the terms and conditions of service of some of the important officials of Government such as Governors, Rajpramukhs, Ministers, the Comptroller and Auditor General of India, Judges of the High Courts and Supreme Court etc. It is an important duty of Higher Audit to see whether all the Acts, Laws, Orders, Regulations etc., of Government are *intra vires* of the Constitutional Provisions and whether the procedure adopted in each case follows implicitly that prescribed in the Constitution. Before challenging the regularity of any Act, Law, Rules or Order of Government on grounds of Constitutional propriety, it must be remembered that these orders are generally issued by Government in consultation with their legal advisers.

19. It must also be remembered that the Comptroller and Auditor-General has not, save in the case of rules made by himself, the final power of interpretation and that it resides in the authority specified in the Constitution or the Authority which is the author of the rule or order so long as the interpretation is not against the orders of a superior Authority or contrary to any established financial principles or rules. Directive principles for conducting audit against regularity are laid down in Articles 71 to 83 of the Audit Code.

20. It is, therefore, advisable to consult the Comptroller and Auditor General beforehand in case of any doubt, so that the decisions taken by this office may have the concurrence of the Head of the Indian Audit Department himself, who may have in his turn, the backing of legal experts in the Ministry of Law.

21. *Method of investigation by Higher Audit.* In dealing with every case coming up for Higher Audit scrutiny, the primary object should be to see that there has been no extravagance, waste, or unsound financial procedure. The circumstances under which these irregularities occur, may vary from case to case. The loss in one case may be due to Government assuming certain liabilities which are not legitimately theirs. In another case, it may be due to unsound or irregular investment. Wasteful expenditure may occur in the absence of proper planning and forethought before a scheme is launched or it may be the result of entering into agreements which are either defective or worded ambiguously so as to give unilateral benefit to the contractor. Government may also incur infructuous expenditure, by sanctioning payments in relaxation of the rules or inadmissible under the rules or by non-enforcement of the terms of a contract entered into. Every case should be investigated after a thorough grasp of its background and after a full appreciation of the circumstances leading up to it. Individual cases of important financial irregularities will be found in the Audit Reports on the accounts of the States and the Central Government published from time to time. The Higher Audit staff may with advantage make careful study of all these reports and they may be taken as a guide for the common types of irregularities that occur generally.

22. *Audit arrangements of big projects, State Trading or other Schemes of Government.* Large scale expenditure on projects or schemes may be sanctioned by Government without prescribing the essential accounting arrangements in consultation with Audit with the result that it may subsequently become difficult to make adequate and timely arrangements for audit and accounting. As soon as it comes to the notice of this office through sanctions or budget provision, etc., that a big project or a State Trading Scheme or other enterprise is likely to be launched by Government, the question whether adequate arrangements for internal accounting have been provided for and whether proper facilities exist for satisfactory audit, should be taken up for consideration and Government addressed, if necessary, to make the necessary arrangements to take effect simultaneously with the launching of the schemes. The Higher Audit Section should be a depository of all information relating to such projects, sanction, etc., involving large or unusual types of expenditure.

(Comptroller and Auditor General's letter No. 732-Admn. | 177-50, dated 21-4-1950.)

23. *Pursuance of objections raised in Higher Audit.* The objections, remarks, suggestions, etc., arising out of Higher Audit scrutiny should be taken up only under the orders of the Comptroller. Such action in respect of transactions of the Union Government should ordinarily be referred to the Comptroller and Auditor-General for being taken up with the Ministry concerned. Routine enquiries and call for facts, statistics, etc., may be made of the Administrative Departments concerned. In every case care should be taken to see that the language used in communicating the objections is always courteous and impersonal. The remarks should be so worded as to contain no insinuations. Suggestions should rarely be pressed after initial rejection by Government. But if the orders of Government are not satisfactory or if the question raised is of such importance as to make it advisable to keep the Legislature informed of it, inclusion of suitable paragraphs in the Audit Report should be considered at the appropriate stage. If, on the other hand, the explanations received are considered satisfactory, the objection should be withdrawn under the orders of the Comptroller.

CHAPTER III.

HIGHER AUDIT SCRUTINY OF EXPENDITURE.

24. *Scrutiny of powers of delegation.* Article 81 of the Audit Code lays down that all orders of delegation of financial authority should be scrutinised with special care and should in each case, be formally put up to the Comptroller for acceptance.

The orders of delegation should be examined to see that:—

(1) the delegating authority is competent to issue the orders;

(2) the orders of delegation are worded correctly, clearly and in unambiguous terms;

(3) the authority to whom the powers are delegated may be expected to use them in a responsible manner and is not likely to abuse the powers (e. g. the powers of a Head of a department to countersign Travelling Allowance bills of subordinate officers should not be delegated to his assistant who may be of a lower status than the officers whose bills have to be countersigned);

(4) powers of a technical nature such as sanction for technical estimates of works, selection of tenders for construction of works or purchase of machinery, scientific stores, etc., are not delegated to an authority who has not the necessary technical qualification and experience;

(5) powers which are normally vested exclusively with Government (e. g. power to sanction reappropriations between

sub-heads of appropriation, sanction to expenditure from the Contingency Fund, etc.) are not delegated to any lower authority; and

(6) the delegation is not likely to result in deterioration in the efficiency of control over expenditure or in extravagance or to allow a departure from the general principles or procedure laid down by Government for local purchases of stores, etc.

25. All sections in the Office should transmit the orders of financial delegations received by them to H. A. D. with their remarks and comments. H. A. D. will after necessary examination, obtain the order of the Comptroller for accepting the delegation orders. The Section should particularly see if any review of the exercise of powers by the delegatee is called for and if so, arrange to conduct the same at such periodical intervals as may be ordered by the Comptroller. After acceptance of the orders by the Comptroller, the orders should be returned to the audit section for being acted upon.

26. A register in form H. A. 4 should be maintained in H. A. D. to record all orders of delegation of powers communicated to this office,

The entries in the register should be made after the acceptance of the orders by the Comptroller. The register should be submitted to the Comptroller for review once a quarter beginning from 1st April.

27. *Audit of Expenditure with reference to Financial Propriety.* The primary aim of such an audit should be to see that the disbursing officers as well as the sanctioning authorities exercise the maximum vigilance in the matter of incurring expenditure from public funds and that there is no scope for abuse of powers. Before committing the Government to any liability, the spending authorities should make sure that maximum benefits accrue to Government and that certain individuals or classes of individuals are not unduly benefited at the expense of the Government. Higher Audit should see that in the case of every sanction and every item of expenditure, the interests of Government are not sacrificed in favour of individuals. It should be seen that the fundamental aim of good Government, namely, maximum good for maximum number of people, is achieved, as far as possible, consistent with the directive principles in the Constitution.

28. The following are a few types of sanctions to expenditure where objection may be taken on grounds of propriety :—

- (i) Sanctions to benefit or uphold a political organisation.
- (ii) Grants for construction of a memorial to a political leader.
- (iii) Sale at nominal cost or free distribution of articles manufactured or purchased at Government cost to high officials, politicians and others.

(iv) Write off of a recovery due from individuals or bodies where there are reasonable chances of recovery.

(v) Expenditure on provision of amenities to a particular community unless these are under-taken as measures for uplift of backward classes in accordance with the provisions in the Constitution or under any law made by Parliament or Legislature.

(vi) Purchase of stores considerably in excess of the normal requirements or much in advance of requirements.

(vii) Sanctions benefiting the sanctioning authority itself.

(viii) Fixing of rates of travelling and other compensatory allowances so as either to result in considerable profit to the individuals concerned or to lead to extravagance.

(ix) Purchase of articles at more than the controlled rates fixed by Government.

29. *Scrutiny of Administration Reports of Government Departments.*—The Administration Reports of Government Departments contain *inter alia* statistics of Revenue and Expenditure of the Departments. A study of the reports of the statistics of a Department over a series of years will afford fruitful field for investigation or useful comments on the working of the Departments on the financial side.

30. Arrangements should be made with the appropriate authorities for the regular supply of all the Administration and other reports of Government Departments published periodically. Para 16 of the Audit and Accounts Order 1936, (*Vide* article 3 of the Audit Code) makes it obligatory for the Government to supply to this office for audit purposes all their publications.

31. These reports should be generally scrutinised to see that expenditure incurred is correlated to the objectives of the departments and that the departments have not embarked on schemes which are either wasteful and unremunerative or which are not authorised by specific or implied approval of the Legislature. The results achieved by the departments should be analysed to see whether the results could have been achieved by more economical and efficient methods. It should also be seen that the departments have not left important sources of revenue to Government unexplored.

32. In the course of scrutiny of these reports it should be specially seen that the internal accounting and audit machinery of the departments, where large schemes are in operation, are adequate and require no further intensification. If any of the schemes relate to state trading or manufacture, the desirability of assessing the results of such schemes by preparation of proforma accounts etc., should be considered and suitable suggestions made to Government.

33. If any comparative year-wise statistics of revenue collected, expenditure incurred, etc., are given in any of these reports, it should be seen whether there have been any marked deviations from normal conditions and, if any such deviations exist, whether sufficient and plausible reasons for them are given in the reports.

34. The remarks, if any, on the accuracy of the figures, statements, facts, etc., mentioned in the reports should be communicated to Government for such action as they deem fit.

35. *Scrutiny of rules and orders affecting expenditure and other transactions subject to audit.* The general principles to be followed in the scrutiny of rules and orders are described in detail in Article 73 *et seq* of the Audit Code. The main points to be observed in the Higher Audit of these are enumerated below :—

(i) It should be ensured that no rule or order is repugnant to the provisions of the Constitution.

(ii) It should be seen that the rules or orders have been issued by an authority competent to issue the same. Those of a financial character should invariably be issued by or with the concurrence of the Finance Department except where such concurrence can be presumed or dispensed with under delegation rules.

(iii) Rules or orders issued by virtue of powers vested in the Constitution or any law made by Parliament or Legislature should be scrutinised to see whether the power to make the rules has been specifically delegated to the rule-making authority and that the Legislature or other authority has inherent authority to delegate the rule-making powers.

NOTE :—As examples of this type of delegations of rule-making powers, the following instances may be cited :—

(a) Article 221 (1) of the Constitution provides for the salaries of High Court Judges being fixed in accordance with second Schedule *ibid*. Any Act of Legislature or executive order of Government authorising the payment of an extra allowance (such as house rent allowance for example) for the Judges will be *ultra vires* of the Constitution in the absence of a specific delegation therein for this purpose and hence the rule-making authority has no inherent authority to make such a rule.

(b) An Act of the Legislature provided that the State Government may make rules for transferring savings in one grant or appropriation to cover excess in another grant or appropriation. This delegation and the rules made thereunder will be void, as under Article 203 of the Constitution, the Legislature has the exclusive power to vote grants.

(c) Article 187 (2) of the Constitution provides that the terms and conditions of service of the Secretariat staff of the

Legislature shall be regulated by the Legislature. But Article 187 (3) *ibid* authorises the Governor (or Rajpramukh) to make rules for the same purpose under certain conditions. Rules made under Article 187 (3) will be quite valid as the Legislative power has been specifically delegated to the executive in this case.

(iv) The rules and orders should be in clear and unambiguous terms and should not be liable to be interpreted in a manner which may not be quite in accordance with the intentions behind them.

(v) Rules or orders affecting the accounts or their audit should not operate so as to prevent the Audit Department from exercising its legitimate functions by normal methods; and

(vi) No rule or order should in any way lead to marked deterioration in the effectiveness of financial control, except under very extraordinary circumstances.

36. *Suggestions to stop extravagant expenditure.* Article 26 of the Audit Code makes it a duty to bring to notice cases of waste of Public moneys and of infructuous expenditure. A few instances in which expenditure may be considered extravagant or infructuous are mentioned below :—

(i) Purchase of furniture, etc., from foreign firms at exorbitant rates when locally made articles of the same quality may be available at considerably cheaper rates.

(ii) Retrospective promotion of an official to a higher grade and consequent payment of arrears of salary etc., when he had not actually performed the duties of the post in that grade.

(iii) Expenditure incurred on construction of buildings, etc., which are subsequently demolished.

(iv) Rejection of lowest tenders and acceptance of the higher or highest tenders for works, supply, etc., unless good and sufficient reasons exist for the action taken.

37. Cases of these types may come to notice during Central or Local Audit and Inspections. The inspection and test audit parties should be constantly on the look out for such cases and report them first to the appropriate controlling sections in the office. The controlling sections (T. M., W. M., O. A. D. Head Quarters etc.) should, if necessary, refer the case to Higher Audit Department in accordance with the normal procedure for referring cases to that section. Higher Audit Department should examine the cases with reference to the circumstances of each case and should see *inter alia* whether the defects have been due to any of the following reasons :—

(a) Lacuna in the financial rules, orders and delegations'

(b) Deliberate evasion of the rules by the departmental authorities.

(c) Inadequate supervision and control by the higher authorities.

(d) Lack of clear-cut policy, foresight, planning and correct estimation.

(e) Lack of proper safeguards for securing Government interest *viz* use of defective agreement bonds, omission to obtain security or levy penalties, etc.,

(f) Failure on the part of authorities to take timely action required of them.

(g) Absence of comprehensive administrative regulations and procedure.

38. *Investigation of serious financial irregularities.*—The term 'Financial Irregularity' covers a variety of cases in which the transactions may not be considered exactly as regular. A particular irregularity may only be a theoretical or technical one and such irregularities may in many cases be rectified by formal orders of competent authority. There may be more serious types of irregularities such as considerable overpayments of salaries, etc., uneconomical purchases of stores, loss of public moneys due to fraud, embezzlement, theft, etc., writes off of sums due to Government and investment of Government funds in unremunerative schemes (*vide* Para 601 of the Audit Manual). Each case has to be investigated mainly with a view to seeing whether the irregularity could have been avoided and whether adequate steps have been taken to avoid the recurrence of such irregularities in future. The responsibility for each irregularity should be fixed in all possible cases and reported to Government (*vide* Para 528 of the Audit Manual). While investigating these cases, the instructions contained in Article 25 *et seq* of the Audit Code should be borne in mind and comment should be based on facts disclosed in accounts and not on presumptions and inferences.

39. If in any case it is considered that a more thorough investigation is necessary with reference to local records, orders of the Comptroller should be obtained for enlisting the assistance of an inspection party in the Out Audit Department or for sending a special party. The lines on which the local investigation is to be carried out should, as far as possible, be settled in advance under the orders of the Comptroller.

40. *Review of sanctions of a permanent nature.* Article 70 of the Audit Code requires that sanctions with a long period of currency as well as sanctions of a permanent nature should be reviewed periodically. This review is necessary as the circumstances under which the original sanction was accorded may have ceased to exist in the changed circumstances. An example of such a case would be that of a sanction for annual grant to a local body for improving the sanitation in a particular area. In this case, it is likely that the sanitation would have been improved to the normal standards and hence the local body may not have the need for an extra aid from Government for this purpose. A similar review should be conducted in every such case by comparing the original circumstances under which the

sanctions were accorded with those that actually exist under the present day conditions. With this object in view, the audit sections should bring to the notice of Higher Audit Department cases of all permanent sanctions for special or casual establishments, allowances, contingencies, grants-in-aid, contributions etc. which they notice in audit to have been in operation for more than 5 years. In each case the original orders of sanction should be traced or obtained and examined and referred to Higher Audit Department. The sanctioning authority, if it is so decided on investigation by Higher Audit Department, should be addressed to review his original sanction if there is reason to think that a need for such a review has arisen. A record of cases in which the sanctioning authority is asked to review the necessity for the continuance of the sanctions should be kept in form H. A. 5. This register should be closed half-yearly on 1st January and 1st July.

NOTE : —The review prescribed in this paragraph may conveniently be carried out independently by Higher Audit Department, section-wise, at the rate of one section per month.

41. *Review of expenditure at the close of the Financial year.* The comparative rush of expenditure towards the end of the financial year generally indicates poor financial control by the authorities concerned. Article 199 (vii) of the Audit Code lays down that it should be specially seen among other things, that, if the expenditure in March is unusually large, it does not lead to irregularities.

42. The conditions of March expenditure are special and usually tend to produce irregularities. The audit of accounts of that month should, therefore, be specially searching, the object being: —

- (i) to detect unreal payments,
- (ii) to detect payments in anticipation of actual requirements in order to avoid lapse of allotment, and
- (iii) to detect extravagance.

With regard to the first object, all vouchers received with the accounts for March should be examined minutely with a view to challenge transactions that may not appear to be *bona-fide* payments for work actually done or supplies made. Special vigilance should be exercised in respect of vouchers not received with the accounts on the due dates.

In regard to the second object, there are cases in which audit can and ought to interfere. For instance, establishment may be worked overtime involving additional expenditure not because the work is urgent but merely in order to utilize the appropriation. Again there may be cases in which stores are purchased largely in excess of requirements when it is certain that they cannot be utilized for a long time and will deteriorate. Audit should, in any case, be on the lookout for expenditure

exceeding what the occasion demands, especially in March when the tendency to incur such expenditure is specially strong.

The third point is connected with the administrative verification of payments. One defect frequently ascribed to the rush of expenditure in March is that the work is done superficially and that the amount of work done is so large that it could not have been done properly. Payments are also often delayed unnecessarily till the end of the year. The principle to be kept in view is that payments are also distributed evenly as far as possible and when there is a departure from this principle, audit should ascertain whether they are justified.

43. The points mentioned above relate chiefly to Public Works Expenditure, but should be kept in mind on the civil side also. The drawing of money on bills in order to avoid lapse of budget allotments requires special attention.

44. The expenditure incurred in March by disbursing officers should be watched by the auditors and superintendents. If a tendency to draw money and not spend it at once with a view to avoid the lapse of funds is disclosed, the case should be investigated and immediate action taken under the special orders of the Gazetted Officer-in-charge.

