In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor pleased to order the publication of the following English translation of notification **no. Audit 4119/X-2006-362 (2)-75**, dated December 1, 2006:

No. Audit-4119/X-2006-362 (2)-75

December 1, 2006

In exercise of the powers conferred by section 20 of Uttar Pradesh, Local Fund Audit Act, 1984 (U. P. Act no. 12 of 1984), the Governor is pleased to make the following Rules for carrying but the purpose of the said Act:

THE UTTAR PRADESH LOCAL FUNDS AUDIT RULES, 2005

CHAPTER-1

1. Short title and commencement –

(1) These rules may be called the Uttar Pradesh Local Fund Audit Rules, 2005.

2. Definitions--(1) In these rules unless there is anything repugnant to the subject or context-

(a) "Act" means the Uttar Pradesh Local Fund Audit Act, 1984.

(b) "Appendix" means in appendices appended to these rules.

(c) "Commissioner" means the Chief Officer Incharge of the revenue administration
of a division in which the Principal Office of the Local Authority is situated.

(d) "District Magistrate" means the District Magistrate of the Revenue District in
which the Principal Office of the Local Authority is situated.

(e) "Form" means a Form appended to these rules.

(f) "Government Treasury" shall include sub-treasury also.

(g) "Local Fund" means the Local Fund defined in the Financial Hand Book, Vol. II
(Parts II to IV) and Vol. V, Part I.

(h) "Requisition" means a letter calling for explanation / information / records by
officers mentioned in sub-section (1) of section 3, of the Act, in connection with the audit and / or inspection of the Local Authority.

(i) "Section" means a section of the Act.

(j)"State Government" means the State Government of Uttar Pradesh.

(k) "Year" means the period of twelve months of a calendar year for which
annual accounts of Local Authority are maintained.

(2) Words and expressions used but by not defined in these rules shall have the meanings
assigned to them in the Act.

CHAPTER-2

DUTIES. POWERS AND FUNCTION OF THE OFFICERS OF THE LOCAL FUND AUDIT DEPARTMENT

3 (1). Duties, Powers and Functions of the Director and other Audit Officers.-

Director, Joint Director, Deputy Director, Assistant Director, District Audit Officer and any other officer appointed under section 3 shall exercise such powers and perform such duties within their specified jurisdiction as given below:

Serial no.	Designation of Officer	Jurisdiction	Powers and Functions
1.	Director Local Fund Audit Uttar Pradesh.	The whole of the State	(i) To conduct special audit either on the request of any Authority or of the District Magistrate or under the orders of the Government; (ii) to exercise powers in respect of audit, issue execution of requisitionfor the purpose of exercising the powerof the Act; (iii)to issue show-cause notice for wilful ignorance or non-compliance of the requisition; (iv) to accord sanction for imitation of action in respect of wilful ignorance or non-compliance of

the requisition.

NOTE. These powers of the Director maybe delegated to the Joint Director.

(v) to decide place and time of audit and inspection;

(vi) to prescribe, change, expand and revise the form audit and inspectionreport.

(vii)to recommend action to be taken bythe prescribe authority or the StateGovernment in respect nonrectification of mistakes or major irregularities as indicated in the audit and inspection report or objection statement or inspection report;

(viii)to issue guidelines and instruction for preparation of a Consolidated Audit Report and forward it to

the Finance Department of the State Government for presenting the same before each House of the State Legislature;

(ix) to make general and/or surpriseinspection of the Local Authorities and issue inspection report;

(x) to exercise all powers under sub-section (2) and sub-section (4) of section 17 of the Act, during inspection;

(xi) to bring to the notice of the State Government any serious irregularity detected duringthe course of audit and/or inspection and to call for an explanation in writing and allow extension of time for submitting theexplanation.

