



GOVERNMENT OF KERALA
Finance (PAC) Department

CIRCULAR

No. 95/2013/Fin.

Thiruvananthapuram, Dated: 26.11.2013.

Sub :- Finance (PAC) Department – Convening Audit Monitoring Committee Meetings – Instruction issued - regarding

*Ref:- 1. Circular No.5/2001/Fin dated 24.01.2001 and appendices.
2. Circular No.13/2005/Fin dated 04.03.2005.*

1. As per circulars cited, instructions were issued to all Administrative Departments to constitute a Audit Monitoring Committee consisting of the Secretary concerned, Head of Department and Finance Secretary/ Representative for regular review of the follow up action on Audit Reports, PAC/PUC recommendations etc.

2. More over in the last Apex Committee meeting of Chief Secretary convened on 26.07.2013, the Chief Secretary, the Chairman of the committee while reviewing the pending position of Audit paras and Legislative Committee recommendations of various Administrative Departments, expressed dissatisfaction on delay in submitting reply to Audit paras and statement of Action Taken (SOAT) to various Legislature Committee recommendations. The Chief Secretary stressed the need to dispose of all the pending items on PAC/PUC recommendations, Audit paras, Draft Paras, Inspection Reports, Excess Regularization etc. within the specified time limit. As an effective measure to clear the pending paras, the Chief Secretary advised the departments to conduct Audit Monitoring Committee (AMC) meetings at regular intervals, say quarterly and departments having major pendency more frequently. As such many Administrative Departments start holding AMC

meeting to review the progress on clearing pending paras. It has been noticed that many departments convening AMC invariably failed to make available notes on all the pending items on PAC/PUC recommendations, Audit paras, Draft Paras, Inspection Reports, Excess Regularization etc. to attend the meeting.

In the circumstances, the following instructions are issued for strict compliance.

i) In the AMC meeting of Administrative Departments an officer of and above the rank of Deputy Secretary of the concerned wing or the section dealing with the subject in the Finance Department should attend the meeting as a representative of Finance Department without fail. In case the nominated officer is inconvenient to attend the meeting due to other official responsibility/meeting of more important nature to be attended, the immediate junior officer preferably not below the rank of Under Secretary should be arranged by the actually nominated officer of the wing/section.

ii) All Administrative Departments are directed to make available the notes on all the pending items to be discussed in the AMC meeting of the department to the Additional Secretary/Joint Secretary/Deputy Secretary of the concerned wing or section dealing with their files in Finance Department at least 2 days before the date fixed for the AMC meeting.

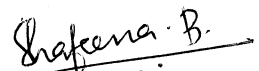
These instructions should be followed in all AMC meetings of Administrative Departments.

C.MARY,
Additional Secretary (Finance).

To

All Administrative Departments of the Secretariat
All Additional Secretaries/Joint Secretaries/Deputy Secretaries in FD
All Sections in the Finance Department
The Stock File/Office copy.
The Nodal Officer, www.finance.kerala.gov.in

Forwarded / By Order,


Section Officer