45. The fact that the expenditure is higher at the end of the year will not necessarily show that there is waste or that articles are needlessly purchased, because officers often refrain from buying articles until they see whether there will be sufficient funds available for the purpose. In making the investigation, therefore, auditors should consider whether there have been cases of expenditure incurred which *prima-facie* appears to be unnecessary, or incurred with a view to expending all available balance of funds.

(Auditor General's letter Nos. 36-A and A/2-21 dated the 8th January 1921).

46. The scrutiny by Audit Sections of the March Expenditure should be specially searching to detect payments in anticipation of the requirements and extravagance. This object has to be secured by special vigilance in respect of :—

(a) Vouchers or actual payee's receipts not received on due dates,

(b) Cheques drawn at the close of the year but not cashed immediately or cancelled after some time, thus indicating attempts to avoid lapses of grants,

(c) Write back of charges to works or refund of the amounts in cash in subsequent months indicating that the charge was not a *bona fide* transaction,

(d) Overtime charges paid out of urgency,

(e) Purchase of stores, etc., in excess of requirements,
and

(f) Other outlay exceeding what the occasion demands.

NOTE :—Any important points or defects noticed during the course of the scrutiny should be referred to the Higher Audit Section for further examination from the Higher Audit point of view.

47. Higher Audit Department should collect statistics by 15th July of each year, in respect of actual expenditure under each Major Head for the following periods of the previous financial year.

Period.	Expenditure.	Percentage of total.
1. April to June
2. July to September
3. October to December
4. January
5. February
6. March (Preliminary)
7. March (Final & Supplemental)
8. Total for the year

48. The statistics may be prepared in the form of a tabular statement with the Major Heads in the vertical column and the headings given above in the horizontal column. The figures required for this purpose may conveniently be collected from the Consolidated Abstract of Major Heads (Expenditure) maintained in Book Section. A review of this statement will disclose information as to which of the departments are mainly responsible for the rush of payments. The causes for the rush of expenditure should be analysed specially in respect of the Major Heads which recorded more than 50 per cent. of the expenditure in March. The Finance Department should be apprised of the results of the review conducted by this office and the question of including a suitable paragraph in the Audit Report should also be considered.

49. A similar review may be undertaken in respect of expenditure finally recorded under the relevant Central Heads in the

NOVEMBER 1957

November 1957						
S	M	T	W	T	F	S
..	1	2
8	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9

December 1957						
S	M	T	W	T	F	S
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NOVEMBER 1957

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December 1957						
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books of this office. The results of such a review should be communicated to the Accountant General, Central Revenues, New Delhi, for necessary action.

NOTE :—The reviews mentioned above are to be restricted to the Major Heads included in the Consolidated Fund of India or the Consolidated Fund of Travancore-Cochin State as also the Contingency Funds.

CHAPTER IV.

HIGHER AUDIT SCRUTINY OF TRAVELLING AND OTHER ALLOWANCES.

50. *General.* The general principle is that the compensatory allowance paid to Government servants should be so regulated that they are not, on the whole, a source of profit to the recipient. It is an important function of Higher Audit Department to scrutinise all rules and orders sanctioning new types of allowances or increasing the existing rates of allowances to see whether the sanctions are really justifiable or whether they are unnecessarily extravagant. Sanctions for payment of fees or honoraria should be specially examined to see that the conditions mentioned in Article 179, Audit Code, are kept in view by the sanctioning authorities. It would be improper if such payments are made for work which the staff is expected to do in the performance of their normal duties. It would be extravagant if the amounts of fees or honoraria sanctioned are not commensurate with the monthly pay of the recipients.

51. *Scrutiny of excessive expenditure on Travelling Expenses*—The cases of officers who draw travelling allowance considerably in excess of their monthly pay may with advantage be scrutinised in Higher Audit Department. The object of such a scrutiny will be to draw attention to unnecessary travelling. Such instances which arise in the cases of those Gazetted Officers, who are their own Controlling Officers and who perform the journeys at their own discretion, should be scrutinised with extra care since there is no independent check by higher authorities in such cases. For purpose of this scrutiny, Higher Audit Department may collect instances from the Gazetted Audit Department in which Travelling Allowance claims paid monthly for more than three consecutive months exceed 75 per cent of the monthly emoluments of an officer or the Gazetted Audit Department itself should give a list of such cases to Higher Audit Department for investigation. The Travelling Allowance bills in such cases should be called for and analysed with a view to finding out the nature of public purpose served by the journeys, and the necessity for the frequent journeys should be ascertained and verified with reference to information that may be available in this office itself. For example, if a particular

officer made frequent trips to a station for the ostensible purpose of supervision or check measurement of work, it should be verified from the records in Works Audit Department, etc., whether there are any works of sufficient magnitude in that station requiring constant supervision by that officer and the progress of expenditure on that work should also be taken into account. A challenge on the ground that the journeys are too frequent and unnecessary cannot be sustained unless there is cumulative evidence of a long series of claims over a fairly long period. Objections to long road journeys by a Highways Engineer cannot normally be raised] as he has necessarily to inspect roads but if it is possible to establish that a particular officer has been frequently going over the same ground it may obviously be necessary to call attention to it. The Travelling Allowance claims of Heads of Departments and other Higher Officials who are their own Controlling Officers, should be scrutinised with extra care in regard to the necessity and frequency of journeys.

52. It would not be proper for Government officials to claim Travelling Allowance from Government if the purpose of the journey is not strictly official. Accordingly no Travelling Allowance can be claimed for attending functions, ceremonies and receptions to which an official has been invited if he has no official work to be performed there unless Government have specifically sanctioned the payment of Travelling Allowance to the invitees for attending the function. For example, if there is a function at a particular place in honour of a high dignitary, for which all heads of departments have been invited as guests, there will be no real justification for these officers claiming Travelling Allowance for the journeys undertaken for this purpose, in spite of the fact that they have been so invited by virtue of their official position. If, on the other hand, any of them has some specific responsibilities in the matter, such as supervision over security arrangements, maintenance of law and order, etc., claims for Travelling Allowance by such officials may be quite justified.

53. The following are a few of the special features that may be noticed in some Travelling Allowance Bills and which may provide considerable scope for Higher Audit scrutiny. Regular travel by road claiming full mileages therefor when the two places are connected by rail in the absence of any special reasons such as emergency, failure of ordinary communications, etc. If saving of public time is claimed as reason for performing the journeys by the costlier route, it may be verified whether the journeys, if performed by the cheaper route, would have also taken the same time. If it is noticed that any official consistently abuses or misuses his powers of admitting or claiming Travelling Allowance by the costlier routes, the fact should be reported to Government along with a statement showing the dates of journeys, the purpose, actual Travelling Allowance

claimed and the Travelling Allowance which would be admissible had the journeys been performed by the cheapest route. Any data should be for a fairly long period, say, three to six months. Instances of this type should not be so reported unless there are extraordinary features in them.

(a) Performance of a number of journeys from Head Quarters to a number of contiguous places within a short period instead of including all those places in a single tour programme.

(b) Tendency to undertake frequent journeys to and halts at, places of interest, such as health resorts and hunting grounds, especially on days preceding holidays, vacations, etc.

(c) Breaking up of halts at a single place so as to avoid reduction in the rate of daily allowance for continuous halts in excess of the prescribed limits.

(d) Tendency to undertake a large number of journeys at the close of the financial year with a view to utilising in full the grant or provision for Travelling Allowance.

(e) Cases of officials provided with conveyances at Government expense but who, instead of utilising them for their journeys and claiming reduced Travelling Allowance, claim full mileages on the ground that the Government conveyances have been made available to others.

The results of such scrutiny should be communicated to Government for necessary action, pointing out *inter alia* any lacuna or defect in the existing rules which facilitated the abuses.

(f) In the case of countersigned Travelling Allowance Bills such abuses may be due to ineffective check by the countersigning Officers requiring investigation by Government.

54. *Suggestions for economy in expenditure on Travelling Allowances.* The Travelling Allowance Bills of all officials who are required to be constantly or frequently on tour over a fairly large area or a number of Districts may be reviewed to see whether the expenditure on Travelling Allowance can be reduced to an appreciable extent by fixing their Headquarters at a place central to the localities which have to be covered. For purposes of carrying out this review, Higher Audit Department should review the Travelling Allowance Registers of Gazetted Officers and pick out such Officers who present a large number of Travelling Allowance claims every month. If the review of Travelling Allowance Bills indicates in any case that the tours of a particular officer are restricted to a specified locality, at a considerable distance from his Headquarters and his tours generally cover that area, a suggestion should be made to the appropriate authorities for considering the change of Headquarters. It should be pointed out how the change in Headquarters will not only result in considerable economy in

expenditure but may also facilitate the work of the officers concerned. If there are more officers than one covering the entire State from the Headquarters of the State it should be examined if their jurisdictions cannot be made regional and their Headquarters fixed in a central place within that region. Temporary establishments created for specific work should generally have their Headquarters at the site of the work and any deviation from this should be specially scrutinised to see if avoidable expenditure on account of Travelling Allowance is incurred.

55. *Suggestion for reduction in Inferior Establishments.*
A general review of the sanctions for inferior establishment is one of the investigations which may be taken up in respect of large offices.

56. A comparison between the inferior strength of several offices with similar over-all strength and duties may be suggestive of any possible reduction.

57. If any officer holds charge of two posts as a permanent or long-term arrangement, it should be seen whether he is provided with more than the prescribed number of peons by allowing him peons separately in respect of the two offices.

58. A test check of the establishments taken on tour should also be conducted to see whether there is any possibility of reduction in the number of clerks and peons accompanying the officers on tour. This check should be specially carried out in the case of high officials and Heads of Departments as such officials may actually have no necessity for taking full complement of peons when their requirements in their camps can easily be provided by the offices inspected by them. If there is any tendency to overcome the limits, if any, laid down by Government on this behalf by independent tours of peons from Headquarters to camp to and fro it should also be looked into.

59. *Scrutiny of the reasons for the grant of compensatory allowances.* Article 67 of the Audit Code requires that all sanctions to special pay, compensatory allowances, etc. should be scrutinised carefully with a view to seeing whether there are sufficient reasons for granting them. If any allowance has been sanctioned under certain special circumstances prevailing at the time of sanction, it should be periodically verified by audit sections whether the same conditions continued to exist. If it is considered at any time that the original sanction should be reviewed, the sanctioning authority should be invited to consider the necessity for the continuance of the allowances or at any rate a reduction of the same. For example, in case of local allowance sanctioned for unhealthiness of locality or costliness of a locality it should be seen whether there is need for continued payment of these allowances even after active measures had been taken by Government successfully to improve the public health in that locality.

60. It should also be seen whether compensatory allowances in the nature of house rent allowances have been allowed for Government servants who are provided either with rent free accommodation or accommodation at concessional rates.

61. A conveyance allowance is generally granted to an officer for maintaining the prescribed type of conveyance for use in the discharge of his duties (vide Appendix 4 A of T. S. R. regarding principles laid down for the grant of conveyance allowance.) In such cases, Higher Audit enquiries should be in respect of the following points.

(i) Whether the type of conveyance prescribed to be maintained is one ordinarily appropriate to the status of the Officer.

(ii) Whether the nature of work of the concerned Officer is such, that the possession of such a conveyance is absolutely essential for carrying on the work efficiently.

(iii) Whether the Department does not itself possess suitable conveyance which can conveniently be made available to the officer whenever he requires it.

62. The grant of local allowances should be specially examined to see that the principles in Appendix 5 of Travancore Service Regulations are strictly observed by the sanctioning authorities.

CHAPTER V.

SCRUTINY OF EXPENDITURE ON SUPPLIES, SERVICES, CONTINGENCIES, EX-GRATIA PAYMENTS, ETC.

63. *General.* The scope of Higher Audit scrutiny in respect of expenditure on supplies, services, contingencies, etc. is generally to examine whether the expenditure is not more than what the occasion demands and whether utmost economy is exercised in all cases. It should be particularly seen that the sanctioning authorities and spending departments exercise sufficient and effective control over this class of expenditure and the responsibilities devolving on them under the various rules and regulations have been properly fulfilled.

64. *Scrutiny of contingent expenditure in selected departments.* All sanctions to special contingencies received in this office from time to time should be generally reviewed by the sections concerned and, if any special features are noticed, they should be brought to the notice of the Higher Audit Department for further scrutiny.

65. In addition to such scrutiny of special sanctions to contingent charges, either at the instance of the audit section or

directly with reference to perusal of sanctions in dak circulation, the Higher Audit Department should scrutinise the Budget of all Major Departments and select a few, whose contingent expenditure exceeds, say, Rs. 1,00,000 per annum, for detailed examination. The contingent bills of the department should be reviewed with a view to locating any extravagance or departure from the normal rules in cases where the expenditure in a year is considerably over and above the average of the last 2 or 3 years.

66. In the course of such a review it should also be seen particularly whether monetary limits fixed for the various classes of expenditure, by Government or other authorities, are *prima facie* excessive on a consideration of the size and activities of the department concerned.

67. *Scrutiny of recurring charges.* Sanctions to recurring charges should be scrutinised carefully as expenditure may be incurred against them for any indefinite length of time. It should be particularly seen whether the rates or amount of these recurring charges have been fixed on scientific and proper basis and whether suitable arrangements exist for periodical review of the rates, etc. For example, production of a certificate by the Executive Engineer or Rent Controller, regarding the reasonableness of rent fixed and non-availability of Government buildings, in respect of private buildings occupied by Government, every year provides for the annual review of the rents sanctioned by Government. In the case of items such as electricity and water supply charges, on which considerable expenditure is incurred in any department or office, it should be ensured that the charges are paid on the basis of actual consumption as recorded by meters, etc., and that no surcharge is paid as fine for delay in payment. Where a number of offices are situated contiguous to each other or in the same compound it may be possible to obtain supplies of electricity at 'bulk supply rates' (which are considerably lower than the retail rates), if all the offices are considered as a single unit for this purpose and supplies are received through a single point. This will be advantageous only if any extra initial expenditure in getting this bulk supply and distribution to several buildings is negligible when compared with ultimate savings which may accrue.

68. *Comparison of rates for work done and supplies made.* Article 124 of Audit Code mentions as an important function of audit, the examination of the rates in contracts and agreements for works or supplies entered into on behalf of Government. The scrutiny in such cases should be directed towards seeing whether the rates accepted for the work, supplies and services are not considerably higher than the rates prevailing in a locality. A comparison should be made of the rates for the similar articles supplied to different departments in the same locality and causes for any wide variations in the rates should be investigated.

69. *Scrutiny of fixed contingencies.* Certain classes of contingent expenditure may be met by payment of a recurring lump sum; examples of such expenditure are given below:—

- (i) Charges for provision of lighting in offices not provided with ordinary electrical equipment.
- (ii) Charges for hot weather establishments.
- (iii) Charges for maintenance of clocks, etc.

In such cases it should be seen that the rates of fixed amounts paid to similar offices are, as far as possible, uniform and that the expenditure is restricted to the minimum. A test check should occasionally be made of the actual expenditure incurred against these lump amounts to see if they need revision and whether it would be more economical to provide for payment of actual expenditure.

70. *General Scrutiny of ex-gratia payments.* Ex-gratia payments are generally those that are not normally admissible under the existing rules, etc., but are sanctioned in relaxation of the rules as an act of grace. Such payments can be made only under special orders of Government and should be marked for detailed examination by Higher Audit Department. Each case will have to be dealt with on its merits and examination by Higher Audit Department should be directed towards ascertaining any peculiar or extraordinary features in the sanction. The circumstances under which ex-gratia payments are authorised should be called for and enquired into minutely. If the information is not given in the sanction itself, it should be seen particularly whether the payment has been necessitated by any failure to take necessary action on the part of officers of Government etc., or of negligence on their part. Thus, if an ex-gratia payment is sanctioned to a Public Works contractor for loss suffered by him consequent on Government inordinately delaying the supply of certain materials to him, it should be enquired how the delays occurred and even if plausible reasons are advanced, whether in the light of such reasons, it was justifiable at all initially to have undertaken the supply of materials. The method adopted for investigation will differ from case to case depending upon the circumstances of each. But the primary object in every such case should be to see whether the payment is inevitable and the liability to Government has been caused by circumstances beyond the control of any body.

71. *Scrutiny of expenditure from Discretionary grants.* Lump sum amounts are sometimes placed at the disposal of certain high officials to be spent at their discretion. It should be ensured that payments made from these grants do not transgress the principles of financial propriety laid down in Article 85 of Audit Code. It should also be seen that the powers for sanctioning expenditure from these grants are not generally delegated to an officer of low rank.

CHAPTER VI.

WORKS EXPENDITURE.

72. *Insistence on calls for tenders being made before contracts are given.* The general principles to be followed in entering into any contracts involving expenditure to Government are enumerated in Article 126 of the Audit Code. It is one of the fundamental principles that contracts should be placed only, after tenders have been openly invited and the most advantageous terms secured to Government by accepting only the lowest tenders. Cases, in which these principles have not been observed, coming to notice either in W. A. D. Sections or in the course of local inspections should be referred to the Works Miscellaneous Section and H. A. D. for investigation with the available data. Higher Audit Section should call for any information lacking and scrutinise the departmental decision. If it is noticed that the number of tenders received had been very limited, it should be seen whether wide publicity had been given and sufficient time had been allowed for tendering. The reasons recorded for not calling for tenders or for accepting those other than the lowest should be scrutinised with a view to seeing that they are acceptable. If the need for call of competitive tenders has been dispensed with on the ground that the work had to be carried out in an emergency, it should be examined whether it was warranted by such emergency and whether, allowing for such emergency, appropriate steps could not have been taken at least after the emergency was over to follow the normal procedure.