(xii)to issue show-cause notice in respect of any loss of fund or property of the Local Authority as a

			result of misappropriation misconduct or gross negligence on the part of the diligent person;
			(xiii)to pass surcharge order against the delinquent person or persons:
			(xiv)to request the District Magistrate for the recovery of the amount specified in the surcharge order from the surcharged person as arrears of land revenue.
2	Joint Director. Deputy Directors and Assistant Directors, posted at the Head Quarter.	The whole of Uttar Pradesh.	(i) To recommend initiation of action tobe taken under sub-section (1) of section 7, of the Act.
			(ii) to scrutinise the various audit objection received at directorate level in connectionwith the preparationof consolidated audit report;
			(iii)to make general and/or surprise inspection of the Local Authorities and issue

			inspection report ;
			(iv) to exercise all powers under sub-sections (2), (3) and (4) of section 17 of the Act, during the inspection;
			(v) to bring to the notice of the Director, serious irregularities noticed during inspection for necessary action;
			(vi) to review compliance report or the inspection reports received from the Local Authority and to decide whether the objection may be dropped or further action is to be taken:
			(vii)to exercise all powers and perform all functions delegated or entrusted by the Director of the State Government.
3	(a)Deputy Directors and Assistant Directors (Concurrent Audit)	(a)The Jurisdiction of the Local Authority whose accounts is to be	(i) To issue show-cause notice to the Principal Officer of the Local Authority in the event of noncompliance of the requirements of audit requisition;

	audited.	(ii)	to review the reply of show-
(b) Regional Assistant Director.	Districts sub-	(b)	All cause notice issues under the rule (2) of rule 8 and forward Region concerned Director his decision to the Joint or the Director as the case may be, for further action;
		(iii)	to permit the release of the records sealed during the course of audit or inspection ;
		(iv)	to pass the audit report and objection statement of the such Local Authorities as ordered by the Director from time to time and issue the objection statement as well as copy of the Audit Report to Local Authority and other concerned officers ;
		(v)	to take further action regarding settlement of audit objections and make correspondence directly with

the Principal Officer of the Local Authority:

(vi) to accept or refuse the compliance of any of the audit objections on receipt of annoted copy of audit report from Local Authority;

(vii) to communicate to the Principal Officer of the Local Authority about the settlement of the audit objection within a month from the date of receipt of the compliance report ;

(viii) to select draft paragraphs for inclusion in the consolidated audit report, ensure compliance after sending the draft paragraphs to the Principal Officer of the Local Authority and call for reply within twenty days at the most, review of reply received from the Local Authority and take action under sub-section (4) of section 9 of the Act, and arrange re-scrutiny of the objections at his own. level,

if necessary and submit the scrutinized and suitable objections along with all connected papers. to the Deputy Director Concurrent Audit or the Joint Director, as the case may be ;

(ix) to revise or correct the amount of audit fee as mentioned in audit fee memorandum issued by the auditor;

(x) to issue show-cause notice in the event of non deposit of audit fee by the Local Authority within one month from the date of issue of audit fee memorandum and to inform the Director in case of non receipt of reply of show-cause notice within 15 days from the date of its issue;

(xi) to perform and exercise all functions and powers of the Joint Director/Director in connection with general and

			surprise inspection of accounts of the Local Authority;
			(xii)to review Surcharge Proposals submitted by auditors and submit his recommendation to the Director.
4	District Audit Officer. and Director, allocated to preceding items no.	District of posting.	(1)To perform all the function of the Assistant Director Deputy them in the (i) to (vii) and (ix) to (xi) and to take action for inclusion of the suitable objections in the consolidated audit report and submission thereof along with reply of the Local Authority to Regional Assistant Director for review.
	Powers, functions and duties of Auditors	(2)Senior Auditor Grade-1. Senior Auditors Grade-1	Senior Auditor and Auditor shall exercise such powers and perform such duties within their The respective jurisdiction as given Jurisdiction of below— the Local Authority (i) to issue intimation letter to whose the Principal Officer of the

Senior Auditors and Auditors.-- accounts are to Local be audited by commencement of the Auditor specifying the date, time and concerned .-- place of Audit;

Authority for the audit

(ii) to issue a requisition to the Principal Officer during the Course of Audit, for production of records and replies and explanations regarding the serious irregularities;

(iii) to allow time to the Principal Officer of the Local Authority for compliance of requisition on his request for a period not exceeding one month or the date of conclusion of audit;

(iv) to inform the Assistant Director of the Region/ Deputy Director, concurrent Audit/Assistant Director, concurrent audit regarding non compliance of the audit requisition by the Local Authority in time;

(v) to get the relevant records sealed produced during the course of audit on account of

fraud or on other reasonable grounds;

(vi) to make physical verification of cash, valuable stored investment documents. Scrutinized/Postage stamps; court fee stamps and other monetary and saleable forms during the course of audit;

