



Kendriya Vidyalaya Sangathan (Hq.)  
18, Institutional Area  
Shaheed Jeet Singh Marg  
New Delhi – 16  
Phone No. 011-26858570

F.110225/14/2012/KVS (HQ)/Audit

Dated: - 16.11.2017

The Deputy Commissioner/Director  
Kendriya Vidyalaya Sangathan  
All Regional Offices/ZIETs

E-mail/speed post

Subject:- Settlement of Outstanding Internal Audit Paras/AG Audit  
Paras.

Madam/Sir,

This has a reference to this office letter even no dated 03.01.2014, 07.02.2014, 17.04.2015, 19.06.2017, 29.06.2017, 20.07.2017 and 31.07.2017 vide which necessary instructions for settlement of outstanding paras were issued to the Deputy Commissioner of all the Regional Offices. However, it is observed from the data made available to this office that number of outstanding internal / AG Audit paras are still on higher side and some of the Regional Offices are having the outstanding paras beyond the reasonable limit despite the various efforts made at all levels and instructions issued by KVS(HQ) from time to time. The issue of piling up of old outstanding paras has also been viewed seriously by the Commissioner, KVS.

2) It is pertinent to mention here that Special Secretary & Chairperson of the Finance Committee of KVS had taken very serious view on the issue of non settlement of old outstanding audit paras while approving the Annual Accounts of KVS in the last Finance Committee Meeting held on 12.11.2016. She had also desired during the meeting that Kendriya Vidyalaya Sangathan should take effective and concrete steps to settle the old outstanding paras and submit a compliance report to her office. The Action Taken Report on the issue of settlement of Paras will be discussed in the Finance Committee Meeting scheduled to be held on 23.11.2017. From the data made available to this office, it is observed that some Regional Offices are still having the number of outstanding Paras beyond the reasonable limit. Piling of old outstanding Paras may attract adverse remarks of Special Secretary & Vice Chairperson of the Finance Committee.

4) Your attention is also invited to this office letter of even no. dated 29.4.2014 vide which instructions were issued to constitute a committee to review the status of outstanding paras on monthly basis and to ensure the continuity of the process of settlement of old outstanding paras. However, it is observed that number of outstanding Paras are still on higher side. In fact, casual approach on the part of the Regional Offices leads to the piling up of old outstanding audit paras.

4) For timely settlement of Paras, effective steps/action needs to be ensured by the Deputy Commissioner of the Regional Offices. This office has already issued guidelines for settlement of paras from time to time. However, the line of action, which may be advantageous in settlement of old paras is once again given below for necessary compliance at your end.

5). As already instructed by this office letter dated 29.04.2014, a committee may be constituted at Regional office level, if not constituted so far, for review of the outstanding paras on monthly basis. The composition of the committee will be as under:-

- a) Deputy Commissioner, Chairman
- b) Senior most Assistant Commissioner, Member
- c) Administrative Officer/Section Officer (Admn.), Member
- d) Finance Officer/Section Officer (Accounts), Member Secretary

The committee members should attend the meeting actively in order to settle the paras and at least one meeting on 2<sup>nd</sup> Monday of each month should be organized by the Committee Members for review and settlement of old outstanding paras keeping in view the guidelines/instructions issued by this office vide letter dated 07.02.2014.

- i. Most of the Audit Paras are relating to the procedural lapses. That should have been complied during the Audit itself with direction to the concerned Principal that such type of lapses should not be repeated in future and should not brought in the Audit Report. Only Paras of serious irregularities and Paras pertaining to the recovery should be brought in the Audit Report and settled after taking the appropriate action as per the rules contained in CCS (CCA) Rule 1965. It is also observed that some Regional Offices write to this office for seeking clarification for settlement of Paras which are having procedural lapses. It is once again stated that Paras should be settled as per the guidelines/ instructions issued by this office vide letter dated 07.02.2014.
- ii. As already instructed by KVS HQ from time to time, Deputy Commissioner of the Regional Office has to organize the quarterly Audit Adalat regularly to bring down the number of audit paras. Concrete steps should be taken at all levels to make the Adalat fruitful. Principals should be directed to recover the amount of overpayment immediately, if any, pointed out in the Audit Report.
- iii. The internal audit party may be instructed that Audit Memos should be issued on the spot itself during the audit, particularly in respect of the details of overpayments noticed during the audit. Wherever possible, the amount of overpayment pointed out by audit party must be recovered by the principal immediately after receipt of the Audit Memo without waiting for the formal Audit Report from the Regional Office. The audit party must issue the Audit Report within 15 days after completion of the audit as the delay in issuing the audit report defeats the purpose of audit and support the accumulation of audit paras due to movement of the employees/DDO.
- iv. All the Principals should be instructed that procedural lapses pointed out by the audit should not be repeated by them in future. Provisions pertaining to Tax deduction at source as envisaged in the concerned laws

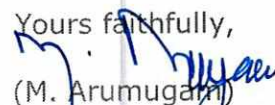


must be followed strictly by each DDO because lapses in such cases will result in penal action from the Tax Authority.

- v. All the Regional Offices should conduct the Audit Adalat in three spell i.e. first in the month of December , second in January and third in the month of February for the settlement of pending Internal Audit Paras and date of holding Audit Adalat should be intimated to the KVS(HQ).
- vi. Since KVS(HQ) has to submit the status of compliance of Audit Reports regularly to MHRD, C&AG, Finance Committee etc., the process advised by this office letter of even No. dated 29.06.2017 should be continued without fail.

5) It may be noted that <sup>piling</sup> piling of outstanding Paras beyond a reasonable limit has been viewed seriously by the higher Authorities of KVS. It is, therefore, once again advised that concerted efforts on the part of Regional Office must be ensured by the Deputy Commissioner of the Regional Office. The number of outstanding Paras as on 30<sup>th</sup> November, 2017 must be submitted to this office by 15<sup>th</sup> December, 2017 through email ([auditsection.section@email.com](mailto:auditsection.section@email.com)) without fail.

Yours faithfully,

  
(M. Arumugam)

Joint Commissioner (Fin)

Copy to:-

1. Deputy Commissioner (Acad./EDP) with a request to upload the letter on the web site of KVS HQ. under the menu "Announcement".

  
Joint Commissioner (Fin)

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16/11/17