73. *Financial stock-taking of big projects and undertakings.* The procedure for conducting financial stock-taking of big projects etc., is indicated in Article 132 of the Audit Code. Higher Audit Department should, in consultation with Works Miscellaneous Section, ensure that such a stock-taking is carried out every year in respect of big engineering projects. The main aim of Higher Audit Department in this work should be to see that Government is apprised of cases where they have been committed to liabilities on the basis of inaccurate data furnished by the Departmental Officers. It should be ensured that there has been careful planning in each case and if there have been marked deviations from the original plans, there are ample reasons justifying them. Infructuous expenditure of sufficient magnitude may occur in such big projects due to demolition of a construction, to portions being washed away by floods or to deterioration of stores. Higher Audit Department should carry out a special investigation in these cases to examine whether the loss could have been avoided by proper foresight and planning.

74. *Scrutiny of revised estimates and expenditure on large works.* Cases of works in which the revised estimates amount to more than double the original estimates should be selected

for detailed examination of the reasons for the actual or estimated excesses over the original estimates and it should be particularly seen whether the excesses have been due to expenditure on additions or modifications not contemplated originally.

NOTE:—The scrutiny carried out under this paragraph may generally be restricted to works costing over Rs. 50,000.

75. *Monetary limits for expenditure on maintenance of buildings.* A review of the expenditure on the maintenance of residential buildings should be conducted to see that charges incurred by Government on improvements and maintenance to the buildings as well as to the furnishings do not exceed the normal limits of maintenance and repairs and that suitable monetary limits are fixed for renewals and replacements of furniture.

CHAPTER VII.

AUDIT OF REVENUE AND RECEIPTS OF GOVERNMENT.

76. *General.* The Audit Department is not responsible for conducting any audit over receipts or for exercising any check over the collection of revenue, unless such an entrustment has been made by competent authority. The circumstances under which such an audit may be undertaken, are mentioned in Article 139 *et seq* of the Audit Code. The scope of Higher Audit in this direction should generally be restricted to offering suggestions to Government on the measures which they can take for development of revenue or for avoiding losses in collections and of any lacuna in control over collections of revenue. It is not the function of Higher Audit to press the Government to levy any new taxes or to increase the existing rates of taxes.

77. *Scrutiny of rates of contributions.* A periodical examination of the basis on which contributions are recovered for services rendered by Government with a view to suggesting an increase in the rates of contributions, where the cost of the services has risen since the rates were fixed last, is a function of Higher Audit. The circumstances under which the question of the revision in the rates of contributions may be raised, are indicated below in the case of certain types of contributions.

1. Leave Salary

Change in the Leave Rules especially in the rates of leave earned and leave salary payable.

2. Pension

Change in the Pension Rules involving *inter alia* increase in rates, alterations in the manner of calculating qualifying service, etc.

- | | |
|--------------------------|---|
| 3. Establishment charges | Increases in scales of pay, allowances, etc. |
| 4. Tools and Plant | Increases in the cost of tools and plant due to general increase in prices and due to the use of more modern and costlier articles. |

NOTE:—The scrutiny of the rates of contributions prescribed in this paragraph should be undertaken whenever any of the changes mentioned above comes to notice.

78. Higher Audit Department should also undertake a scrutiny of the Budget and sanctions received from time to time in respect of establishments, etc., the cost of which is recoverable from other Governments, local bodies, etc., at a fixed amount. The object of this scrutiny should be to see that the recoveries actually made are not appreciably less than the actual cost to Government of such establishments, etc.

79. *Waiver of contributions.* If the recoveries of any contributions are waived in whole or in part by Government, the circumstances under which the recoveries are waived, should be scrutinised in each case to see whether the action is justified. The waiver of such dues from local bodies, private individuals, etc., is objectionable in principle in as much as it amounts to indirect grants-in-aid which are not recorded as such in accounts and do not come within the purview of the vote of the Legislature. In such cases, audit should suggest the sanction of a direct grant-in-aid to the local bodies, etc., as preferable to waiving the dues.

80. *Suggestions designed to develop revenue.* The bulk of the revenue of Government is derived from taxation regulated by law. The responsibility for deciding upon the taxation measures, the methods of their collection, etc., is solely that of the executive but generally Government will welcome suggestions to develop revenues and for avoiding leakage. In respect of revenues realised otherwise than by taxation, it may be seen whether the basis for assessment is sound and whether the maximum possible amount is collected by Government.

81. In the case of rents collected for Government residential quarters, for example, it may be seen whether by restricting the rent recovered from a particular officer to ten per cent of his emoluments, Government is put to a recurring loss of considerable magnitude. For this purpose Higher Audit Department may review the capital and revenue accounts of buildings or call for from Works Audit Department cases in which the standard rents of the various buildings appreciably exceed the actual rent recovered from the occupants and consider if the system of basing the rates on a flat basis may be suggested to Government.

82. Similarly, in the case of public utility undertakings of Government, such as the Electricity Department, it may be seen

whether the rates per unit charged, have been fixed with reference to any data. Such data should be examined with the object of seeing whether they have been based on proper costing methods.

83. The Financial results of Irrigation, etc. Projects should be reviewed to investigate cases where there is abrupt fall in revenue or steep rise in expenditure on working expenses.

84. Revenue statistics in the Administration Reports of several departments of Government should be reviewed to see as to how far the fees, if any, collected by the Departments cover the charges of the Department *e. g.*, Registration, Stamps, Hospital charges recovered from paying parties, etc.

85. The agreements entered into by Government for the disposal of its property rights, mining concessions, etc., should be scrutinised to see whether any undue advantages have been conceded detrimental to public interests.

86. *Outstanding or uncollected revenue.* The reports regarding the uncollected revenues and other dues to Government outstanding for a long time are available in the Administration Reports of the Departments or Inspection Reports of departmental offices in cases where receipt audit has been undertaken by this office. They should be reviewed mainly with a view to seeing whether they are due to any statutory or organisational defects and whether proper steps have been taken to remove them. Before any orders for remissions or waivers are accepted it should be seen that the circumstances are such that the waivers or remissions are inevitable.

CHAPTER VIII.

MISCELLANEOUS.

87. *Digest of Important cases.* The Comptroller and Auditor General has ordered that a "Digest" of all important cases dealt with by sections should be compiled by Higher Audit Section, and circulated to all sections for information, and that in April and October of each year, a 'Digest' of really important and interesting cases which are likely to assist other offices in India should be submitted complete in all respects to him for considering the desirability of having them circulated to other audit offices. The following procedure has been prescribed to implement the above orders of the Comptroller and Auditor General.

88. All sections in the office will maintain a register in the following form, to note the important cases dealt with by them. These registers will be sent to H. A. D. along with the relevant files and cases, on the 30th of each month. Higher Audit Section will examine these cases and submit them to the Comptroller, with their opinion, as to whether they merit inclusion in

the 'Digest'. Such of the cases as are approved by the Comptroller for inclusion will then be noted in a Register of Digest of Important cases. Higher Audit Section will then prepare a monthly digest in the following form and circulate to all officers, sections and the Training Accountant.

Sl. No.	Brief facts of the case	Point of interest and decision.	Reference to Sectional Case No.

The digest along with the register should be submitted to the Comptroller on the 10th of every month. Higher Audit Section will also prepare the Half-yearly Return due to the Comptroller and Auditor General, so as to reach him on or before the 30th April and 31st October of each year. Only those cases on which final views have already been formulated and which are of interest to other Audit Offices in India should be reported.

(Comptroller and Auditor General's letter No. 99-R. S./272-Admn/49 dated 19-7-1951, 1186-A/308/52 dated 15-12-1952-H. A. 2-4/51-52 Office Order No. Nil dated 21-8-1951.)

89. The digest of important and interesting cases circulated by the Comptroller and Auditor General is meant for the guidance of Audit Officers only, and should not be circulated to Departmental Officers, nor should they be quoted in any official reference to Departmental Authorities.

(Comptroller and Auditor General's Confidential No. 1561-A/381-54 dated 14-12-1954—H. A. Case 2-4/51-55.)

90. *Quarterly Arrear Reports to the Comptroller and Auditor General.* The Comptroller and Auditor General has issued the following directions about the steps to be taken by the Accountant General/Comptroller for the clearance of arrears in their offices:—

(1) The Accountant General/Comptroller should personally watch the progress of clearance of arrears and take suitable measures to ensure that work is brought up-to-date as early as possible and maintained as such thereafter.

(2) The arrears should be computed in terms of man-days so that a more precise watch may be kept on the progress of clearance of arrears.

(3) The progress of clearance of arrears should be discussed at the periodical meetings of officers. He has also decided that a report in the form of a descriptive memorandum reviewing very briefly but critically the state of affairs in respect of the different sections or groups of sections as on 31st March, 30th

June, 30th September, 31st December should be submitted to the Comptroller and Auditor General quarterly, so as to reach him before the end of April, July, October and January respectively. The submission of arrear reports should not itself be allowed to fall into arrears.

The Memorandum should be divided into two Parts ; Part I dealing with the Provident Fund Sections and Part II with other sections sub-divided into the following main heads:—

- (1) Administration Section.
- (2) Departmental Audit Sections.
- (3) Works Audit Sections.
- (4) Pension Sections

and (5) Miscellaneous (covering all the remaining Sections.)

91. Minor changes can be made in the above headings to suit local conditions if considered necessary. The Departmental Audit Sections or Works Audit Sections should be dealt with as a whole, instead of each section thereof being accorded a separate statement.

92. Only prominent arrears such as those in Accounts Work or Audit Work or in the pursuit of objections, or in the disposal of correspondence or any other miscellaneous items such as the submission of returns, condition of Broadsheets, Objection Books, Annual Returns etc., should be brought out in the Arrear Reports.

93. The arrears should be computed, as far as possible, in terms of man-days and the overall increase or decrease should be indicated in a separate paragraph of the Report. When it is not possible to assess the arrears in terms of man-days with any degree of certainty or exactness, an approximate estimate should be given.

94. The Reports should also indicate all the measures penal and other, taken or proposed to be taken for removal of the arrears, and the expectation, as to when the arrears would be cleared.

95. Higher Audit Section will collect the necessary data for the preparation of this report, prepare the report and submit it to the Comptroller for approval, before the 20th April, July, October and January.

96. To enable the Higher Audit Section to prepare the reports, all sections should furnish the particulars in the form given in Annexure I. The form should be filled up and sent to Higher Audit Section after approval by the Branch Officer, on or before the 15th April/July/October/January of each year. The particulars furnished should represent the true state of affairs in the sections.

97. Besides the Quarterly arrear reports mentioned above special reports on any serious arrears, whenever such reports are considered necessary, should also be submitted to the Comptroller and Auditor General (*Vide* para 29 of the Comptroller and Auditor General's Manual of Standing Orders.)

(Comptroller and Auditor General's letter No. 6622-Admn.I/51-52 dated 17-4-1952 and No. 2065-Admn/I.581-54 dated 28-10-1954 filed in H. A. Case 3-3/51-52) Office Order H.A. 3-3/51-55/18 dated 14-1-1955.)

98. *Disposal of the reports of the Director of Inspection.* Higher Audit Department is responsible for the disposal of the report of the Director of Inspection after collecting the required information from other sections. For the purpose of watching the disposal of the various paragraphs, a register should be opened and a page or set of pages in it should be set apart for each paragraph of the report. A copy of each paragraph may be typed and pasted on the left side of the page or pages allotted for it, and the replies and the action taken noted against it. A review of the register will disclose the points on which final replies have been given, as well as those on which action has yet to be taken in this office. This register should be put up to the Comptroller for perusal on the 1st of each month.

99. The Higher Audit Department should keep a register to note all points which should be referred to the Director of Inspection for special examination. The Branch Officers should furnish the points which they consider desirable to refer to the Director of Inspection, as and when they come to notice, after taking orders of the Comptroller.

(Office Order No. H. A. 11/54-55 dated 16-10-1954 H. A. Case 3-120/53-54.)

100. The Memorandum of instructions issued by the Comptroller and Auditor General, regarding inspection of audit and accounts offices by the Director of Inspection, is given in paragraph 87 of the Manual of General Procedure.

101. *Calendar of Returns.* The Calendar of Returns of the Higher Audit Department is given in Appendix I.

CHAPTER IX.

INTERNAL AUDIT AND INSPECTION.

102. *Audit and Inspections.* The internal audit and inspection is an important audit to improve the efficiency and is done to ensure that the audit and accounting and administrative functions of this office are carried out efficiently by all sections concerned. Accordingly, it should not be confined to finding out the defects alone, but also for suggesting ways and means

106. The report may be divided into the following Sections:—

- (1) Organisation of the Section, Staff position etc.
- (2) Defects noticed in accounts, particularly with regard to Broadsheets, Objection Books etc.
- (3) Defects in the audit of Establishment|Travelling Allowance|Contingencies etc. (in the case of Departmental Audit Sections), Divisional Accounts and Schedule Dockets etc. (in the case of Works Audit and Forest Audit Sections.)
- (4) Defects in review by Superintendents and Gazetted Officers.
- (5) Upkeep of registers and control of records.
- (6) Filing and sending of records to Old Records.
- (7) Other special features including arrears in the Section.
- (8) Remedial measures for improving the efficiency.
- (9) Conclusion.

107. It should be submitted to the Comptroller through the Deputy Comptroller after obtaining the replies of the Section and the remarks of the Branch Officer. Necessary action should then be taken, with reference to the Comptroller's orders on each point. After final action has been taken on all the points, the report should be closed.

108. A report showing the stage of disposal of the several pending inspection reports should be submitted to the Comptroller periodically.

ANNEXURE I.

(Vide CHAPTER VIII.)

FORM OF QUARTERLY REPORT ON STATE OF ARREARS AS ON
30TH JUNE, 30TH SEPTR., 31ST DECR. & 31ST MARCH TO
BE SUBMITTED TO H. A. SECTION ON OR BEFORE THE
15TH OF JULY, OCTOBER, JANUARY AND APRIL
RESPECTIVELY (Referred to in para-
graph 90 of H. A. D. Manual).

Departmental Audit, Forest Audit (Treasury Payments),
Pension Audit and Debt Head Sections, Community
Project & Commercial Audit (Treasury Portion).

I. *Calendar of Returns.*

- (a) Returns due to be sent outside the office and those (1)
due to be submitted to other sections in the office (2)
or officer on or before the 30th of June|Septr|31st (3)
of Decr./March, but not sent or submitted. etc.
- (b) Returns due to be received in this office on or (1)
before the 30th June/30th Septr./31st Decr./ (2)
31st March but not received. (3)
etc.

NOTE :—Reasons for non-receipt|non-despatch|non-submis-
sion of the returns, if any, should be clearly noted
against each.

II. *Correspondence.* Whether all letters received upto the
end of June|Septr.|Decr.|March have been disposed of :—If not,
furnish the No. of letters pending, with the details thereof in the
following form :—

Sl. No.	Date of receipt in the section.	From whom received.	Subject.	Reasons for non-disposal.

III. *Audit.*

- (a) Have the audit and review of all accounts, vouchers,
and schedules to the end of May|August|Novr |
Febr. been completed and have the objection state-
ments been issued ?

(b) Have the Scale Audit Registers for the periods upto the end of March|June|Sept.|Decr. been closed ?

(c) Have the Objection Books for the periods up to the end of May|August|Novr.|Febr. been closed ?

IV. *Accounts.*

(a) Have all the accounting processes, including the preparation of Classified and Consolidated Abstracts, in respect of the Treasury accounts for the period ending May|August|Novr.|Febr. been completed ?

(b) Have the following Broadsheets been closed and submitted to the Branch Officer ?

(1) D. A. A. Broadsheet upto the end of April|July|
Octr.|January.

(2) Objection Book Suspense Do.

(3) Do. Advances Do.

(4) Any other Broadsheet special
to the Section Do.

(5) Broadsheets (For D. H. Section
only) Do.

(c) Have the certificates of reconciliation up to the end of April|July|Octr.|January been received ?

V. *Miscellaneous.*

Have the vouchers for the period upto the end of Febr.|May|August|Novr.|been transferred to Record Section ?

VI. Furnish information on the following items :—

(a) *Annual Returns.*

Name of Department.

Total No. due

Total No. received

Total No. checked

Balance due

Balance to be checked

Action taken to obtain the due returns and the No. of Man-days required to check the balance.

(b) *Objections.*

Details of outstanding objections as on 30th June, 30th Septr., 31st Decr. and 31st March.

Name of Department.

Year.

No. of items.

Amount outstanding.

Pre-integration period

1950-51

1951-52

1952-53

1953-54

1954-55

(c) For D. A. XV, Commercial Audit and Community Project only :—

(1) No. of Inspection Reports pending.

Year in which issued.	No. pending as per last report.	No. pending now.
Pre-integration		
1950-51		
1951-52		
1952-53		
1953-54		
1954-55 etc.		

(2) Have the Inspection reports of units inspected upto the end of June/September/December/March been issued?

(d) For D. H. Section only.

- (i) List of Broadsheets with outstanding balances year-wise which are overdue for recovery with reasons.
- (ii) Have closing balance certificates been received in all cases in which they are due?
- (iii) Have all the acknowledgments for Permanent Advances as on 31st March been received?

Gazetted Audit Department.

- I. As in Section I for D. A. Branch.
- II. " II "
- III. " III "

IV. Accounts.

(a) Have the Broadsheets noted below been closed upto end of April/July/October/January?

(1) Objection Book Advance to Gazetted Officers—Central State.

(2) Loans and Advances.

Advances for the purchase of conveyance—Central State.

- V. (a) History of Services:—Whether printed and issued.
- (b) Gazette Notifications:—Whether noted up-to-date and attested.
- (c) Issue of Incremental Pay Slips:—Whether these due up to the end of June/September/December/March have been issued.
- (d) Whether unnecessary records have been transferred to Record Section.

VI. Furnish information about the amount of outstanding objections as on 30th June/30th September/31st December/31st March in the following form:—

Year.	Amount outstanding.
Pre-integration	...
1950-51	..
1951-52	..
1952-53	..
1953-54 etc.	..

Works Audit Branch including F. A. D. (Works) Commercial Audit (Departmental Accounts), and Community Project (Departmental Accounts).