(vii)to issue audit objections raised during the course of audit:

(viii)to draft audit and inspection reports and prepare fair copies of the objection statement;

(ix) to discuss with the Principal Officer or the Local Authority the draft audit and inspection report ;

(x) to issue audit fee memorandum immediately after the commencement of audit and forward a copy thereof to the District Audit Officer or Assistant

Director
of the Region;

(xi) to prepare and submit surcharge proposals on item.
of surcharge noticed during the course of audit

CHAPTER 3

Regulation of Audit

The following accounts shall be audited by the Director-

4. Accounts to be audited by the Director.--(a) The accounts which were being audited by the examiner, Local Fund Accounts, Uttar Pradesh or the Director prior to the enforcement of these rules, shall continue to be audited by the Director on the commencement of these rules and the audit of accounts the institutions conducted by the Local Fund Audit Department, prior to the commencement of rules, shall be treated as audit conducted under the provisions of the Act;

(b) theaudit of the accounts of the Local Authorities mentioned in Appendix-1 shall be conducted by Director. The Director shall cause to include such Local Authorities corporate or non corporate bodies institutions in the said Appendix as the State Government may, specify,from time to time, notification under section 4 of the Act;

(c) all such other institutions as are receiving grant in-aid from the State Government and which are not included Appendix-1 shall be treated as specified and notified by the State Government and included Appendix-1 for the purposes of these rules:

Provided that for the purpose of this rules it will be obligatory for the Administrative Departments of State Government sanctioning grant-in-aid from the Consolidated Fund of the State to any Local Authority or institution or individual to endorse a copy of the said Government Order to the Director and to Accountant General (Audit) I; Uttar Pradesh.

(d) the accounts such institutions as are defined to be "Local Authorities" in the Acts and Rules relating to them shall also be audited by the Director and the shall be deemed to be included Appendix-1.;

(e) all other Non-Government organizations which are not local authorities as per their Constitution; but receive grant-in-aid, loans; subsidies

or any kind of financial assistance from the Consolidated Fund of State whether full or in part; shall also be treated to be included in Appendix-1 for the purpose of these rules and their accounts shall be audited by the Director, notwithstanding any provision contrary to this rule, regarding audit of their funds except where these accounts required to audited by any other authority established by law and authorised by State Central Government for such audit.

5.Types Audit.--(1) In accordance with the provisions in columns 3 and 4 of Appendix-1 the accounts of Local Authorities shall normally be audited annually on test; cent percent or Concurrent basis. The State Government may be specific orders; amend or alter the type of audit of specific account or any category of accounts referred to in Appendix-1. The type of audit of accounts, which may be included in Appendix-1 in future shall be specified by the Director unless otherwise ordered by State Government or Authority sanctioning grant.

(2) Where; as a result normal audit or on the basis of materials otherwise brought to his notice; the Director is satisfied that special audit of whole or the part of the accounts of a particular period the concerned institution within his

audit purview is necessary, he will send his recommendations to the State Government for such special audit and after receiving the consent of the State Government, shall cause to conduct such special audit. This special audit will be in addition to normal audit. Audit fee for such the special audit according to the rate specified in Appendix-2 will be payable by the concerned institution and will be treated as proper charge on its funds.

6. Intimation of Procedure of audit and place of audit.--(1) As per provision of sub sub-section (2) of section 6 of the Act, the auditor shall issue intimation, letter to the principal officer of the Local Authority for commencement of audit whose accounts are to be audited in

Form L.F.A. 50.

(2) The audit of the accounts of the Local Authorities situate at the district headquarters shall be conducted in their Main office. Audit parties shall visit such other places also where the offices of the State Universities or other major Local Authorities are situate and the audit of such Local Authorities shall also be conducted in their main offices unless otherwise ordered by the Director. Such places will be visited by the audit party only once in a year and all the accounts of the Local Authorities situate at one place will be audited by the audit party at the time of its visit.

(3) The audit of the accounts other that those mentioned in sub-rule (2) shall be conducted in the camp office of the audit party. The audit of the account of such Local Authorities, the records of which have not been made available for audit at the places visited by the audit parties shall also be conducted on the date fixed in the camp office of the audit party. Second visit to place already visited during the year by the audit party shall not normally be permitted.

