

GOVERNMENT OF JAMMU & KASHMIR  
DIRECTORATE OF AUDIT & INSPECTIONS, J&K  
FINANCE COMPLEX MUTHI, JAMMU / FINANCE COMPLEX HAFTCHINAR SRINAGAR  
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Subject: Amendment in Audit Manual 2020.

Reference: Letter no. FD-AI/47/2022-03 Dated: 03.02.2023 from the Finance Department.

Order No. 62 /DAI OF 2023.

Dated: 08 .02.2023.

With approval of the Administrative Department, following amendments in J&K Audit Manual-2020 are hereby notified with immediate effect:-

Chapter 10-Audit Monitoring & Follow up, Section 10.1 Response of Auditee to audit findings, shall be recast as under:

**10.1 Response of Auditee to audit findings.**

**(A) Snap Audits:**

- i. The Auditee shall submit a detailed para-wise reply to the Audit Inspection Report (AIR) within a period of 15 days, positively.
- ii. After receipt of the reply, the Provincial Deputy Directors shall, within a period of 07 days, examine the reply furnished by the Auditee and recommend to Director General, Audit and Inspections settlement of such paras as have been replied satisfactorily, along with detailed remarks as to what further action is required in respect of outstanding paras.
- iii. The recommendations for settlement of audit paras furnished by the Deputy Director, Audit and Inspections shall be examined in the Directorate and approval for settlement of audit paras conveyed to the Deputy Director within a week's time.

- iv. On receipt of approval from the Directorate, the Deputy Director shall, within a time of three days, issue a rejoinder to the Auditee about settlement of paras, together with detailed remarks as to what further action is to be taken against outstanding paras.
- v. The Deputy Director shall prepare and furnish Monthly Progress Report to the Directorate of Audit & Inspections by 10<sup>th</sup> of following month giving details about:-
  - a. Number of audit reports issued during the month and number of paras involved.
  - b. Total amount held under objection as per the audit reports issued during the month.
  - c. Total amount suggested for recovery as per the audit reports issued during the month.
  - d. Total amount of misappropriation/losses pointed out in audit reports issued during the month.
  - e. Number of compliances received during the month.
  - f. Number of paras settled during the month involving amount held under objection, amounts suggested for recovery, amounts reported as misappropriation.
  - g. Progressive pendency position of audit reports, paras, and amounts held under objection, amounts suggested for recovery, amounts identified as misappropriation.
  - h. Age-wise break-up of the pending audit reports and paras.

**(B) Special Audits:**

- i. The Special Audit assignments shall be completed within a period ranging from one week to six weeks, depending on the scope of the assignment, and submitted to the Directorate within three working days thenceforth.
- ii. The Special Audit Reports shall be submitted to the Finance Department and concerned Administrative Department, together with a copy to the auditee office. The auditee office shall be required to submit para wise reply to the Audit Report through concerned administrative department within a period of one month.
- iii. On receipt of the reply from the auditee, the Audit Organization shall process the reply for its examination and submit the file to the Finance

Department with remarks against each para regarding its settlement or recommendations for corrective or punitive measures.

- iv. On receipt of decisions from the Finance Department, the status shall be shared with the auditee office and concerned HOD/Administrative Department within a period of three days.
- v. A report about the special Audits conducted shall be compiled and submitted to the administrative department biannually, for convening meeting of the Audit Review Committee to discuss the audit findings and departmental response.
- vi. Summary of Special Audits conducted during the year shall also form a part of the Annual Audit Report to be submitted to the Finance Department.

Sd/-

*[Handwritten Signature]*  
08.02.2023

Director General,  
Audit & Inspections

No: DAI/Amendment/2683.

Dated: 08.02.2023.

Copy to:

1. All Administrative Secretaries.
2. All HODs under administrative control of the Finance Department.
3. Deputy Director Audit & Inspections Kashmir/Jammu.
4. General Manager Govt. Press Jammu/Srinagar for necessary action.
5. Private Secretary to the Chief Secretary.
6. Private Secretary, Administrative Secretary Finance Department.
7. Incharge website; Finance Department.
8. Incharge website Directorate of Audit & Inspection.
9. Office File.

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*[Handwritten Signature]*  
Deputy Director,  
Audit & Inspections,  
J&K. 08.02.23