- I. Same as I in D. A. Branch.
- II. Same as II „
- III. *Audit.*
 - (a) Have the audit and review of all accounts, vouchers etc. to the end of April/July/October/January been completed and have the Audit Notes, S. I. Os. been issued and Objection Books closed?
- IV. *Accounts* (for W. M. and F. A. D.)
 - (a) Same as IV (a) in D. A. Branch.
 - (b) Have the Broadsheets upto the end of April/July/October/January been closed and submitted?
- V. *Miscellaneous* (for W. M. only.)
 - (a) Have the Inspection Reports of the Divisions inspected up to the end of June/September/December/March been issued?
 - (b) Has the post review of units marked up to the end of May/August/November/February been completed and submitted to Comptroller?

For all Sections except W. M.

- (c) Have the accounts of divisions in respect of which replies to the Audit Notes and S. I. Os. have been received and finally disposed of, been transferred to Record Section?
- VI. *Furnish information on the following items.*
 - (a) Inspection Reports (For W. M. only) which have not been finally disposed of.

Period in which the reports were issued.	No. outstanding as per previous report.	No. pending now.
Pre-integration		
1950-51		
1951-52		
„		
„		

Have the administrative accounts in respect of irrigation projects, electricity schemes been prepared? (For the quarter ending September only.)

Have the Finance schedules been sent to the Comptroller and Auditor General (for the quarter ending June only)?

(b) Outstanding objections (for W. A. D. and F. A. D.

Total amount outstanding on 30th June/30th September/ 31st December/31st March.	}	Want of Estimate.
		Excess over Estimate.
		Want of Allotment.
		Excess over allotment.
		Miscellaneous.

A. A. D., Book, H. A. D., T. M., O. A. D., Establishment, Account Current, Pension Report, Pension Contribution and D. H. Reconciliation.

I, II same as against I and II in D. A. Branch.

III. For T. M. only.

Furnish information on the following items:—

(a) No. of units marked for post review by the Gazetted Officers upto the end of May/August/November/February which has not been completed. Post review of a unit can be taken as completed only when it has been submitted to Comptroller and his orders obtained.

(b) No. of pending Inspection Reports of Treasuries.

Year in which the report was issued.	Pending as per the last report.	Pending at present.
Pre-integration ..		
1950-51 ..		
1951-52 ..		
1952-53 ..		
1953-54 ..		
1954-55 ..		

(c) Have the inspection reports of Treasuries inspected upto the end of 30th June/30th September/31st December/31st March been issued? If not, state details of reports to be issued.

IV. For Establishment Section only.

- (a) Have the entries in Service Books and Leave accounts been made up to date and got attested?
- (b) Whether the application for pension of those who have retired upto the end of June/September/December/March have been prepared and sent to the Audit Officers for verification.
- (c) Whether the arrears of pay and allowances due have been drawn and disbursed.

V. For Outside Audit Section only.

- (a) Whether the Inspection Reports of units inspected upto the end of 30th June/30th September/31st December/31st March have been issued.
- (b) *No. of outstanding Inspection Reports.*

Year in which issued.	No. pending as per last report.	No. pending now.
Pre-integration ..		
1950-51 ..		
1951-52 ..		
1952-53 ..		
1953-54 ..		
1954-55 ..		

VI. For Correspondence Section only.

- (a) Has the action been marked against indexed letters from the Government of India, Comptroller and Auditor General and State Government to the end of the quarter?
- (b) Have the verification reports of furniture, stationery forms, etc. been disposed of?
- (c) *Records.*

Progress made in the weeding out of old records.

Progress made in the removal of old records from the Section and their arrangements.

VII. *For Account Current Department only.*

- (a) Have Outward Accounts to the end of May, August, November, and February, and advance schedules for June, September, December and March been issued and Inward Accounts for the quarter been disposed of?
- (b) Has the analysis of the progress register of Exchange Accounts been prepared and forwarded to the Account Officers?

VIII. *For Pension Contribution Section only.*

Whether all Broadsheets for April/July/October/January have been closed and submitted.

Have all the contributions to the end of the previous quarter been received? Details of outstandings should be furnished year-wise.

IX. *For A. A. D. only.*

- (a) Has expenditure been compared with appropriation to the end of April/July/October/January and warning slips issued?
- (b) Have the clean proofs of the Appropriation Accounts and Finance Accounts of the previous financial year been submitted to the Comptroller and Auditor-General?

X. *For Book only.*

- (a) Have the Civil Accounts for May/August/November/February been despatched?
- (b) Have the balance certificates been received in respect of the previous financial year from all the loanees?

XI. *For D. H. Reconciliation only.*

- (a) No. of unreconciled items as on 1-4-1950.

No. of items completely reconciled as on 30th June/30th September/31st December/31st March.

Balance outstandings.

Particulars of action taken with an estimate of the probable date by which the work is expected to be completed.

XII. *For Pension Report only.*

- (a) No. of pension applications received upto the end of 10th June/10th September/10th December/10th March and pending in this office.
- (b) Do. pending with Departmental Officers.

Provident Fund Branch.

- I. Same as Section I for D. A. Branch.
- II. Do. Section II „
- III. (a) Do. Section III (a) for D. A. Branch.
(b) As in III (c) for D. A. Branch.
- IV. (a) Have all the P. F. schedules to the end of April, July, October and February been posted ?
(b) (i) Have the unit Broadsheets and consolidated Broadsheets for the above months been closed ?
(ii) Has the explanation sheet of difference to the end of the above month been closed ?
(iii) Have the figures as per the unit Broadsheets been reconciled with the departmental classified abstracts till the end of the above month ?
(iv) Have the figures of the consolidated broadsheets to the end of the above month been reconciled with the State Ledger ?
(c) No. of final withdrawal cases more than one month old remaining on 30th June/30th September/31st December/31st March.
(d) Have insurance policies to the end of the quarter under report been received, checked and filed ?
(e) Have nominations been received in all cases of admissions to the Fund to the end of May, August November and February and checked and filed ?
(f) Have the registers of temporary and final withdrawals been posted to the end of April, July, October, January and voucher numbers and dates of payment noted ?
(g) Has the interest to the end of the previous year been calculated and annual accounts despatched (for the quarter ending June only) ? Details of other arrears, if any.
- V. Have the unnecessary records been transferred to Record Section ?

Savings Bank.

- I. Same as Section I for D. A. Branch.
- II. do. Section II for D. A. Branch.
- III. (a) Have all the Journals and deposit and withdrawal vouchers to the end of May, August, November and February been received, checked, audited and posted in the ledgers and reviewed ?
(b) Have the unit and consolidated Broadsheets for the above months been posted and closed ?

(c) Have the figures as per the consolidated Broad-sheet to the end of April, July, October and January been agreed with the State Ledger?

(d) Have all the pass books received for closing to the end of May, August, November and February been closed and payment authorised?

Other arrears, if any, should be specified in detail with reasons and the probable date by which they are expected to be completed.

IV. As in V for Provident Fund Branch.

Deposit Section.

I. As for D. A. Branch.

II. Do.

III. (a) and (b) *vide* III (a) and (c) for D. A. Branch.

IV. *Miscellaneous.*

(a) Have the Extract Registers of Revenue and Judicial Deposits to the end of May/August/November/February been received and posted in Extract Registers and Clearance Registers and balances worked out?

(b) Have the Memoranda of personal deposits/Jenmikaram deposits to the end of May/August/November/February been received, checked and posted and balance agreed?

(c) Have the proof sheets till the end of April/July/October/January been prepared and approved by Branch Officer?

(d) Has the Check of Clearance Registers and statement of lapses to the end of the previous financial year been completed and discrepancies communicated?

(For the quarter ending June only).

(e) Have the balances to the end of the previous financial year in P. D. Accounts been accepted as correct by the administrators?

Has the proof sheet for the previous financial year closed? Progress made in the clearance of arrears since the last report should be specially mentioned.

V. As in V for P. F. Branch.

General.

NOTE:—If the answers to the questionnaire are in the negative, state clearly the extent of arrears, the reasons therefor and the number of man-days required for clearing them.

APPENDIX I.
CALENDAR OF RETURNS.

Sl. No.	Particulars of Returns due.	To whom due.	Due Date	Authority.
	SECTION I—RETURNS DUE TO OUTSIDE AUTHORITIES.			
	HALE-YEARLY.			
1	Digest of interesting and important cases	Comptroller and Auditor General	30th April 31st October	Para 88 of Manual of Higher Audit Department
	QUARTERLY.			
1	Arrear reports	do.	30th April 31st July 31st October 31st January	Para 90 of do.
	SECTION II—RETURNS DUE TO COMPTROLLER AND OTHER SECTIONS OF THE OFFICE.			
	ANNUAL.			
1	Collection of statistics for rush of expenditure	Comptroller	15th July	Para 47 of do.
	HALF-YEARLY.			
1	Register of review of sanctions of a permanent nature	do.	1st January 1st July	Para 40 of do.
	QUARTERLY.			
1	Register of delegation of Financial powers	Comptroller	1st April 1st July 1st October 1st January	Para 26 of do.

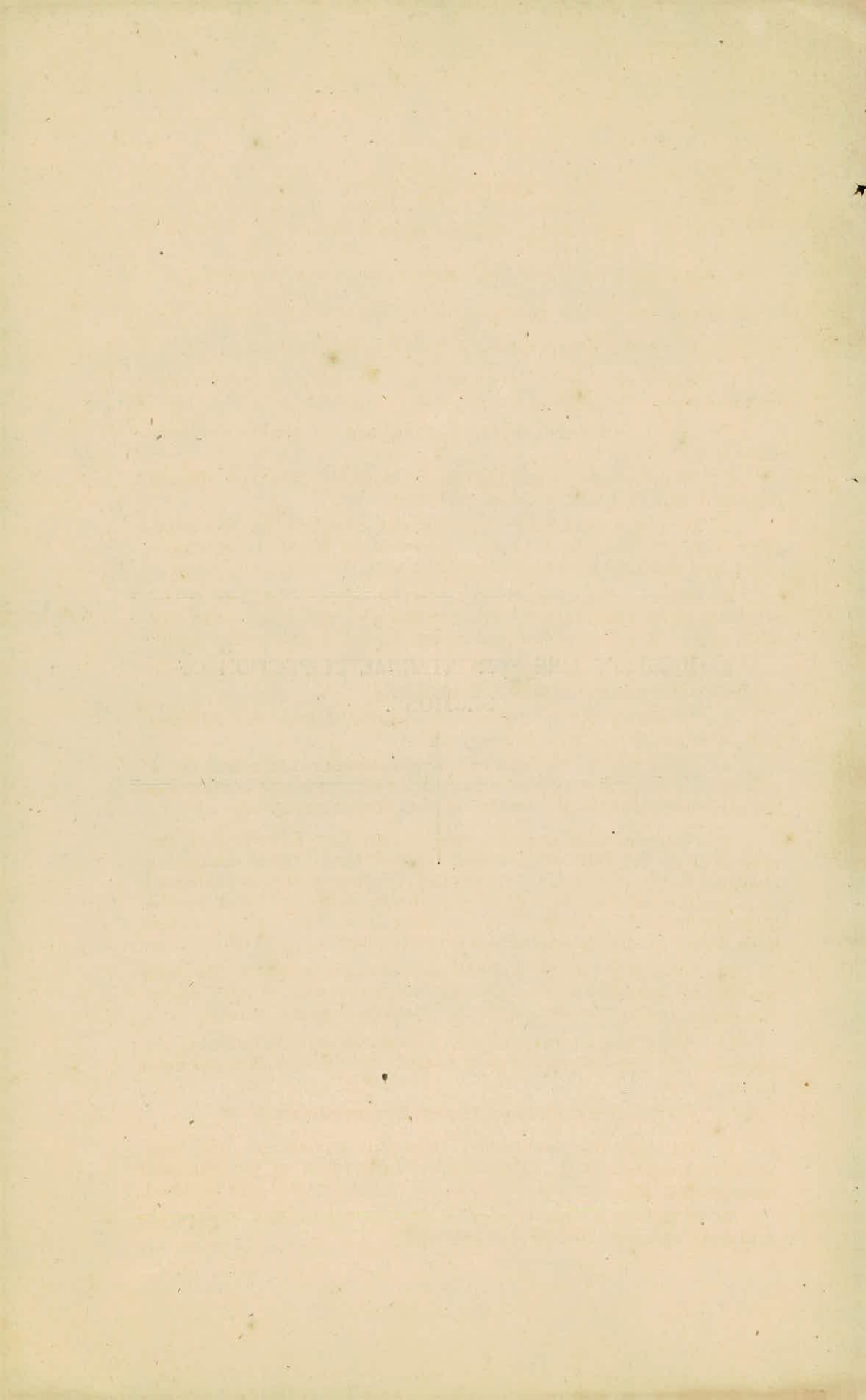
APPENDIX I.—(contd.)

1	2	3	4	5
	MONTHLY.			
1	Register for watching disposal of paragraphs in Report of the Director of Inspection	Comptroller	1st	Para 98 of do.
2	Late Attendance Register	do.	5th	Para 6 of Manual of General Procedure
3	Certificate of file order on indexed letters	Correspondence Section	5th	Para 108 of do.
4	Calendar of Returns	Comptroller thro' T. M.	5th	Para 78 of do.
5	Monthly Report	do.	5th	Para 79 of Manual of General Procedure
6	Register of cases investigated by H. A. D.	Comptroller	10th	Para 13 of Manual of Higher Audit Department
7	Register of letters etc. marked for subsequent scrutiny by H. A. D.	do.	10th	Para 5 of do.
8	Register for selection of Sections for Test Audit by H.A.D.	do.	10th	Para 15 of do.
9	Purport Register	do.	Second Monday	Para 110 of Manual of General Procedure

APPENDIX I.—(concl.)

1	2	3	4	5
	MONTHLY—(concl.)			
10	Register for watching disposal of Test Audit Reports	Comptroller	25th	Para 15 of the Manual of H. A. D.
11	Despatch Register	do.	18th	Para 69 of Manual of General Procedure
	WEEKLY.			
1	Purport Register	do.	Every Monday	Para 110 of do.
2	Calendar of Returns	do.	Every Tuesday	Para 78 of do.
	SECTION III—RETURNS DUE FROM OTHER SECTIONS.			
	HALF-YEARLY.			
1	Material for Digest of important and interesting cases		15th April 15th October	Para 88 of Manual of Higher Audit Department
	QUARTERLY.			
1	Material for preparation of arrear reports		15th April 15th July 15th October 15th January	Para 96 of do.
	OCCASIONAL.			
1	Copies of rules, orders, framed under the Salaries and Allowances Act and Amendment to Rules and Act.	Comptroller and Auditor General	As and when they are issued	Comptroller and Auditor General's letter No. 948-A/143-52 dated 2-7-55

**QUESTIONNAIRE FOR INTERNAL INSPECTION OF
SECTIONS.**



APPENDIX II.

(Vide Paragraph 103)

A. QUESTIONNAIRE FOR DEPARTMENTAL AUDIT SECTIONS.

(including Forest Audit Branch—Treasury portion.)

I. AUDIT REGISTER OF FIXED ESTABLISHMENT.

1. Whether separate registers are maintained for permanent and temporary establishments in Form A. T. M. 29.

2. If not, whether separate pages are allotted in the permanent volume.

3. Whether the classification is noted on the top of each page and attested by the Superintendent.

4. Whether orders of Government sanctioning the establishment are noted in all cases (permanent as well as temporary) and attested by the Superintendent.

5. Whether the sanctioned strength of each section of the establishment (permanent and temporary) together with the scale of pay in full is noted and attested by the Superintendent.

6. Whether a fly-leaf in A. T. M. 30 or in a duplicate form of the Establishment return is maintained.

7. Whether the fly-leaf has been checked by the Auditor and certified by the Superintendent.

8. Whether the notings of the increments (date and rate) and reference to the vouchers to which the increment certificates are attached have been attested by the Superintendent.

9. Whether the notings of the Last Pay Certificates, the rate of pay, the date of increments and the date of assuming charges, in the fly-leaf, in respect of persons newly transferred to a section of the establishment, have been attested by the Superintendent; whether the transfer from the old office has been noted in the fly-leaf also with date of relief.

10. Whether there are blanks in the columns for the months for which audit certificates were already given. If so, the steps taken to complete the postings may be stated.

11. Whether, in respect of temporary establishments, the precautions prescribed in para 124 of the Audit Manual have been taken.

AUDIT REGISTER OF STATE ESTABLISHMENTS.

1. Whether the sanctioned strength, permanent and temporary, together with reference to the orders of Government sanctioning these establishments, have been noted and attested.

2. Whether a consolidated fly-leaf is maintained separately and duly checked and filed separately.

3. Whether a consolidated absentee statement is being received every month, and checked against the effective strength as opposed to the sanctioned strength (*Vide* para 117 and 122 (7) of the Audit Manual).

III. REGISTER FOR ESTABLISHMENTS WITH LEAVE RESERVE

1. Whether the strength of the leave reserve for the permanent and temporary establishments has been correctly calculated and shown distinctly from the regular strength, noted with reference to the orders of Government and attested.

2. Whether in respect of this establishment it is seen that (S+L/O) do not exceed the sanctioned strength which is inclusive of the leave reserve.

Audit Manual, Para 122 (3)

IV. PERIODICAL CHARGES REGISTER (A. T. M. 35).

1. Whether sanction by the competent authority exists in all cases.

2. Whether the sanctions and the period of currency, if any, have been noted and attested by the Superintendent.

3. Whether the classifications have been noted and attested by the Superintendent.

4. Whether the annual certificates from the Executive Engineer for accommodation hired for office have been received noted and attested by the Superintendent.

5. Whether sanctions with a long period of currency have been reviewed and seen that the charges are still payable and that the conditions have not since changed for the discontinuance of these charges.