(4) The concurrent audit of each account shall be conducted at the headquarter of the Local Authority. On the request of the Principal Officer of the local authority the officer supervising the concurrent audit may after due consideration of the circumstances permit audit parties to visit branch offices, regional offices, divisional offices or headquarters of other units for auditing the accounts records maintained at such officers or units. (5) That Assistant Director of the Region, Assistant Director/Deputy Director-in-charge of concurrent audit may relax the provisions of sub-rules (2) and (3) under the following circumstances—

(a) on the written request of the Principal Officer under special circumstances;

(b) in case of apprehension of conditions unsafe for the custody of records or auditors at a particular place or at a particular office;

(c) under orders of the Government or the Director, Provided that an information of such relaxation shall be given to the Director along with full justification thereof.

(d) the Principal Officer of the Local Authority shall make arrangement for production of records for audit in main office/branch office/headquarter of different unit of the local authority, as given, in Appendix-1. In case an audit is conducted at any other place under sub-rules (4) and (5), the Principal Officer shall be responsible for the safe custody and transit of records from and to the main office and for their safe custody at the place of audit.

7. Requisition.--(1) While auditing the accounts of a local authority, if the auditor detects any serious irregularity or need explanation of the Principal Officer of the Local Authority in any matter, he will issue a requisition to this effect in

Form L.F.A. 47. The point on which and the place where (whether the place where the audit is being conducted or other than that) the explanation is required shall be clearly mentioned by the auditor in such requisition.

(2)Every requisition shall be signed legibly with date by the issuing auditor.

(3)The requisition issued under sub-rule (1) shall invariably be served through a special messenger. The messenger shall deliver the requisition to the Principal Officer or at the point where the letters addressed to the Principal Officer of Local Authority are received and shall obtain dated signature of the official receiving the letter on Peon Book maintained in

Form L.F.A. 115.

It will be deemed that the requisition has been received by the Principal Officer on the date of its receipt in his Office.

(4)A copy of each requisition mentioned in sub-rules (1) and (2) shall be placed on the concerning file by the auditor.

(5)On receipt of a requisition from the auditor under sub-rule (1), the Principal Officer or any other officer authorised by him in this behalf in writing shall comply with it within three days. The requisition issued by an auditor shall have the force of summons of a court and the Principal Officer himself or a person authorised by him in this behalf is bound to be present at the specified time and place to explain the points raised during audit.

(6)Every requisition issued under sub-rule (1) shall be complied with by the Principal Officer or by the officer authorised by him in this behalf within the time specified therein. Where it is not possible to comply with the requisition within the specified time due to certain unavoidable circumstances the Principal Officer or any other officer duly authorised in writing, in this behalf shall intimate the position in writing to the auditor or the officer issuing the requisition, before the specified date/time indicating clearly the extent of further time required for the compliance of the requisition which must be before the date of conclusion of audit.

Form L.F.A. 114 to the Principal Officer or the authorised officer to the effect that the records and the information called for in the requisition issued under sub-rule (1) have been produced for audit within the specified time and the compliance of requisition has been made. The Principal Officer or the officer authorised by him shall maintain a register in Form L.F.A. 124 mentioning therein the compliance of each requisition, production or records and information provided for audit. This Register will be put up in audit and inspection on demand.

8.Action against Non-compliance of requisition.—(1) Non-compliance of requisition issued under sub-rule (1) of rule 7, within the specified time or time extended under sub-rule (6) of rule 7, by the Principal Officer of the local authority or any other officer authorised by him in this behalf, shall be deemed to be indifference towards the requirement of audit requisition. In such cases, the facts shall be reported by the auditor to the Assistant Director of the region through the District Audit Officer or Assistant Director/Deputy Director concerned in the case of concurrent audit.

(2) On receipt of information under sub-rule (1), the Assistant Director or the Deputy Director and in the event of requisition having been issued by him, he shall issue a show-cause notice in

Form L.F.A. 116 to the Principal Officer of the Local Authority by registered post or through a special messenger calling for his explanation as to why action should not be taken against him under sub-section (1) of the section 7 of the Act for non-compliance of the requisition.

(3) In case no reply of the notice issued under sub-rule (2) is received from the PrincipalOfficer or the officer authorised by him in this behalf, within one month from the date of issue ofthe notice, it will be deemed that he has nothing to say in this regard and proceedings will beinitiated under section 7 of the Act.

