

Government of Orissa
General Administration Department

No - Mis (A) 14 / 03 -12448/Gen.

Dated- 21.05.2004

From

Sri T. K. Pandey, IAS
Special Secretary to Government

To

All Principal Secretary to Government/
All Commissioner-cum-Secretaries to Govt./
All Heads of Departments/
All District Magistrates & Collectors.

Sub: Detailed examination of Audit Report before Drawl of Disciplinary Proceeding.

Madam/ Sir,

I am directed to say that in spite of repeated instructions of the General Administration Department, many departments of Government/HODs and Collectors are drawing up draft charges against Government officers on the basis of audit reports issued by the Finance Department, Accountant General, Orissa or other departmental audit wings without due examination. Many departments just transmit draft charges along with the copies of the original audit reports in support of evidence.

The Departments or authorities are first required to furnish the copies of audit reports to the concerned officers for their detailed compliance so that they have an opportunity to state their case based on the office records. After their compliance reports are received, the same are required to be examined by the concerned departments along with the compliance reports of the incumbents who are holding the concerned office/positions. If the Administrative Department are satisfied after detailed scrutiny of the audit reports that draft charges are to be framed against the concerned officers on the issues arising from the audit paras, draft charges may be prepared and sent to this department for further action. However, many Departments/ HODs and Collectors are simply sending the copies of audit reports in toto along with draft proceedings against the concerned OAS-I (SB) officers and above. As a result, neither any reasonable opportunity is afforded to the concerned officer nor is their any evidence of application of mind by the Administrative Departments. It is possible that observations of audit might not have been based on correct facts; the office staff may not have callously shown relevant papers to the audit parties or circumstances under which some decisions were taken might not have been explained to the audit.

Unless the officers who are held responsible in the audit reports for acts of omission or commission are given an opportunity to clarify the position to the departmental authority, it may

not be desirable to hold them responsible merely on the audit observations. It is due to the fact that despite opportunities given by the audit authorities during issue of the half-margin memos, most often the replies of the concerned officers are either not available or not appropriately reflected. Therefore, unless the audit reports are examined by the departmental authorities through the assistance of Senior Officers and the F.A./A.F.A., the concerned officers may not have been treated fairly.

It is, therefore, requested that the above instructions may kindly be followed while submitting draft charges against Govt. officers in the rank of OAS-I (SB) and above basing on observation contained in different audit reports either of the Finance Department, A.G. , Orissa or different departmental internal audit wings.

Yours faithfully,



(T. K. Pandey)

Special Secretary to Government