6. Whether the register is submitted periodically for the Gazetted Officer's review.

V. SPECIAL CHARGES REGISTER (A. T. M. 33)

1. Whether competent sanction exists, and is noted and attested by the Superintendent.

2. Whether the classification has been noted and attested by the Superintendent.

3. Whether the amounts actually drawn, either as a whole or in instalments, (in the latter case the progressive expenditure) do not exceed the amount sanctioned.

4. Whether revised sanctions for the entire amounts have been called for where the amounts drawn have exceeded the sanctioned amounts.

5. Whether, in respect of unexpired sanctions against which no expenditure is posted, enquiries have been made whether the sanctions have been acted upon and, if so, to furnish details of the amounts drawn and the dates of drawal.

6. Whether the sanction for any fresh charge which has not been acted upon for a year, has been treated as lapsed, unless it has been specially renewed.

7. Whether the other current items have been carried over to a new register and attested.

8. Whether the register is submitted periodically for the Gazetted Officer's Review.

VI. GRANT-IN-AID REGISTERS.

(Para 145 of the Audit Manual)

1. Are registers in Form A. T. M. 41 used, and separate pages allotted to each category of grant ?

2. Are all sanctions entered therein in all the columns concerned and the conditions of grant and periods of payment, due date, amount, etc., recorded and attested by the Superintendent?

3. Is reference given to file or case number in which sanctions are filed where the detailed conditions could not be recorded in the audit register?

4. Are payments recorded in the concerned columns and are progressive totals made to watch against sanctioned amount where more than one payment is made?

5. Has the Superintendent and the Branch Officer initialled the payment columns where the vouchers have been reviewed by them? (In all cases where payments exceed Rs. 1,000 or Rs. 3,000 in each voucher such initials should be looked for.)

6. In case of non-payments as per register for a long time after sanction, has it been ascertained if payment has not actually been made and if so for what reason?

7. In opening new registers have all unexpired sanctions been brought forward?

VII. REGISTER OF SPECIAL RECOVERIES.

1. Whether a register in S. Y. 188 D is maintained (Art. 69 of of the Audit Code).

2. Whether sanctions to additional establishment created for the benefit of public bodies and other Governments have been noted and attested.

3. Whether recoveries ordered on other considerations from public bodies and other Governments have also been noted and attested.

4. Whether the demands are worked out monthly, or at periodical intervals according to the orders in each case, and recoveries posted from the Treasury accounts, or book adjustments made.

5. Whether the register is submitted monthly for the Gazetted Officer's review.

VIII. PROGRESS REGISTER OF AUDIT.

1. Whether a progress register is kept, and submitted weekly to the Gazetted Officer and on the 10th of each month to the Comptroller.

2. Whether the certificate of completion of audit, as per the wordings in the register is recorded by each Auditor, Superintendent, and the Officer in the register, apart from the consolidated certificate given to T. M.

IX. CHECK OF ANNUAL ESTABLISHMENT RETURNS.

1. Whether a register in S. Y. 209 is maintained, for watching the receipt and disposal of the returns.

2. Whether the register is submitted weekly from 1st June to the Branch Officer.

3. Whether in regard to returns checked, the auditor has certified that he has checked with previous return and also checked with fly-leaves of audit registers regarding pay, etc.

4. Whether an index has been opened on completion of check of all returns and the return arranged, page numbered and submitted to the Branch Officer.

5. Has the Branch Officer checked 10% of the returns and certified on the returns so checked and indicated the same on the index?

X. OBJECTION BOOK FOR OBJECTION BOOK
ADVANCES--OTHER OFFICERS.

1. Whether a separate Objection Book, for objection book advances-other officers relating to the Department is maintained along with its Adjustment register and Abstract of objections.

2. Whether it is closed monthly on the 27th of each month for the preceding month.

3. Is the Broadsheet correctly posted and the difference analysed and proper action taken to settle unadjusted debits and unadjusted credits?

4. Is the quarterly analysis of outstandings prepared and are details given for each item except for items in the last quarter? Do the monthly figures agree with those shown in the balance columns of abstract and the totals with that in the Broadsheet for the month concerned as certified at the foot of the quarterly analysis?

5. Has action taken been indicated against each item in the quarterly analysis?

XI. OBJECTION BOOK FOR OTHER TRANSACTIONS.

1. Whether items of non-recurring nature that could be waived under Article 248 of the Audit Code were waived and not entered in the Objection Book.

2. Whether all items taken under objection, involving money value, have been taken in the Objection, Book.

3. Whether all notings in Objection Book. *i. e.*, the original objection, the issue of the reminders, the notings of the replies, and the clearance in whole or in part have all been attested, indicating at the same time the month of clearance and the reasons for the clearance.

4. Whether the certificate on the right side of the register at the time of closing of the objection book for the month has been signed by the Superintendent.

5. Whether it is closed monthly and submitted to the Gazetted Officer and the Gazetted Officer's initials are found in the closing slip, the adjustment register and the abstract of objections.

6. Whether the items in the old register outstanding after the close of March final accounts have been brought forward in the new register and whether the corrections due to March final adjustments are effected in the closing for July and the progressive balance rectified.

XII. ADJUSTMENT REGISTER.

1. Whether the column 'how adjusted' has been filled in, and attested by the Superintendent.

2. Whether the abstract of the adjusted items has been prepared and agreed with the total adjustments during the month, and correctly posted in the abstract of objections.

XIII. ABSTRACT OF OBJECTIONS.

1. Whether the figures from the abstract in the adjustment register have been correctly posted.

2. Whether the total adjustment agrees with the total as per the adjustment register.

3. Whether the balance outstanding agrees with the outstanding as per the Objection Book.

4. Whether March final adjustments have been incorporated in the 'July' column and the progressive balance agreed with that of the Objection Book.

XIV. HALF MARGIN REGISTER.

1. Whether one is maintained in S. Y. 308 for each unit.

2. Whether all objections issued, replies received, reminders issued, and the issue of further remarks, etc., have been noted and attested.

3. Whether the register is closed every month and submitted to the Gazetted Officer.

XV. THREE MONTHS REGISTER.

1. Whether a register in S. Y. 286 is maintained.
2. Whether the total amount of the new items entered each month in this register, has been agreed with the outstanding against that month in the abstract of objections.
3. Whether the register is submitted to the Gazetted Officer monthly.
4. Whether the items carried over to the six months register have been removed giving reference to the six months register.

XVI. SIX MONTHS REGISTER.

1. Whether a register in S. Y. 286 is maintained.
2. Whether all the items in the three months register outstanding for over six months have been correctly carried forward to this register.
3. Whether the total of the amounts outstanding as per this register agrees with the total outstanding against each of the concerned month in the abstract of objections.
4. Whether an abstract is prepared as required in Office Order No. T. M. 11-28/82 dated 28-10-53
5. Whether the register relating to each unit has been submitted monthly to the Comptroller through the Branch Officer and the Deputy Comptroller (Sr.)

XVII. REVIEW REGISTER OF SUPERINTENDENT.

1. Whether a review register in form S. Y. 3 is maintained.
2. Whether it is submitted monthly when the review of vouchers relating to a particular month is completed.
3. Whether a record of all the documents reviewed by the Superintendent is maintained (Register showing the vouchers reviewed.)

XVIII. MEMORANDUM BOOK.

1. Whether a Memorandum Book is maintained by the Superintendent to watch the issue of all objections passed by him.
2. Whether the issue of objections with reference to the entries in this book is watched. (Para 563 of the Audit Manual).

XIX. REGISTER OF PROVISIONAL PAYMENTS.

1. Is a register of provisional payments maintained?
2. Is action being taken regularly for getting final orders?

XX. VOUCHERS.

1. Whether the vouchers not received with the lists of payments are being taken under objection (Para 7 of the Audit Manual).

2. Whether the vouchers received later are audited and restored to the voucher bundles concerned at the time of removal of objection from the Objection Book (Para 9 of the Audit Manual).

3. Whether each audited voucher bears the required audit enfacement. (Paras 9 and 33 of the Audit Manual) including enfacement for "Arithmetical Accuracy Check".

4. Whether the vouchers reviewed by the Superintendent and the Gazetted Officer bear their initials (Paras 38 and 43 of the Audit Manual).

4 A. Whether all vouchers requiring postings in audit registers have been posted as required in the respective audit registers.

5. Whether the vouchers sent to other sections have been recovered and again checked with the list of payments to see that none of the vouchers is missing and restored to the respective bundles.

6. Whether the amounts of all abstract contingent bills and advance of Tour T. A. bills have been taken in the Objection Book.

7. Whether the Supplementary bills have been noted, whenever required, in the main bills relating to these months (Para 122 (3) of the Audit Manual).

8. Whether the increment certificates and absentee statements relating to vouchers not marked for audit also have been scrutinised and necessary notings made.

9. Whether objections which could be waived under Article 248 of the Audit Code have been recorded on the bills themselves, and orders of the Branch Officer or the Deputy Comptroller (Sr.), as the case may be, have been obtained on the vouchers themselves for the waiver of the recovery.

10. Whether the sub-vouchers received later (as stamped receipts, etc.) have been attached to the vouchers concerned.

11. Whether the deductions made in the bills have been agreed with the amounts entered in the schedules attached to the vouchers.

12. Whether, in respect of absentees' pay refunded, necessary notings have been made against the establishment affected, and the S. L. O. revised, if need be, quoting reference to this refund.

13. Whether Savings on account of vacancies and on account of extraordinary leave without officiating arrangements are specifically noted, to detect any fraudulent claims in the place of these savings.

14. Whether, after the audit is completed and the vouchers received from other sections, they have been sorted, checked with the list of payments, and bundled according to categories, a list of missing vouchers, if any, made out, and delivered duly labelled to old records for binding and final record.

15. Whether in respect of such missing vouchers copies have been called for from the departmental officers through the Gazetted Officers.

XXI. COMPILATION.

1. Whether all vouchers have been checked for classification by the Auditors and the fact recorded on the voucher over the initials of the Auditor.

2. Whether classification for items over Rs. 500 and below Rs. 5000 under any detailed head has been checked by the Superintendent and initialled.

3. Whether the classification for items above Rs. 5,000 has been checked by the Branch Officer with the compilation sheet.

4. Whether the registers of suspense slips received and issued are maintained for each Department.

5. Whether they are submitted monthly to the Branch Officer with the accounts.

6. Whether a register of suspense slips in A. T. M. 4 is maintained.

7. Whether details for items classified under 'Miscellaneous' and 'R. S. P.' are received from the Treasuries.

XXII. CLASSIFIED ABSTRACT AND CONSOLIDATED ABSTRACTS.

1. Whether any unauthorised heads have been opened in manuscript.

2. Whether the consolidated abstracts are periodically reviewed by the section Superintendent and the G. O. for any abnormal variations in the receipts and charges.

XXIII. TRANSFER ENTRY NUMBER BOOKS.

1. Whether one is maintained and closed on the 1st of every month, and return of outstanding Transfer Entries watched.

2. Whether the Transfer Entries received from other sections are also entered in this for watching appearance of figures in the Transfer Entry abstract.

3. Whether the inter-departmental adjustments made by Transfer Entries or rectification made by T. Es have also been intimated to the Treasury or the Departmental Officers for incorporation in their accounts.

XXIV. TRANSFER ENTRY FILES.

1. Whether a file is maintained for the T. Es made in each financial year.
2. Whether the acceptance of other departmental audit section has been obtained in cases where the T. E. does not relate to single Major Head, on T. Es concerned.
3. Whether the fact of having posted the T. Es in the departmental or debt head abstract (*i. e.*, where the T. E. is carried in the section itself and not made out to the Book Section) is recorded on the T. E. itself.

XXV. COMBINED TRANSFER ENTRY LEDGER AND ABSTRACT.

1. Whether maintained in form A. O. 52.
2. Whether general numbers alone are noted in the column T. E.
3. Whether the Ledger and abstract is closed on the 11th of every month.

XXVI. BROADSHEET OF D. A. A.

1. Whether a Broadsheet in form A. T. M. 130 is maintained for each department.
2. Whether the Broadsheet is submitted on the 10th of every month to the Branch Officer and once a quarter to the Comptroller.
3. Whether the certificate of adjustment of the differences has been signed by the Superintendent.
4. Whether a memorandum explaining the progressive difference is prepared every month.

XXVII BROADSHEET OF OBJECTION BOOK SUSPENSE RECEIPTS AND CHARGES.

1. Whether a Broadsheet in form A. T. M. 129 is maintained and reviewed by the G. O. once a month.
2. Whether the balance is analysed into items, the difference between the Broadsheet and the Ledger figure is explained, and the Ledger figure duly certified by D. H. Section is entered in the relevant column.
3. Whether action taken to clear the balance and to adjust the difference between the Broadsheet and the Ledger is noted.

XXVIII. ALTERATION MEMO Book.

1. Whether one is maintained, closed every month and the outstandings watched.
2. Whether the concurrence of the other sections concerned is obtained also in the register.

3. Whether it is being watched that the Alteration Memos approved and sent to the D. T. Os have been carried out in the next month's accounts, if not whether the D. T. Os. are reminded in this regard.

XXIX. RECONCILIATION REGISTER.

1. Whether a register is maintained for each Department.
2. Whether the receipt of the certificate is watched and the register submitted to the Branch Officer on the 25th of each month and to the Comptroller once a quarter.

XXX. REGISTER FOR ACCEPTANCE OF CERTIFICATE OF PAYMENT IN CASE OF MISSING VOUCHERS.

1. Whether a register is maintained and submitted to the Comptroller, with the certificates of payment for acceptance.

XXXI. REGISTER OF TREASURY IRREGULARITIES.

1. Whether a register is maintained and submitted to T. M. monthly.

XXXII. PURPORT REGISTER.

1. Whether two registers are maintained for use on alternate days.
2. Whether the disposed letters have been initialled by the Superintendent.
3. Have all columns been properly filled in? Whether disposals are noted in the columns concerned with file numbers.
4. Whether submitted to the Deputy Comptroller (Sr.) through the Branch Officer on the 4th Monday duly closed and on the 2nd Monday to the Comptroller.
5. Whether the certificate of having filed all papers and of noting of file orders in the Index Registers is furnished weekly along with the closing of the purport register.
6. Whether a register of urgent letters and reminders received is maintained. Is it being closed every Monday and submitted to the Branch Officer?

XXXIII. DESPATCH REGISTER.

1. Whether letters requiring replies are indicated in the column.
2. Whether the receipt of replies or the issue of reminders are indicated in the register, in the relevant columns.
3. Whether the register is closed on the 18th of every month with an abstract of outstanding items and action taken.

XXXIV. CALENDER OF RETURNS AND RED BOOK.

1. Whether the Calender of Returns is kept up-to-date and all items special to the section are entered in it in addition to common items.
2. Whether the Calender of Returns is submitted weekly to the Branch Officer with a list of items in arrears and the explanation for their non-submission.
3. Whether it is submitted regularly on the 5th along with the monthly Report to the Deputy Comptroller and the Comptroller.
4. Are the entries made in the Monthly Report accurate and in accordance with facts?

XXXV. FILES.

1. Whether all letters disposed of have been filed in the particular files.
2. Whether a register of cases is maintained for the section.
3. Whether audit documents, sub-vouchers, etc., received subsequently have been filed with the original vouchers to which they relate and are not filed in the files.

XXXVI. REGISTERS.

Are the following registers maintained in addition to the registers mentioned above.

- (1) Register of points for inclusion in the Appropriation Accounts.
- (2) Register of insufficient or irregular sanctions.
- (3) Register of points for investigation by H. A. D.
- (4) Auditors' and Superintendents' Note Book.

B. QUESTIONNAIRE FOR G. A. D. SECTIONS.

I. GAZETTED AUDIT REGISTER.

1. Whether the register is maintained in Form A. T. M. 6 or 7.
2. If A. T. M. Form 6 is used whether two folios are left for each officer.
3. Whether the classification and scales of pay are noted on the top of each page.
4. Whether the entry regarding the date of birth has been attested by the Branch Officer.
5. Whether the notings of particulars of orders are attested by the Branch Officer.
6. Whether all the money columns are attested.
7. Whether the Advice Number is filled in.

8. Whether perpetual Pay Slips are issued, in the case of permanent Gazetted Officers on time scales of pay.

9. Whether the 'Nil' money columns are attested as also the cancellation or revision.

10. Whether in the case of Gazetted Officers holding temporary posts a 'Nil' money column or a 'Stop' is noted from the date of expiry of sanction.

11. Whether pay slips are issued in A. T. M. Form No. 9.

12. Whether Triplicate Pay Slips are issued in the case of officers who are occupying Government Residences for which rent is payable by them.

13. Whether all the bills have been audited and posted under "Date of payment".

14. Whether the changes in emoluments are posted by entering the amount as well as the date.

15. Whether the name of the Treasury from which payment is obtained is noted in red ink in respect of payment for the first time from the Treasury.

16. Whether the particulars of objections noticed are entered under the column "Particulars of objection" and the money value taken to the Objection Book.

17. Whether the adjustments or objected amounts are also posted in the column provided.

18. Whether the particulars of objection noted in the space are attested by the Superintendent or the Branch Officer who reviews the vouchers.

19. Whether the vouchers so reviewed are initialled by the Reviewing Officer as well as the postings in the Audit Register.

20. Whether long term advances, e. g., purchase of conveyances, etc., are recorded in the Audit Register and the recovery watched.

21. Whether the notifications of posting orders and leave appearing in the Gazette are noted in the Audit Register and initialled by the Branch Officer.

22. Whether the "C. T. C." for handing over charge and taking over charge have been received in all cases and noted in the relevant columns and attested.

23. Whether a leave eligibility certificate is issued in S. Y. 52.

24. Whether the sanctions to leave on receipt, are checked with the original report and certified as such on the Government Order and attested by the Superintendent or the Branch Officer.

