

Government of Odisha
Forest and Environment Department

No. 474 /F & E Dt. 08-01-2021
File No. I-Aud-1/2020

From
Sri Labanya Sabara, OFS (SAG),
F.A-Cum- Additional Secy, to Govt.

To
The DFO (T) Khurda Division, Khurda,
The DFO (KL) Deogarh Division, Deogarh.
The DFO (KL) Kuchinda Division, Kuchinda,
The DFO (KL) Boudh Division, Boudh.

Sub: - Internal Audit on the accounts of Territorial/Kenduleaf Divisions.
Sir,

I am directed to say that the following audit personnel of this Department are being deputed to take up audit on the accounts of your office for the year as per the programme below.-

Sl. No	Name of the Audit Personnel	Name of the Office	Year of Accounts	Working days allowed
1	2	3	4	5
1	Sri J.K Rout, AAO	DFO (T) Khurda	2017-18, 2018-19 & 2019-20	50 working days
2	Sri P.K Maiti, Ar	DFO(KL) Deogarh	2018-19	21 working days
3	Sri M.K Sethy, Ar.	DFO (KL) Kuchinda	2018-19	19 working days
4	Sri N. Behera, Ar.	DFO (KL) Boudh	2017-18	23 working days

You are therefore requested to extend necessary co-operation for timely production of relevant records of your division/office as well as range offices at Divisional Headquarters before the audit as and when required by the Audit personnel deployed for the purpose. A suitable range programme may be drawn up in consultation with the audit personnel under intimation to this Department.

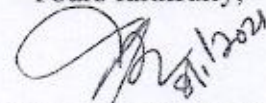
You are also requested to supply required records/documents as desired by Audit personnel to conduct audit during the holidays between commencement and closure of Audit period.

Besides, you are requested to have discussion with the audit personnel regarding audit objections, as detected in course of audit and ensure return of the H.M. memos to the audit personnel with timely reply thereof.

Non production of Records by Division Office/Range during Audit period would warrant action against officer concerned as per law.

Necessary arrangement for accommodation of audit personnel may please be made within the office premises to enable them to complete the audit in time.

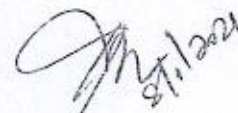
Yours faithfully,



F.A-cum- Additional Secy, to Govt.

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Copy forwarded to PCCF, Odisha, Bhubaneswar/ PCCF, (KL) Odisha, Bhubaneswar / RCCF, Bhubaneswar Circle, Bhubaneswar/ CCF(KL) Sambalpur Circle, Sambalpur/ CCF (KL) Cuttack Circle, Cuttack for information and necessary action.



F.A-cum- Additional Secy, to Govt.,

SLC

Memo No. 476 / F & E Dt. 08-01-2021

Copy forwarded Sri J.K Rout, AAO/Sri P.K Maiti, Ar/Sri M.K Sethy, Ar/Sri N.Behera, Ar for information and necessary action.

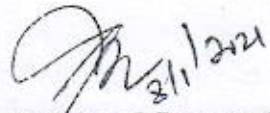
They are directed to proceed to take up the audit w.e.f 12.01.2021 as per the Programme. They are directed to follow the instructions/ guidelines prescribed in the "Internal Audit Manual" as per the letter issued vide this Department o/o 15811/ F & E Dt.04.09.2015 and 39875/F dt.21.12.2018 and submit the DAR accordingly. Further, instructions issued in this Deptt Office Order No. 9442/F & E Dt. 24.04.2018 (Annual Audit Programme-2020-21 for the audit personnel of F&E Department) should be adhered to meticulously.

The audit personnel are directed to take up the audit work assigned to them. They must submit intimation regarding their movement and to discuss with the officials concerned regarding audit objections as complied at the concluding day of this audit programme. They are also instructed to prepare a broadsheet information about the objections raised and comments of the DFO thereof and submit it as enclosures to their D.A.R. All the HMOs of Division as well as Range offices should be forwarded to the DFO concerned for obtaining their compliances.

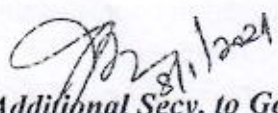
The audit personnel are directed to collect the JVC recommendations of the audit reports pertaining to the said auditee offices assigned to them respectively from the Headquarters office and basing on the decision taken by the JVC, they should insist compliance from the concerned office and intimate the undersigned in the prescribed Proforma regarding the recovery position after the end of audit.

Further no extension of working days will be allowed to them over and above the prescribed norm under any circumstances. They are also instructed to submit the draft audit reports immediately (both hard & soft copy), after completion of audit.


Any difficulty arises in conducting of Audit as per the programme may be intimated to the undersigned over Phone/e.mail to the department immediately.

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F.A-cum- Additional Secy, to Govt.,


Copy forwarded to Sri S.N Parida, I.A.O-cum-U.S to Govt./ Sri A.C Munda, A.O/Sri G.Soy, A.O/Sri M. Roudia, A.O for information and necessary action.

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F.A-cum- Additional Secy, to Govt

Copy forwarded to the W.P.R file of J.K Rout, AAO/Sri P.K Maiti, Ar/Sri M.K Sethy, Ar & Sri N. Behera, Ar. for office record.

Memo No. 479 / F & E Dt. 08-01-2021  31/1/2021
F.A-cum- Additional Secy, to Govt

Copy forwarded to the Under Secretary to Govt., Forest & Environment Department for information and necessary action.

 31/1/2021
F.A-cum- Additional Secy, to Govt