(4) The reply to the show-cause notice issued under sub-rule (2) shall be reviewed by the Deputy Director or the Assistant Director concerned and it will be decided whether action under sub-section (1) of section 7 of the Act is to be taken or not against the person responsible for wilful negligence or refusing compliance of the requisition. Approval of the Director shall be obtained on the decision taken by the Deputy Director or the Assistant Director concerned. After receiving the written sanction of the Director a suit under sub-section (4) of section 7 of the Act shall be instituted by the officer, under whose signature the audit report is issued.

9. Safe custody of records.-- (1) The auditor conducting audit of a local authority shall neither remove any account record, voucher or any other record from the office of such local authority, nor will keep any record in his own custody except the records, requisitioned under rule 7:

Provided if the auditor considers it necessary that any book of account, voucher or any other record be sealed due to apprehension of forgery or any other appropriate grounds, he shall do so in the presence of the Principal Officer of the local authority or any other officer authorised by him after noting the reasons for sealing the records in

Form L.F.A. 119 and hand over the sealed cover to the Principal Officer or to the officer authorised by him in this behalf for safe custody. The Principal Officer or the officer authorised by him shall be solely responsible for the safe custody of the records so sealed and shall produce on demand the sealed cover as such to the auditors.

(2) The officer who has received the sealed cover for safe custody under the proviso to sub rule (1) shall issue receipt in

Form L.F..A. 120 to the auditor who will keep the same in file. On conclusion of audit and in the case of apprehension of doubt in the safe custody the receipt shall be sent to the concerned District Audit Officer/the Assistant Director of the region/the Assistant Director/ the Deputy Director-in-charge of concurrent audit, as the case may be under registered cover of through a special messenger.

(3) The audit party shall inform about the fact of sealing the records to the District Audit Officer/the Assistant Director of the region//the Assistant Director/ the Deputy Director-in-charge of concurrent audit, as the case may be, by registered post or through special messenger.

(4) The Assistant Director of the region/the Assistant Director or the Deputy Director-in-charge of concurrent audit or with the prior permission of such an officer the auditor may open the sealed cover and release the records.

10. Physical verification of cash and valuables.--(1) The cash balances (including the amount of permanent advance), valuable stores, investments, securities in favour of Local Authorities, postage stamps, revenue stamps, court stamps and monetary and saleable forms, shall be physically verified by the auditor in the presence of the Principal Officer or officer authorised by him in this behalf during the course of audit and result of such verification shall be recorded in the cash book or the Stock Book concerned as the case may be, under the dated signature of the auditor.

(2) In case, the Principal Officer or the officer authorised by him in this behalf refuses or fails to get the physical verification, done by the auditor, it will be treated wilful non compliance of the requisition for the purpose of sub-section (1) of section 7 of the Act. Any discrepancy detected as a result of physical verification will also be incorporated in the relevant paragraphs of the audit report.

11. Audit objection statements.--(1) During the course of audit the statement consisting of the objections raised, shall be prepared in

Form L.F.A. 53 in duplicate. The objection statement should be contain the objection numbered serially and the sheets page numbered. The original copy of the objection statement shall be issued daily to the Principal Officer or the authorised officer/employee of the local authority after obtaining receipt for the same and the carbon copy shall be retained by the auditor.

(2) An account of issue of objection statement shall be maintained by the auditor in

Form L.F.A. 39.

(3) The objection statement shall be returned to the auditor within three days from the date of issue or the of conclusion of the audit, whichever is earlier, with dated signature of the Principal Officer or the officer authorised by him in this behalf stating therein the action taken or proposed to be taken against the objection along with clarification, if any, called for by the auditor and replies to the audit objection.

(4) On conclusion of the audit, the objection statement issued, shall include last sheet of the objection statement in

Form L.F.A. 53-A.

(5) On receipt of objection statement with replies of the Principal Officer within the time specified in sub-rule (3) the replies shall be reviewed by the auditor and the objection fully complied with shall be deleted or settled and such objection shall not be included in the draft audit report or fair copy of the objection statement.

CHAPTER-4

Audit Report

12. Preparation and issue of Audit Report.--After considering the replies of the Principal Officer and action taken on the audit objection and requisitions issued during audit, the result of audit shall be prepared in the following two parts-

In case the original copies of objection statements and requisitions are not returned within the specified time, audit report and fair objection sheet shall be prepared on the basis of outstanding objections in the carbon copy of the objections. The fact about the non-receipt of the original objection statement after reply shall invariably be mentioned in the last para of draft audit report.