25. Whether the rules under which leave is granted as also the nature of leave are indicated in the column.

26. Whether the column "Period of absence" has been filled in after the Government Servant's return to duty.

27. Whether the columns "Joining time admissible and taken" are filled in where necessary from the "C. T. Cs." and checked to see the joining time is not exceeded.

28. Whether leave salary certificates are issued in Form A. T. M. 13.

29. Whether the final bills from Government servants finally quitting service have been received for pre-audit.

II. SCALE AUDIT REGISTER.

1. Whether it is maintained in Form A. T. M. 22, separately for each Department.

2. Whether the particulars of the number of posts sanctioned are noted on the top of each page and attested.

3. Whether sanctions to the temporary posts have been noted separately and attested, and strength available for each month worked out.

4. Whether the register is posted regularly at the end of the month and closed and submitted to the Branch Officer on the 10th of every month.

III. TRAVELLING ALLOWANCE BILLS REGISTER.

1. Whether a register in A. T. M. 32 is maintained for the claims of each Gazetted Officer of the different departments.

2. Whether separate pages have been allotted for each Officer.

3. Whether classification has been noted on the top of each page.

4. Whether the pay of the officer or the scale of pay of the post held has been noted on the top of each page to check the rates of D. A., mileage, etc. as also his Headquarters.

5. Whether all the bills have been posted after audit in the register and transfer T. A. bills are audited cent per cent.

6. Whether the register is submitted with the audited vouchers for the review of Superintendent or Branch Officer and whether the entries in the register have been initialled by the reviewing officer.

IV. REGISTER OF SERVICE BOOKS.

1. Whether a register is maintained for each department for recording the receipt of service books and whether they have been serially numbered, an alphabetical index maintained and submitted to the Gazetted Officer every month.

2. Is the register being submitted to Branch Officer monthly working out the total number of service books on hand?

3. Whether service books of each department have been verified once a year, on the 1st May, with reference to the entries in this register.

4. Whether certificate of verification is submitted to the Branch Officer.

V. REGISTER FOR MARKING OF REVIEW.

1. Whether a register of review of audit is maintained for each section.

2. Whether the register is submitted to the Branch Officer on the 10th of every month for marking the units to be reviewed by the Superintendent and the Branch Officer.

VI. REGISTER OF GAZETTES.

1. Whether a register in the form prescribed has been maintained for each section.

2. Whether the register is submitted to the Branch Officer every Monday.

3. Whether action has been taken by all the Auditors concerned to post the items in the relevant columns of the Audit Register and whether the fact of noting has been noted in the Gazette also.

4. Whether the entries in the Gazette and the register have been initialled by the Branch Officer.

5. Whether the Gazette has been filed only after obtaining the file order of the Branch Officer.

VII. REVIEW REGISTER.

1. Whether a register of review conducted by Superintendent and Branch Officer is maintained for each Unit and submitted to the Comptroller, monthly.

VIII. REGISTER OF PROVISIONAL AUTHORISATION.

1. Whether all provisional authorisations issued from G. A. D. are noted in the Register prescribed and subsequent clearance watched.

2. Whether the register is submitted to the Branch Officer monthly on the 12th and quarterly to the Comptroller.

IX. GENERAL STATEMENT OF PERSONS RETIRING DURING A MONTH.

1. Whether a statement of officers who retire or who proceed on leave preparatory to retirement during a month is sent to the Pension Verification Section on the 15th of the succeeding month.

X. REGISTER OF LAST PAY CERTIFICATES.

1. Whether a register in A. T. M. 19 is maintained for all the Last Pay Certificates issued.

XI. REGISTER OF LEAVE APPLICATIONS.

1. Whether all applications for leave are entered in a register maintained in form S. Y. 64.
2. Whether the register is reviewed by the Superintendent and submitted to the Branch Officer daily with a report of outstanding items.
3. Whether, on proceeding on leave, all columns in the register are completed.

XII. THE POINTS NOTED AGAINST EACH ONE TO BE SCRUTINISED IN THE MAINTENANCE OF THE UNDERMENTIONED REGISTERS.

- | | | |
|---|--|-----|
| 1. Register of Half Margins. | See item XIV of Questionnaire to D. A. Sections. | |
| 2. Objection Book | XI | do. |
| 3. Adjustment Register | XII | do. |
| 4. Three months Register | XV | do. |
| 5. Six Months Register | XVI | do. |
| 6. Objection Book, O. B. A. G. Os | X | do. |
| 7. T. E. No. Book | XXIII | do. |
| 8. Register of Treasury Irregularities | XXXI | do. |
| 9. Register of Special recoveries | VII | do. |
| 10. (a) Register of points for inclusion in the Appropriation Accounts. | XXXVI | do. |
| (b) Register of insufficient and irregular sanctions | do. | do. |
| (c) Register of points for investigation by H. A. D. | do. | do. |
| (d) Auditors' and Superintendents' Note Book | do. | do. |

XIII. GENERAL.

1. Whether Transfer Documents have been received, whenever required, in respect of all officers transferred from other Audit Circles.
2. Whether the leave accounts have been opened in respect of all existing officers including the newly promoted officers, and direct recruits.
3. Whether the History of Services of all officers is being written up as and when an event occurs.

4. Whether all officers of State Government other than All India Service Officers holding substantive appointments are subscribing to the S. L. I. F. or S. P. F.

5. Whether the entries regarding the election of the New Pension Rules are noted in the History of Services.

6. Whether the nominations of officers who elected the New Pension Rules, are kept in the safe custody of the Gazetted Officer in charge and whether an index register is maintained for each department and the nominations numbered in alphabetical series.

7. Whether the rent lists of Gazetted Officers are being returned regularly, noting therein the revised emoluments.

8. Whether the members of I. A. S. and I. P. S. are compulsorily subscribing to the G. P. Fund.

XIV. REGISTER OF RECEIPT OF VOUCHERS FROM AND RETURN OF VOUCHERS TO D. A. SECTIONS.

1. Whether a register to watch the receipt of vouchers from the Departmental Audit Sections is maintained for each unit, the actual number of Pay, T. A., etc., vouchers received noted therein for statistical requirements and also the date of return of vouchers to the D. A. Sections.

2. Whether this voucher register (Item 1) is submitted to the Branch Officer twice a month, and to the Deputy Comptroller (Sr) once a month indicating the receipt or return of vouchers as the case may be.

QUESTIONNAIRE OF SCALE AUDIT.

I. CADRE POSTS :

1. Is a separate check conducted of the strength of I. A. S. and I. P. S. as prescribed by Annexure B. to Chapter 4 of Audit Manual?

2. Do promotions to I. A. S. from the State Civil Service not exceed the percentage laid down by State Government or 25% of the temporary superior posts allotted to State?

3. Has State Government given a declaration in cases of promotions for more than 3 months that no suitable cadre officer is available? Has the matter been reported to the Government of India?

4. Does any State Civil Service Officer hold a superior post for more than one year? If so, has the certificate from the Union Public Service Commission been obtained?

**C. QUESTIONNAIRE FOR WORKS AUDIT BRANCH
AND FOREST AUDIT BRANCH
(WORKS PORTION).**

1. MONTHLY ACCOUNTS.

1. Are the monthly accounts received on the due date *viz.* 10th of each month? (para 501 T. P. W. Account Code and para 230 Account Code, Volume III).
2. Are the following documents received regularly along with the monthly accounts?
 - (a) Schedule of Refunds of revenue—Form P. W. A. 9 (para 501 T. P. W. A. Code and 230 Account Code Volume III).
 - (b) Schedule docket of percentage recoveries (do.)
 - (c) Schedule of Deposits (do.)
 - (d) Schedule of monthly settlement with Treasuries (do.)
 - (e) Extract from contractor's Ledger (para 501 T. P. W. A. Code and 233 Account Code, Volume III).
 - (f) Transfer entry orders other than those mentioned in para 503 (a) VI of the T. P. W. A. Code and 232 (a) VI of the Account Code, Vol. III.
3. Has any imprest exceeding Rs. 500 been granted and if so has sanction of Government been obtained? (para 147 T. P. W. A. Code).
4. Is the account for March supported by the following documents? (Para 234 (a) and (b) Account Code, Vol. III).
 - (a) Original cash balance reports of disbursing Officer.
 - (b) Certificate of the Divisional Officer regarding imprest and temporary advances.
 - (c) Statement of cheques drawn.
 - (d) Extract from the Register of Interestbearing Securities.
5. Does the monthly account (form P. W. A. 42) furnish the following information? (Para 73 (d) of Inspection Report 1950-51).
 - (i) Unremitted balance of receipts to the end of the previous month. ✓
 - (ii) Amount received during the month.
 - (iii) Amount remitted during the month.
 - (iv) Balance remaining unremitted at the close of the month.
 - (v) Dates from which temporary advances are outstanding with the subordinates.
6. Is the audit enforcement on the monthly account signed by the Branch Officer? (Para 356, Audit Manual).

II. WORKS SCHEDULES.

1. Is the net charge as shown in the schedule docket for each work checked with the amount shown in the schedule of works expenditure? (para 410 (a) i, Audit Manual).

2. Are the amounts as per the schedule noted in Part I of the Audit Register and progressive totals struck and checked with those shown in the schedule? (410 (b), Audit Manual). Are objections taken in respect of works not covered by estimate?

3. Are percentage charges levied, where necessary, and do they agree with the amounts shown in the schedule docket of percentage recoveries (para 410 (a) ii, Audit Manual).

4. Is the certificate prescribed in note 1 below para 211, Account Code, Volume III, furnished when schedule dockets are not submitted to Audit?

5. Are the schedules arithmetically checked? (para 410 (e) Audit Manual.)

6. Has suitable arrangement been made to watch the progress of expenditure on works, the outlay on which is incurred in two or more Divisions? (para 532 (c), Audit Manual).

7. If a work is completed, is it shown as such in the schedule? (para 410 (d), do.)

8. When an original work in respect of a residential building is completed, is action taken to revise its standard rent? (do.)

III. SCHEDULE OF REMITTANCES.

1. In respect of I—Remittances into Treasuries and II—Public works cheques, are the schedules of settlement with Treasuries received and checked? (para 431, Audit Manual).

2. In respect of transfers between P. W. Officers appearing in the schedules, do the Auditors follow the instructions laid down in paras 427 and 428 of the Audit Manual?

3. What steps have been taken to adjust the items under transfers between P. W. Officers which are outstanding for over 2 months? (para 428 (iii), do.).

4. In respect of III—Other remittances, are the items classified as original or responding? (para 433, do.)

IV. SCHEDULES OF PURCHASES, MISCELLANEOUS P. W. ADVANCES AND DEPOSITS.

1. Are the rules prescribed in paras 450 to 452 of the Audit Manual followed?

2. Are all affected items linked to prevent double payment? (para 450, Audit Manual.)

3. In the case of Miscellaneous P. W. Advances, is the clearance of the outstanding items watched? (para 451, Audit Manual)

4. (a) In the case of Deposits, are the lapsed items credited to revenue in the accounts for March? (para 452 (d), do.)

(b) Have relaxations been allowed in the preparation of the schedules and, if so, whether detailed schedules are received at the end of each quarter or half year?

5. Is the account of interestbearing securities submitted with the schedule for March and is it checked as laid down in para 452 (e) of Audit Manual?

V. SCHEDULE OF REVENUE REALISED.

1. Are recoveries promptly made? (para 455 of the Audit Manual)

2. Are credits correctly classified? (para 456 do.)

VI. SCHEDULE OF DEBITS TO STOCK.

Is the schedule audited as per para 448, Audit Manual?

VII. STOCK ACCOUNT.

1. Are the amounts shown as issue to works checked with the relevant schedule dockets? (para 449, Audit Manual).

2. Is it seen that the sanctioned reserve limit is not exceeded? (para 449, do.)

VIII. SCHEDULE OF DEPOSIT WORKS.

1. Is the schedule audited and posted as prescribed in para 411 of the Audit Manual and expenditure incurred in excess charged to Miscellaneous P. W. Advance? (para 411, Audit Manual).

2. Is the progress report received and forwarded to the Administrator of the work duly checked? (para 412, do.)

IX. SCHEDULE OF RENTS OF BUILDINGS AND LANDS.

1. Is the schedule received monthly from the Divisions? (para 501 (23), T. P. W. A. Code).

2. Are the statements of demands of rent furnished by the Treasury Officers and the schedule checked?

3. Are all sanctions to rents noted in the schedule?

4. Are buildings allotted to specified posts?

5. Is the total recovery shown checked and reconciled with the Treasury figures?

6. Is the rate of pay shown in the statement of demand of rent checked periodically and discrepancies, if any, pointed out to the Divisional Officer to revise the assessment?

X. CONTRACTOR'S LEDGER.

1. Is a contractor's Ledger in form P. W. A. 43 furnished with the accounts? (para 424 (a), Audit Manual).

2. Are all running account bills of contractors as well as first and final bills of those who have got Ledger accounts posted therein? (para 424, Audit Manual)

3. Are all debits on account of stores issued and credits on account of recoveries made correctly shown and debits supported by vouchers other than muster rolls? (para 424 (b) (3), do. and 232 (b), Account Code, Volume III).

4. Are transactions of the kind mentioned in para 424 (b) (2) of Audit Manual correctly exhibited in the Ledger?

5. Are schedule docket numbers quoted by the Auditors against the vouchers as a token of check?

6. Are details of closing balance given? (para 424 (d) 3 Audit Manual).

XI. SCHEDULE DOCKET FOR PERCENTAGE RECOVERIES.

1. Are percentage charges levied in all cases where they are leviable? (para 409, Audit Manual).

2. Have they been correctly accounted for in the schedules concerned? (do.)

3. Have the corresponding credits been correctly classified?

XII. SCHEDULE DOCKETS.

1. Are the schedule dockets audited in the light of the instructions contained in para 399 of the Audit Manual?

XIII. VOUCHERS.

1. Are the instructions contained in paras 8 of the Audit Manual and 86, 88 and 215 of the Audit Code complied with in the detailed audit of vouchers?

2. In the case of running bills, have previous payments been checked and cross reference initialled by the Auditors? (para 402, Audit Manual).

3. Does every voucher bear the dated initials of the Divisional Accountant? (para 402, Audit Manual).

4. Are charges which are to be noted in parts II, III and V of the Audit Register noted therein? (do. 403 and 405 do.)

5. In the case of vouchers for payment on account of cost of tools and plant, is it seen that the articles are accounted for in Form for receipt of Tools and Plant (para 501 (a) T. P. W. A. Code).

XIV. WORKS AUDIT REGISTER.

1. Is the register divided into the five parts mentioned in para 371 of the Audit Manual?

2. Has part I of the Register been opened according to the prescribed heads of classification and suitable Abstracts also prepared? (para 373, Audit Manual).

3. Has an index been prepared ?
4. Is the return of sanctioned estimates received regularly every month ?
5. Are all technical sanctions to estimates, and deposits for work to be done noted in the Audit register and attested by Superintendent ? (para 377 (2) and (3), Audit Manual).
6. Have all incomplete works of previous year been brought forward to the new register ? (para 377 (b) do.).
7. In the case of works assessable to percentage recoveries are the portions relating to work expenditure and percentage charges shown separately ? (para 377 (5) do.)
8. Is the progressive total struck every month and the word 'completed' noted when the work is completed ? (para 377 (6) do.)
9. Are transmissions of completion reports etc., noted in the column for 'Remarks' ? (para 377 (7) do.)
10. Are the Executive Engineers asked to report whether all works on which there was no outlay during the last six months of the financial year may be treated as closed ? (note below para 383, Audit Manual).
11. Are all sanctions to fixed and periodical charges and expenditure incurred thereon noted in Part II of the register ? (paras 379 and 405, Audit Manual and 234, Audit Code).
12. Are sanctions to contracts accorded by authorities higher than the Division Officer and payments made in respect of them noted in Part III of the Register ? (paras 389 and 403, Audit Manual).
13. Are all orders of special recoveries noted in Part IV and recoveries watched ? (para 381, Audit Manual).
14. Are all miscellaneous sanctions noted in Part V and payments watched ? (para 382, Audit Manual and 234, Audit Code).
15. Have all sanctions noted in Parts II to V which have not been operated or only partly operated carried over to the new register ? (para 383, Audit Manual).
16. Are all items not covered by proper sanction or allotment as per rules held under objection ?

XV. SUPERINTENDENT'S REVIEW.

1. Has the Superintendent reviewed all the vouchers ? (para 353 (1), Audit Manual).
2. Does he check at least 10 to 15% of the entries made in Part I of the Audit Register ? Para 385, Audit Manual).
3. Does he see that charges on all works not covered by technical sanction are objected to ? (para 353 (5), Audit Manual).

4. Does he review all charges and credits noted in Parts II to IV of the Audit Register with reference to the sanctions and initial them? (para 353 (2), Audit Manual).

5. Does he see that recovery on account of secured advance or cost of stock issued is made from the contractors as payment is made to them in respect of items of work on which the materials are used? (para 354 (c), Audit Manual).

6. What watch is kept over the disposal of stock materials the issue rates of which are less than the market rates? (para 354 (d), Audit Manual).

REVIEW BY GAZETTED OFFICERS.

Are all vouchers above Rs. 5,000 and Rs. 10,000 submitted to Gazetted Officers for check of classification and review respectively?

XVI. OBJECTION BOOKS.

1. Are objection statements prepared, entries made in the objection book and action taken to clear them as prescribed in chapter 28 of Audit Manual?

2. Are the unadjusted items carried forward to the new register and the entries attested by the Superintendent? (para 559, Audit Manual).

3. Are delays in settling objections brought to the notice of the Superintending Engineer? (para 544, Audit Manual).

4. Are all amounts adjusted attested by the Superintendent? (para 557 do.)

5. Is the return of objection statements duly replied to by the departmental officers watched?

XVII. AUDIT NOTES.

1. Are audit notes divided into the two parts mentioned in para 535 of the Audit Manual?

2. Are serious irregularities reported to the Superintending Engineer as soon as they are noticed? (para 534, Audit Manual).

3. Is the return of the audit notes watched?

XVIII. REGISTER OF LAND CHARGES.

1. Is a register of land charges in form A. T. M. 109 maintained in the section?

2. Are particulars regarding Gazette Notification, name of Work, area of land acquired etc., noted in the register?

3. Are the award statements promptly received and forwarded to Government, got acknowledged and a note to that effect made in the register?

4. Are the land compensation vouchers audited and filed in permanent files?

XIX. REGISTER OF PROJECT ESTIMATES.

1. Is a register of project estimates in form 110 maintained and entries made as prescribed in paras 387 and 390 of the Audit Manual and progressive total struck ?
2. Are the entries attested by the Superintendent ? (para 392, Audit Manual).

XX. BROAD SHEET.

1. Is a Broad sheet in form A. T. M. 111 maintained for each of the following ? (para 393, Audit Manual)
 - (i) Purchases.
 - (ii) Stock.
 - (iii) Miscellaneous P. W. Advances.
 - (iv) London Stores.
 - (v) Workshop Suspense.
2. Are Broad sheets maintained for the following also?
 - (i) Transfers between P. W. Officers—form A. T. M. 115 (para 483, Audit Manual),
 - (ii) I. Remittances into Treasury—form A. T. M. 117 (para 486 do.)
 - (iii) II. Public Works cheques — form A. T. M. 116 (para 486 do.)
 - (iv) III. Other Remittances.
3. (i) Is a Broad sheet maintained for the receipt and expenditure under Road Development Fund?
 - (ii) Are periodical adjustments of the expenditure made?

XXI. ANNUAL CERTIFICATES OF BALANCES.

Are the annual certificates of balances received and checked and agreed with the schedules ? (paras 445 and 474, Audit Manual)

XXIII. REGISTER OF POINTS FOR INSPECTION.

XXII. Deleted.

Is a register maintained to note all points requiring investigation? (para 397, Audit Manual).

XXIV. AUDITOR'S NOTE BOOK.

Does each Auditor maintain a note book to note all points which have to be kept in mind for taking action and is it submitted to the Superintendent monthly? (para 396, Audit Manual.)

XXV. INSPECTION REPORTS.

1. Are the inspection reports and test audit notes promptly received and disposed of?
2. Is a register maintained to watch their receipt and disposal?

XXVI. DISTRIBUTION OF WORK.

Has the system of Auditor and Sub Auditor been introduced in W. A. D. Section? (para 80, Audit Manual.)

XXVII. CAPITAL AND REVENUE ACCOUNTS.

Are capital and revenue accounts of residences prepared?

XXVIII. ADMINISTRATIVE AND DETAILED ACCOUNTS.

Are administrative and detailed accounts prepared in respect of irrigation project? (para 74 of inspection report for 1950-51.)

XXIX. REGISTER OF TREASURY IRREGULARITIES

Is a Register of Treasury irregularities maintained?

XXX. REGISTER OF POST REVIEW.

Is a register of post review by Gazetted Officers maintained and submitted to the Dy. Comptroller and Comptroller after the post review is completed?

XXXI. PURPORT REGISTER.

1. Have all the letters disposed of been initialled by the Superintendent?
2. Have the disposals been noted in the columns concerned with file number?
3. Has file order been obtained on all papers before filing?
4. Has the register been submitted to the Branch Officer weekly?
5. Is a certificate of filing papers furnished weekly when the purport register is closed?
6. Is the register submitted to the Comptroller through T. M. once a month?

XXXII. DESPATCH REGISTER.

1. Are letters requiring replies indicated as such in the columns concerned?
2. Is receipt of replies or issue of reminders indicated in the register?
3. Is the register closed on the 18th of each month with an abstract showing the list of outstanding items?

XXXIII. CALENDAR OF RETURNS.

1. Is it submitted weekly to the Branch Officer with a list of outstanding items?
2. Is it submitted monthly to the Comptroller?

XXXIV. OTHER REGISTERS.

Are the following registers maintained?

1. Register of points for inclusion in the Appropriation Accounts.
2. Register of insufficient and irregular sanctions.
3. Register of losses.
4. Register of points for investigation by H. A. D.
5. Superintendents' note book.
6. Register of recoveries foregone by Government (para 248, Audit Code.)
7. Register of objections outstanding for over 6 months.

D. QUESTIONNAIRE FOR PROVIDENT FUND SECTION

I. GENERAL INDEX REGISTER

1. Is a separate General Index Register in form A. T. M. 65 maintained for each Department? (para 208, Audit Manual.)
2. Has an alphabetical index been prepared and prefixed to each register? (para 208, Audit Manual.)
3. Has a separate series of numbers been allotted to each Department with distinctive letters prefixed to them and the numbers intimated to the proper Departmental authority? (para 208, Audit Manual.)
4. When a new number is assigned to an old subscriber, is the new number shown as numerator and the old one as denominator to facilitate tracing of past records?
5. Has the Ledger folio been noted in column 2 of the register?
6. Has the receipt of nomination been noted in the register?
7. Are the dates of closure of accounts with reasons therefor noted in the register?

II. NOMINATIONS.

1. Has nomination been received from every subscriber to the Fund? If not, what arrangements have been made to watch their receipt? (para 209, Audit Manual.)
2. Are the nominations kept under lock and key in the personal custody of the Gazetted Officer in charge and verified once in 3 years? (para 210, Audit Manual.)
3. Are the cancelled nominations returned to the subscribers? (do. 211 do.)

III. SUBSCRIPTIONS.

1. Are the subscriptions recovered at the rates prescribed in para 6 of Appendix 37 to the Travancore Financial and Account Code, Volume II?
2. Does the rate of subscription remain constant throughout the year? (Para 212, Audit Manual) except where the rules allow such variation?
3. Is there any record to show that all Government servants who entered permanent service after 1st Meenam 1107 are subscribing to the Provident Fund or have joined the State Life Insurance Official Branch? (Rule 2 Appendix 37 to Travancore Financial and Account Code, Volume II.)
4. Are the subscriptions recovered regularly?

IV. SCHEDULES.

1. Do the Departmental Audit sections send the schedules and vouchers to the Fund sections on the due date with a covering list and a certificate as prescribed in para 224 of the Audit Manual?
2. Do the schedules show the account number of the subscribers and other particulars required? (Para 224, Audit Manual.)
3. Do the schedules for March contain a certificate of the D. A. Section that the pay for 31st March has been checked with the bills? (Para 224 of the Audit Manual.)
4. Are the voucher numbers noted on the schedules and a certificate "checked and agreed" recorded thereon every month?
5. Is a register maintained to watch the prompt receipt of schedules and vouchers from Departmental Audit sections?

V. TEMPORARY WITHDRAWALS.

1. Is a register of temporary withdrawals maintained? (Para 214, Audit Manual.)
2. Do the sanctions for temporary withdrawals show the amount of the advance, the purpose for which it is granted and the number of instalments in which the recovery is to be made? (Para 91 of the Inspection report for 1950-51).
3. Does the sanction to the advance contain a certificate that the advance is covered by the balance at the credit of the subscriber? (do.)
4. Are recoveries of advances and interest made regularly? (Para 213, Audit Manual).

VI. LEDGER.

1. Are Ledgers maintained in form A. T. M. 75? (Para 236, Audit Manual).
2. Have the Ledgers been posted up to date?

3. Has the fact of receipt of nomination been noted in the Ledger and attested by the Gazetted Officer? (Para 237)
4. Are subscriptions recovered regularly as all permanent Government servants should be compulsory subscribers?
5. Are subscriptions recovered in whole rupees in the case of those subject to General Provident Fund Rules (Cochin) ?
6. Has the pay for 31st March been recorded in the Ledger folios ?
7. Are 10 per cent. of the postings reviewed by the Examiner ? (Para 239, Audit Manual.)
8. Has the periodical review contemplated in para 253 of the Audit Manual been done ?
9. Are the dates of closing of accounts and the reasons therefor noted in the Ledger ? (Para 236, Audit Manual).
10. Have the pages of the Ledgers been numbered ? (Para 237 do.)

VII. POLICIES.

1. Has it been ascertained from the company ?
 - (i) that no prior assignment of the policy exists and
 - (ii) that the policy is not otherwise encumbered (Para 216 of Audit Manual.)
2. Is a stock register of policies in Form A. T. M. 69 maintained ? (Para 217, Audit Manual).
3. Are the policies verified annually and whenever there is a change in the Gazetted Officer in charge ? (do.)
4. Are premium receipts of the company received and endorsement made by the office that no abatement of Indian Income-tax is admissible ? (Para 218, Audit Manual.)

VIII. BROAD SHEET.

1. Is a Broad sheet in Form 76 maintained as prescribed in para 240 of the Audit Manual ?
2. Are the discrepancies between the Broad sheet figures and the Departmental abstract figures entered in an explanation sheet of difference (form 77) and adjustment of the difference watched ? (Para 240, Audit Manual.)
3. Is an abstract of difference in form 78 maintained to watch the monthly progress of adjustment of differences ? (Para 240, do.)
4. Is a consolidated Broadsheet in form 76 maintained and the total agreed with the Detail Book ? (Para 241, do.)

IX. ANNUAL CLOSING.

1. Are the Ledgers closed annually and accounts despatched to subscribers ?

2. Have the interest calculation and the closing of accounts been checked? (para 233, Audit Manual.)

3. Have all complaints from subscribers in respect of their annual accounts been disposed of?

X. FINAL WITHDRAWAL.

1. Is a register of applications for final withdrawal maintained and submitted to the Branch Officer regularly?

2. Is a register of authorisation for final withdrawal maintained?

XI. REVIEW REGISTER OF SUPERINTENDENTS.

1. Is a review register in the prescribed form maintained in the section?

2. Is it being submitted to the Branch Officer and Deputy Comptroller monthly?

XII. REGISTER OF HALF MARGINS.

1. Is a register in Form S. Y. 308 maintained for each audit unit for the issue of objection memos?

Is the register submitted to the Branch Officer on the 10th of every month, showing a list of outstanding items to the end of the previous month and the action taken?

XIII. REGISTER OF TREASURY IRREGULARITIES.

1. Is a Register of Treasury Irregularities maintained?

XIV. PURPORT REGISTER.

1. Have all the letters disposed of been initialled by the Superintendent?

2. Have the disposals been noted in the columns concerned with file number?

3. Has file order been obtained on all papers before filing?

4. Is the certificate of filing papers furnished weekly at the time of closing the purport register?

5. Is the register submitted to the Comptroller through T. M. once a month?

XV. DESPATCH REGISTER.

1. Are letters requiring replies indicated as such in the columns concerned?

2. Whether the receipt of replies and issue of reminders is noted in the register.

3. Is the register closed on the 18th of each month with an abstract showing the list of outstanding items?

XVI. CALENDAR OF RETURNS.

1. Is it submitted weekly to the Branch Officer with a list of outstanding items ?
2. Is it submitted monthly to the Comptroller ?

XVII. ARE THE FOLLOWING REGISTERS MAINTAINED ?

1. Register of points for inclusion in the Appropriation Accounts.
2. Register of insufficient and irregular sanctions.
3. Register of points for investigation by H. A. D.
4. Superintendent's note book.
5. Auditor's note Book.

E. QUESTIONNAIRE FOR DEPOSIT SECTION.

1. EXTRACT REGISTER OF RECEIPTS.

(a) Whether extract register of receipts in Form T. A. 43 or in any other prescribed form is received regularly every month from each treasury for Revenue Deposits.

(b) Whether it has been verified that only items which can be taken to deposits under the rules have been included in the extract register.

(c) Whether the columns already passed have been scored through in the Extract Register of Receipts.

(d) Whether similar extract registers of receipts are being received regularly every month from each of the courts in respect of Civil Court Deposits and Criminal Court Deposits.

(e) Whether the figures furnished by the Courts in the extract register of receipts have been checked and verified with the figures shown in the plus and minus memorandum furnished by the treasuries and the fact recorded on the same.

(f) Whether the figures of the extract register after check are posted in the proof sheet in Form A. T. M. 82.

2. EXTRACT REGISTER OF REPAYMENTS.

1. Whether the extract register of repayments in T. A. 44 or in any other prescribed form is received from the treasury every month in respect of revenue deposits.

2. Whether the vouchers in support of the repayments are checked with the schedule and also with the extract of repayments.

3. Whether the vouchers are audited and enfaced as such over the initials of auditor.

4. Whether 8 per cent. of the postings made in the extract register of receipts and in the clearance registers, from the repayment register have been checked by some one other than the clerk who posted them.

5. Whether the totals of repayments for the month as worked out from the extract register of receipts and clearance register agree with the totals of the repayment list and certified as such.

6. Whether the total of the repayments has been checked with the 'repayments' in the plus and minus memorandum and agreed.

7. Whether similar repayment registers are received regularly from the courts.

8. Whether the repayments have been checked with the—warrants received from treasuries and agreed.

9. Whether the totals of repayments as per court figures have been checked and agreed with the treasury figures.

3. PLUS AND MINUS MEMORANDUM.

(a) Whether plus and minus memorandum is received monthly from each treasury in respect of revenue deposits, judicial deposits, (Court—war) and in respect of personal deposits—(Administrator war.)

(b) Whether the opening balance has been checked with the closing balance of the previous month's statement.

(c) Also whether the receipts, payments and the closing balance have been checked and found correct.

4. CLEARANCE REGISTER.

(a) Whether the clearance register in Form T. A. 43 or in the prescribed form is received at the beginning of each financial year from the treasuries for revenue deposits.

(b) Whether the items in this register have been agreed by the Superintendent with the balances worked out against the several entries in the extract register of receipts.

(c) Whether the clearance registers are submitted to the Branch Officer for his scrutiny in detail.

(d) Whether similar clearance registers are received from the Courts in respect of judicial deposits and checked in the same way as revenue deposits.

5. STATEMENT OF LAPSES.

(a) Whether statements of lapses are received in Form T. A. 49 or in any other prescribed form at the beginning of each financial year from the treasuries in respect of revenue deposits.

(b) Whether similar statements of lapses are received in respect of judicial deposits from Courts.

(c) Whether the totals of the statement of lapses have been agreed with the totals of items 'lapsed' as worked out from the extract registers of receipts and the clearance registers.

(d) Whether necessary transfer entries have been proposed for crediting the amounts so lapsed to Government.

(e) Whether the statements have been marked "proved" by the Superintendent under his dated initials.

6. REFUND OF LAPSES.

(a) Whether any deposit lapsed has been repaid without the sanction of the Audit Office.

(b) Whether, when a refund of lapsed deposit is authorised, a note of it is made in the statement of lapses and initialled by the Branch Officer.

(c) Whether such refunds are entered in the number book of orders in Form A. T. M. 83 and initialled by the Superintendent in the prescribed column.

(d) Whether the voucher number and date of repayment have been filled in all cases, to check against double claim.

7. PROOF SHEET OF POSTING.

(a) Whether a proof sheet of deposits in Form A. T. M. 82 is maintained for Revenue Deposits and Judicial Deposits separately.

(b) Whether the repayments of the month are posted for the four years from the clearance registers and extract registers of receipts.

(c) Whether the totals of repayments so worked out for the month agree with the totals of the repayment register of the District.

(d) Whether the totals of repayment for all the Districts as worked out in this proof-sheet agree with the State Ledger figure, certified by D. H. Section.

(e) Whether the postings on the receipt side of the proof sheet are similarly made for each District and agreed with the State Ledger figure.

(f) Whether the differences noticed are analysed and the memo of differences worked out in A. T. M. Form as Part B.

(g) Whether the totals of items lapsed are posted in the proof sheet in the last columns and the balance struck and carried forward for next year's proof sheet.

8. PERSONAL DEPOSITS.

(a) Whether the plus and minus memorandum is received from the treasury in respect of each P. D. Account.

(b) Whether a statement in Form 91 of the Travancore Financial and Account Code is received monthly from each administrator and checked with the treasury statement and agreed.

(c) Whether the vouchers in support of payments are checked in audit as usual and enfacéd.

(d) Whether the totals of the repayment vouchers agree with the totals of repayments shown in the plus and minus memorandum.

(e) Whether an annual certificate of balance is received from each administrator and agreed with the treasury balance.

(f) Whether the total monthly receipts and payments of personal deposits for the Districts and for the whole State have been agreed with the Ledger figure and certified as such by D. H.

9. The maintenance of the following registers will have to be scrutinised with reference to the questionnaire for the D. A. Branch, for similar items.

(a) Objection books.

(b) Adjustment register.

(c) Three months register.

(d) Six months register.

(e) T. E. Number book.

(f) Purport register.

(g) Despatch register.

(h) Calendar of returns.

(i) Register of acceptance of certificate of payments in lieu of missing vouchers.

F. QUESTIONNAIRE FOR ACCOUNT CURRENT SECTION.

I. OUTWARD EXCHANGE ACCOUNTS.

1. Have all the monthly exchange accounts been sent in complete shape and is there any tendency to send them without vouchers, etc., so as to omit them from the arrear report of the section?

2. Is a record kept of all vouchers, schedules, etc., which are due to be furnished but which have not been sent to the other Accounts Officer? Has prompt action been taken to call for these missing vouchers and schedules and forward them to the other Accounts Officer?

3. Have the postings in the Progress Register (A. O. 24) been made up-to-date and on a test check, are they found to be accurate?

4. Are the totals in the Exchange Accounts (A. O. 15) tallied with the figures in the Consolidated Abstracts?

5. Are the Exchange Accounts sent every month to all the Account Officers with whom we have such accounts, whether there are any transactions or not in a particular month?