Audit and Inspection Report.-(1) Besides formal information required in Forms (L.F.A 104, 105 and 106) Audit and Inspection Report shall contain paragraphs in order set forth below-or the top of the audit and inspection report, the period of audit and the names of the Principal Office and the Drawing and Disbursing Officer shall be mentioned.

PART "A"

Current Audit

(a) In the first paragraph of the audit note detailed comments on irregularities of financial and general importance particularly comments on the following subjects shall invariably be incorporated-

(i) Loss and misapplication of funds and property if any;

(ii) Embezzlement, if any;

(iii) Irregular expenditure of financial importance such as irregular expenditure of recurring nature, expenditure on account of excessive or unapproved establishment/post in excess irregular payment of salary and allowances, payments in contravention of the provisions of relevant Act and Rules wasteful of excessive expenditure etc;

(iv) Loss of revenue:

(v) Progress and utility of projects in relating in development education or other specific purposes in hand or completed during the year under audit including full financial implications of the projects completed

during the year under audit with reference to profitability for the institution;

(vi) Comments on Budget and financial managements including management of financial resources:

(vii) Comments on stock accounts of movable and immovable properties and theirmanagement and utilization:

(viii) Utilization of valuable instruments;

(ix) Any other important irregularities requiring special attention of the administration.

(b) Audit paras relating to loss, waste, misapplication and irregular expenses,payments etc. should invariably contain the following aspects in the order set forth below--

(i) In the opening part of the audit para full details of the transactions quoting number and date of the receipt/voucher nature/character of income/expenditure amounts involved in the transaction etc. should be described in such a way so as to expose very clear picture of the whole transaction;

(ii) In the next part it should be clearly explained as to how a loss was caused or as towhy the expenditure was declared waste, miss-utilized, irregular, unapproved or how theexcess payment was made etc. It should also be mentioned as to which section of therelevant Act or rules or which order of the Government was infringed in the transaction.

(iii) The succeeding part of the objection should contain calculation amount of loss, waste, misuse or irregular expenditure or excess payment giving a clear picture of the extentof the loss suffered or amount involved in the irregularity:

(iv) In the concluding part of the objection, the responsibility as per rules or recordsavailable in audit should be indicated and remedial measures/action should also besuggested:

(c) During the course of audit of the major accounts, the concerned Assistant Director/District Audit Officer at the time of his visit to the local authority shall contact the Head of the Office of the account to enquire if special attention to audit was required towards any branch of account and shall ensure deep investigation of such branch of accounts, if any, and get the resultthereof incorporated in the audit report.

PART-B
Last Audit Report

(1) In this paragraph comments on progress of compliance of outstanding Audit Reports of the previous years will be made. A list of audit objections settled during the course of audit shall also be prepared.

A list of all unsettled audit objections should be attached as annexure to the audit reports of all accounts except those which are to be issued by the Assistant Director/Deputy Director of the concurrent audit. A separate and up-to-date list of old and unsettled audit objections will be issued by the Assistant Director/Deputy Director of the concurrent Audit, from time to

time, to the concorrent Local Authority from Register of settled and unsettled objections maintained by him.

(2) *Financial Position*--The financial position of Local Authority will be shown in the annexure to the audit report. In the body of the audit report only comment, if any, on the financial position of the local authority will be incorporated.

(3) *Cash assets and Liabilities*--Position of cash assets and liabilities will be shown in the end of the audit report as annexure.

(4) *Government Grants*--Position of recurring and non-recurring grants received by the Local Authority during the year under audit will be shown in

Form L.F.A. 105, and will be attached with the audit report as an annexure. Similarly position of unutilized grants will also be shown in form no. L.F.A. 66, and will be attached with the audit report as an annexure. In the body, of the audit report under this para only comments will be made on the progress of utilization of grants and irregularities, if any detected in the utilization of grants.

(5) *Government Loans*--In the body of the audit report under this paragraph only comments will be made on their (a) repayment and (b) utilization position of receipt and unrepaid loans will also be shown in the end of the audit report as an annexure.

In the body of the audit report under this paragraph only comments will be made.

(6) *Reserve and Endowment Fund*--In the audit report of educational institutions theposition of the Reserve and Endowment fund will be shown in the body of the audit report.