II. INWARD EXCHANGE ACCOUNTS.

1. Is a proper watch kept over the receipt of monthly exchange accounts from all the other Accounts Officers with whom this office has such accounts?
2. Are the items in the exchange accounts posted correctly in the Adjustment Register (A. O. 20) and adjustment or suspense slips issued promptly for all these items?
3. Are all the items which have to be rejected for want of particulars or for the reason that they are not adjustable in the books of this office, taken in an objection book and their clearance watched?
4. Do the entries in the Progress Register (A. O. 24) made from figures in the accounts prove to be accurate on a test check?

III. SETTLEMENT ACCOUNTS (OR INTER-STATE SUSPENSE ACCOUNTS).

1. Are the figures in the Settlement Accounts (A. O. II-A) tallied with those in the Consolidated Abstracts?
2. Are the outstandings under "Reserve Bank Suspense" analysed periodically and prompt action taken to settle them?
3. Is an objection book maintained (in Form No. 23) for all items received through Settlement Accounts which have not been finally adjusted?
4. Are the adjustment registers (A. O. 14) posted, maintained and closed correctly?

IV. BROADSHEET OF RESERVE BANK DEPOSITS.

1. Is the Broadsheet of R. B. Deposits closed and tallied monthly with the consolidated Abstract figures?
2. Are the arrangements for obtaining weekly statements of Central Transactions from the Treasuries (under Article 89 of the Account Code Volume IV) satisfactory?
Is sufficient action taken to obtain these statements regularly from all the treasuries?
3. Are the weekly advices to the Reserve Bank sent on the due dates?
4. Are the unadjusted balances worked out in Part III of the Register for the previous months correctly carried forward to Part II of the Register for the current month?
5. Are all the items which are advised to the Reserve Bank, without the transactions being passed through the head "Adjusting Account between Central and State Governments" (e. g., adjustment mentioned in Articles 92, 93, 94, 96, 97 etc.) also taken in Part II of the Register?
6. Are parts III-A, and IV of the Register posted and closed regularly?

7. Are copies of all the advices issued to the Central Accounts Section (Reserve Bank) or received from the other Accounts Officers kept filed in a serial order?

8. Are all the clearance memoranda (A. O. 13) received from the C. A. S. (R. B.) verified with reference to the advice issued by or received in this office and filed in a serial order?

9. Are all the adjustments noted in the clearance memoranda posted in the Register of Reserve Bank Deposits under proper attestation and Transfer Entries prepared promptly for all of them?

10. Is a close watch kept over the outstandings under "Reserve Bank Suspense" and adequate action taken to expedite their settlement?

V. ACCOUNTS BETWEEN ENGLAND AND INDIA.

1. Are monthly Inward Accounts received from London kept neatly filed?

2. Is the procedure for adjusting the Exchange, outlined in Article 206 et seq of Account Code, Volume IV, followed correctly?

3. Are all the transactions, shown in these accounts incorporated in the monthly accounts under the relevant heads of account?

G. QUESTIONNAIRE FOR PENSION VERIFICATION SECTION.

1. Is the statement of services received and checked with the Establishment Books? (Audit Manual, 150 (a))

2. Is the comparison made in respect of the following periods? (150 (a) of Audit Manual.)

(a) First year of permanent qualifying service and all previous qualifying service.

(b) Last three years of qualifying service.

(c) One or two intermediate years.

3. Are important events in the career of the Government Servant such as alterations in date of birth, dismissal, etc., verified with the establishment returns? (150 (a) of Audit manual.)

4. Are all kinds of leave except privilege leave, first four months of leave on average pay shown in the statement or the certificate prescribed in Para 150 (b) of the Audit Manual furnished?

5. Are periods of leave inadvertently omitted from the statement inserted in the Audit Office? (Para 150 (b) of the Audit Manual.)

6. Does the Officer-in-charge check the verification of service conducted by the Auditor? (Para 150 (d) of the Audit Manual.)
7. How is the service of Gazetted Government Servants verified? (Para 150 (e) of the Audit Manual.)
8. Is the period of foreign service verified? (Para 150 (f) of the Audit Manual.)
9. Is a note made in the service book to prevent possibility of double claim? (Para 151—note of the Audit Manual.)
10. Does the pension report indicate the apportionment of the charge? (Para 152 (a) of the Audit Manual.)
11. In the case of pensions paid in India, if any portion is recoverable from another Government, does the Comptroller arrange for the recovery?
12. Does the P. P. O. show clearly whether the charge is Central or Provincial? (Para 152 (d) of the Audit Manual.)
13. Is the sanction to pension compared with the final report?
14. Is the L. P. C. received with the application for pension filed with the Office copy of the Report to Government?
15. Is a Register of applications for pensions and gratuity in Form S. Y. 134 maintained? (Para 151 of the Audit Manual.)
16. Is an alphabetical Index Register of applications for pensions and gratuity in Form S. Y. 172 maintained?
17. Is a register for preliminary verification cases maintained in Form S. Y. 133?
18. Is a rough verification memo in S. Y. 132 attached to all pension cases and preliminary cases?
19. Is a Daily Report showing the various stages in the progress of disposal of pension cases, distinguishing cases of over 21 days, submitted daily to the Branch Officer?
20. Is a monthly report submitted to the Comptroller on the 10th of every month showing the total number of outstanding cases on the last date of previous month with details of cases of over 3 months, between 2 months and 3 months old, between 1 and 2 months old? The cause of delay and the stage of disposal of the cases should be given separately for final and preliminary cases.

H. QUESTIONNAIRE FOR PENSION CONTRIBUTION SECTION.

1. Are all transfers to foreign service sanctioned by competent authority?
2. Are contributions recovered at the rates prescribed in the relevant Service Regulations applicable to the Officer deputed to foreign service?

3. Are the pension and leave salary contributions recovered regularly?

4. Is the contribution recovered from the date, the Government servant relinquishes charge to the date he resumes charge of the post under Government?

5. Are contributions recovered during privilege leave?

6. Are officers lent on foreign service conditions allowed to retire voluntarily from the State Service on pension while remaining in the service of the foreign employer?

7. Has any Government servant transferred to Foreign Service accepted pension or gratuity from his foreign employer with the sanction of Government?

8. Has any Government servant on foreign service taken leave preparatory to retirement and continued to remain in the service of the foreign employer during that period? (Government of India decision below F. R. 125.)

II. REGISTER OF OFFICERS LENT TO FOREIGN SERVICE.

Is the above register maintained showing full particulars such as sanction of Government, name of officer, designation, rate of pay in Government Service from time to time, etc.?

III. REGISTER OF PENSION CONTRIBUTION.

1. Has the register of pension contribution been maintained in proper form S. Y. 188 B.

2. Is an alphabetical index prepared of the names entered in the volume?

3. Have the sanction, the name of the Officer and other particulars been noted in Service Book? Is an entry being made in respect of N. G. O's in Service Book in support of the fact of having gone on foreign service?

4. Are the contributions to be recovered and the date from which they are to commence entered therein and attested by the Gazetted Officer?

5. Have the rates of contribution payable been communicated to the officer or foreign employer and noted in the Broad-sheet of Pension Contribution?

6. Are all orders and important correspondence on foreign service noted in the Register?

7. Are the enhanced rates of contribution communicated to the officers or foreign employer whenever there is increase of pay in State Service and have these rates been noted in the Register and attested by the Superintendent?

IV. BROADSHEET OF PENSION CONTRIBUTION.

1. Are the monthly rates of contribution to be recovered noted and attested by the Superintendent in S. Y. 183 (c)?

2. Are the contributions recovered regularly and posted in the Broadsheet and Broadsheets maintained properly?
3. Is the Broadsheet submitted to the G. O. regularly?
4. Are all corrections attested by the Superintendent?

I. QUESTIONNAIRE FOR PENSION AUDIT SECTION.

1. Are Pension Payment Orders issued entered in a Register in Form A. T. M. 47? (Para 156 (a), Audit Manual.)

(a) Are all entries attested by the Gazetted Officer?

2. Have separate P. P. O. Registers been maintained for service pensions and special pensions? (Para 156 (a), Audit Manual.)

(a) Has the last pay been noted?

3. When a pension is transferred from one Treasury to another, is the procedure laid down in Para 156 (b) of the Audit Manual and Note 1 thereunder followed?

(a) Have the dates of birth been entered in all cases?

4. When a Pensioner dies, are both parts of the P. P. O. returned for cancellation? (Para 156 (b) of the Audit Manual.)

5. Do Special Pension Payment Orders bear the letter 'S' in addition to the number? (Para 157 of the Audit Manual.)

6. Is there an additional column to show the 'Limitation of Pension' in the Register of Special Pension Payment Orders and in the Audit Register of Special Pensions? (Para 157 (b) of the Audit Manual.)

7. In the voucher for payment of special pensions, is the certificate prescribed in Para 157 (c) of the Audit Manual furnished?

8. Are Pension Audit Registers in Form A. T. M. 48 maintained? (Para 158 of the Audit Manual.)

9. Are sufficient blank pages left after each Treasury to accommodate new entries? (Para 158 of the Audit Manual.)

10. Is every entry of P. P. O. in the Audit Register attested by the Gazetted Officer? (Para 158 of the Audit Manual.)

11. Is the Audit Register current for 12 years? (Para 158 of the Audit Manual.)

12. Are the unused cages cancelled when pension ceases to be payable or is transferred to another Treasury and the cause noted? (Para 158 of the Audit Manual.)

13. Are P. P. Os. unoperated for 3 years omitted in the newly opened Audit Register? (Para 158 Note 1 of the Audit Manual.)

14. Are the following entries made in the remarks column of the Audit Register ? (Para 159 of the Audit Manual)

- (a) Cancellation of P. P. O. and reason therefor.
- (b) Date of death and receipt of death roll.
- (c) Payment of arrears to heirs.
- (d) (1) Post to which re-employed in the case of Pensioners on compensation pension.
- (2) Pay of the new post.
- (e) Allocation of the pension if it is wholly or partly debitable to another Government.

15. In the case of a re-employed Pensioner, if the pay of the new post does not allow him to draw the full pension, is that amount struck out in red ink and the reduced amount entered? (Para 159 of the Audit Manual.)

16. In the case of applications for payment of arrears, is a certificate from the Treasury Officer obtained stating the date of last payment and the name of the month to which it related? (Para 161, Note 1 of the Audit Manual.)

17. In the case of pensions for a limited period, are the cages in the Audit Register cancelled in red ink for the period beyond the month in which pension is terminable? (Note under para 159 of the Audit Manual introduced by C. S. 202 dated 1-4-1952.)

18. Are the dates of payment entered in the Pension Audit Register ? (Para 162 of the Audit Manual.)

19. (a) Is the Gratuity Register in Form A. T. M. 50 maintained ? (Para 164 of the Audit Manual.)

(b) Is the amount of gratuity to be refunded noted in the Audit Register and recovery watched in the case of Pensioners re-employed? (Para 164 of the Audit Manual.)

(c) Is the Gratuity Register examined every quarter and action taken in respect of unpaid gratuities and suitable remarks made in the Register? (Para 164, Note 2 of the Audit Manual.)

20. (a) Is a special Audit Register maintained for Anticipatory Pensions and gratuities and payments recorded month by month? (Para 165 (a) of the Audit Manual.)

(b) Is the above register reviewed by the Comptroller himself personally in April and October ? (Para 165 (b) of the Audit Manual.)

(c) When final adjustment of the payment is made, is suitable note made in the column for 'remarks'? (Para 165 (a) of the Audit Manual.)

(d) Is the order issued for payment of anticipatory pension recalled when final pension or gratuity is sanctioned ? (Para 165 Note 1 of the Audit Manual.)

- (e) Are the dates of issue of final P. P. Os. and return of anticipatory P. P. Os. noted in the Register of Anticipatory Pension? (Para 165 Note 2.)
21. (a) Is a register of Territorial and Political Pensions in Form A. T. M. 47 maintained? (Para 167 of the Audit Manual.)
- (b) Is the procedure prescribed in Para 167 to 170 of the Audit Manual followed in the case of such pensions?
22. Is the annual list of Pensioners over 70 years of age made out and sent to the Treasury Officers for report regarding the continued existence of the Pensioners? (Para 171 of the Audit Manual.)
23. (a) Is the certificate that no pay was received from any Government office invariably signed in the case of Service Pensions? (Para 172(e) of the Audit Manual.)
- (b) Is it seen that a life certificate is attached when a Pensioner does not appear in person? (Para 172 (f) of the Audit Manual.)
- (c) In respect of Special Pensions, is it seen that the conditions prescribed in Para 172 (g) of the Audit Manual are satisfied?
24. (a) Are the P. P. Os. returned for cancellation in cases of deaths of Pensioners? (Para 172 (2) of the Audit Manual.)
- (b) Are deaths and transfers of Pensioners noted in the Audit Register and P. P. Os. Register and attested by the Gazetted Officer? (Para 172 (3) of the Audit Manual.)
25. Is the Objection Book maintained, closed monthly and submitted to the Gazetted Officer?
26. Are the three and six monthly registers maintained? The Sections VII, VIII, XI to XIX and XXI to XXXVI in the Questionnaire for the Departmental Audit Branch apply to the Pension Audit Department also)

J. QUESTIONNAIRE FOR ESTABLISHMENT SECTION.

I. CASH BOOK.

- (a) Whether a Cash Book in T. R. Form 4 is maintained.
- (b) Whether the book is page numbered and month of account recorded on each page.
- (c) Whether all the receipts and payments entered in the register have been attested by the Assistant Accounts Officer, Establishment.

- (d) Whether the Cash Book is closed every month and the cash balance verified by the head of the office and certificate of count recorded over his dated signature.
- (e) Whether a separate register is maintained for undischarged pay and payments noted against.
- (f) Whether Security has been obtained from the Cashier.

II. PERMANENT ADVANCE.

- (a) Whether there are any long-standing temporary advances with anybody.
- (b) Whether a register of contingent charges is maintained in Form T. R. 29.

III. ACQUITTANCE ROLLS.

- (a) Whether valid acquittances have been obtained from those on leave etc., instead of from the messengers collecting the pay.
- (b) Whether the acquittance rolls are reviewed monthly by a Superintendent.

IV. BILL REGISTER.

- (a) Whether a bill register is maintained in the form prescribed by the Comptroller and Auditor General.
- (b) Whether the dates of encashment of bills are noted in the register.
- (c) Whether the bills prepared are all checked internally by someone other than those by whom they were prepared.

V. INCREMENT REGISTER.

- (a) Whether a register in the prescribed form is maintained showing the dates of accrual of increments of all members.
- (b) Whether action is being taken regularly every month for the drawal of increments.

VI. SERVICE BOOKS.

- (a) Whether service books have been opened for all the members of the staff.
- (b) Whether the annual verification of service books has been carried out with reference to pay bills, acquittance rolls etc., and certificate recorded therein.
- (c) Whether 10% of the service books has been reviewed by the Senior Dy. Comptroller.
- (d) Whether a register of service books is maintained.
- (e) Whether the service books on hand have been checked with the entries in this register and the certificate recorded by a G. O. nominated for the purpose.

VII. STAMP ACCOUNT.

Whether the receipts of stamps, issues and the balance are checked and certified periodically.

VIII. CHARACTER ROLLS.

Whether Character Rolls are maintained in respect of all members of staff including Gazetted Officers.

IX. The maintenance of the following registers has also to be scrutinised.

- (a) Purport Register.
- (b) Calendar of Returns.
- (c) Despatch Register.
- (d) Position Register.
- (e) Events Register.
- (f) Leave Register.
- (g) Punishment Register.
- (h) Section-war Distribution Register.
- (i) Case Register.
- (j) Personal files.

K. QUESTIONNAIRE FOR GENERAL SECTION.

I. Are the following registers maintained in the Section ?

- (a) (i) Index Register of Letters received from the Comptroller and Auditor-General, Government of India and Local Government.
- (ii) Whether details of these letters are noted against them, from the sectional registers.
- (b) Register of Registered articles.
- (c) Register of valuables.
- (d) Register of Urgent letters.
- (e) Register of Reminders received from Government.
- (f) (i) Register of U. O. references.
- (ii) Whether a weekly report on the unanswered references is sent to the Comptroller ?
- (g) (i) Register of Telegrams received.
- (ii) Whether the register is submitted weekly to the Branch Officer.
- (h) Register of confidential letters received.

- II. (a) Whether a stock register of furniture and other dead stock items are maintained.
- (b) whether physical verification of the stock of furniture has been done annually by somebody nominated for this work and the fact of verification recorded in the register over the signature of Stock Verifier.
- (c) Whether a stock register of condemned and unserviceable articles is maintained and their disposals noted.
- III. (1) Whether a stock register of Library books is maintained.
- (2) Whether stock of books has been verified annually by some one, nominated for this and fact of physical verification recorded in the register.
- IV. (1) Whether the stock register of Stationery and forms is maintained.
- (2) Whether the stock has been verified annually and certificate of verification recorded in the register.
- V. (1) Whether stamp account is maintained for stock of service stamps purchased.
- (2) Whether a register for daily issue of stamps is maintained.
- (3) Whether the balance of stamps is periodically verified and certified in the register.
- VI. Is Calendar of Returns maintained and submitted weekly to the Gazetted Officer and once a month to the Comptroller ?
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H. A. 1

(Vide paragraph 5)

REGISTER OF LETTERS ETC., MARKED FOR SUBSEQUENT SCRUTINY BY H. A. D.

Date of receipt of the letter.	No. and date of the letter.	From whom received.	Brief particulars.	Section dealing with the case.	Date of receipt of the disposal in H. A. D. from the section concerned.	Remarks.

FORM No. H. A. 5
(Vide Paragraph 40)

REGISTER OF REVIEW OF SANCTIONS OF A PERMANENT NATURE.

Sl. No.	Section in which the case is dealt with.	Nature of the permanent sanction etc.	Sanctioning authority.	Nature of action suggested to the sanctioning authority.	Reference to correspondence.	Final action taken in the case.	Remarks.

NOTE OF POSTINGS OF CORRECTIONS.

Sl. No.	Rule affected.	Date of posting	Serial No.	Rule affected.	Date of posting.