(7) *Nazul and Ferry*--In the audit report of the Local Authority comments on the income and management of Nazuland Ferry will be made.

(8) *Advance*--In the audit report of the Local Authority comments will be made onadvances granted to various person and their recovery.

(9) *Fair Objection Statement*—The unsettled objections of the objection statement which are not taken into accounts for preparation of auditand inspection report, referred to in part "a" above shall be copied out by the Auditor in

Form L.F.A. 53. It will be called fair copy of the objection statement. A last sheet in Form L.F.A. 53-A, of the objection statement shall be prepared and attached at the end of fair objection statement.

13. *Procedure for Audit Report*--(1) Before the conclusion of audit the auditor shall intimate in writing the probable date of conclusion of audit, to the Principal Officer of the Local Authority as well as to the concerned District Audit Officer or the Assistant Director. The Principal Officer of the Local Authority, the District Audit Officer; the Assistant Director and the Auditor concerned shall ensure their presence in the office of the Local Authority on the appointed date and time when the draft audit and inspection report shall be made available by the auditor for discussion. The draft audit report shall be discussed by the Principal Officer of the Local Authority with the District Audit Officer/The Assistant Director,such objections as have been complied with by the Principal Officer at the time of discussion shall be dropped.

(2) In token of evidence of discussion on the draft audit and inspection report the PrincipalOfficer of the Local Authority or the person authorised by him in this behalf shall recorda certificate on the draft copy of the audit and inspection report that the same has been madeavailable to him for discussion.

(3)If, however discussion on the draft audit and inspection report may not be held on the prefixed date due to non-availability of the Principal Officer of the Local Authority or his nominee, the auditor shall record this fact on the draft audit and inspection report and shall immediately after the date fixed for discussion submit same along with all statements to the Deputy Director, the Assistant Director or the District Audit Officer concerned, as the case may be, for further necessary action.

(4)On the receipt of the draft audit and inspection report, the replies to the audit objection as received from the concerned officers of the Local Authority and action taken by the auditor concerned thereon shall be scrutinised by the Deputy Director the Assistant Director the District Audit Officer while passing the Audit Report, Each report shall be passed within a month from the date of receipt of the draft audit and inspection report and it shall be issued to the Local Authorities and other concerned officers, within a month from the date of its passing.

(5)The fair copy of the objection statement as mentioned in Part "B" of Rule 12, shall be submitted by the Auditor concerned along with the draft Audit and Inspection Report to the Deputy Director the Assistant Director the District Audit Officer, as the case may be After review of the replies received from the Principal Officer of the Local Authority and the action taken on audit objection it shall be signed by the Deputy Director

the Assistant Director the District Audit Officer, as the case may be, and be issued in original to the Principal Officer of the Local Authority.

(6)On receipt of the Audit and Inspection Report and fair copy of the objection statementaction shall be taken by the Principal Officer of the Local Authority and by the Local Fund Audit Department, in accordance with the provisions of sub-section (1) to (6) of Section 9, of the Act.

CHAPTER 5

14. Preparation of consolidated annual audit report--(1) A consolidated audit report shall be prepared under the guidance of the Director every year on the basis of audit and inspection reports of various local authorities. It shall include cases of asurcharge,misappropriation, embezzlement, loss, waste and such other serious financial irregularities as may prove helpful to the State Government for more effective financial control. It shall also indicate as to what extent the Government grants or loans given for general or special purpose have been utilized.

(2) As the time of passing the audit and inspection reports of relevant accounts the District Audit Officer/the Assistant Director of the Region, the Assistant Director / the Deputy Director of concurrent Audit shall prepare the draft paragraphs on the basis of audit and inspection reports of relevant accounts proposed to the included in the consolidated Annual Audit Report: The District Audit Officer will send the copy of draft paragraphto the concerned Assistant Director of the Region. Copies of draft paragraphs shall be sent by the Assistant Director of Region / the Assistant Director / the Deputy Director of concurrent audit, the Principal Officer of the local authority as well as to the Director, Local Fund Audit Department. The Principal Officer of the local authority shall be required to take action in accordance with the provisions of sub-sections (1), (2) and (3) of the section 9 of the Act and to ensure compliance of the objection. A copy of the compliance reportshall be sent to the Assistant Director of the region. The Assistant Director/the Deputy Director of concurrent Audit within thirty days from the date of receipt of the draft paragraph. If compliance report is not received within thirty days from the Principal Officer of the local authority a reminder will be sent to him and after further fifteen days a third reminder will also be issued.

(3) The compliance report received from the Principal Officer of the local authority shall be scrutinised by the Assistant Director of the Region/ the Assistant Director/the Deputy Director shall of the concurrent audit and thereafter the concerned Assistant Director /the Deputy Director shall send his comments to the Director along with the

compliance report. If the Director is satisfied with the compliance report of the audit objection he shall drop the objection wholly or in part and the remaining unsettled objections shall be incorporated in the Consolidated Annual Audit Report. In case the compliance report is not received from the Principal Officer of the Local Authority within the aforesaid time after issuance of three reminders, it will be presumed that the Local Authority is not interested to comply with the draft paras of the audit objection and the same shall be incorporated in the Consolidate Annual Audit Report.

The Consolidated Annual Audit Report shall be submitted by the Director to the State Government in Finance (Audit) Department for laying the same before each House of the State Legislature.

CHAPTER 6

FEE FOR AUDIT

15. Fees for audit.-- The fee for the audit conducted in accordance with sub-rules (1) and (2) of rule 5 shall be calculated on the basis of man days fixed for audit. Such fixed man days and fee for each man day may be revised by the State Government from time to time.

16. Memorandum of audit fee.--(1) The memorandum of audit fee for the audit of a LocalAuthority shall be issued by the auditor concerned in

Form L.F.A. 49 before the close of audit tothe Principal Officer of the Local Authority.

(2) The memorandum of audit fee shall be prepared in triplicate. Two copies shall be issued to the Principal Officer of the Local Authority for which acknowledgement shall be obtained in

Form L.F.A. 115 and the third copy of the memorandum shall be immediately be forwarded to the concerned Deputy Director/ Assistant Director/District Audit Officer.

(3) The memorandum of audit fee shall be scrutinised by the Principal Officer of the LocalAuthority immediately and one copy of the memorandum duly signed by him shall be returned to the auditor before the close of the audit, who shall immediately forward it to the concerning Deputy Director/Assistant Director/ District Audit Officer. In case of disagreement with the fee calculated in the memorandum the Principal Officer shall return the second copy of it to the auditor stating clearly the reasons for such disagreement and justification thereof which shall be forwarded by the auditor with his comments to the concerning Deputy Director/Assistant Director/ District Audit Officer.

(4) The concerning Deputy Director Assistant Director/ District Audit Officer after considering the reasons given by the Principal Officer of the Local Authority may order to revise or amend the amount of audit fee shown in the audit fee memorandum but any disagreement of the Principal Officer shall be considered only after the audit fee shown in the memorandum is deposited in Government Treasury. In case any alteration, revision or amendment in the amount of audit fee is made after considering the representation of the Principal Officer of a Local Authority,its adjustment will be made in the next or subsequent year or years.

(5) After depositing the amount of audit fee in the Government Treasury informationthereof along with the attested copy of the concerned treasury challanshall be submitted to the concerned Deputy Director/ Assistant Director/District Audit Officer by a registered post or through special messenger.

17. Procedure of action against non payment of audit fee within the prescribed time--(1) If the information regarding the payment of audit fee is not received within a month from the date of receipt of memorandum of audit fee, the concerned Deputy Director/ Assistant Director/ District Audit Officer shall issue a notice in

Form L.F.A. 125. In case the information regarding the deposit of audit fee is not received within 15 days from the date of issue of such notice, the action under sub-section (4) of section 4, of the Act, shall be recommended by the concerned Deputy Director/Assistant Director/District Audit Officer to the Director.

(2) If the Director is satisfied with the recommendation, he shall forward it to the Finance (Audit) Department of the State Government for the necessary action under sub-section (4) of section 4, of the Act.

(3) In case mentioned under sub-rule (2) the action taken and the amount of audit fee realised will be informed by the Finance Department of the State Government to the Director.

18. Verification of the deposit of audit fee--Deposit of audit fee by any Local Authority in the Government Treasury shall be verified from the Treasury records by the Director/Joint Director/Deputy Director/Assistant Director/District Audit Officer and thereafter on the basis of such verification a certificate to this effect will be issued by the officer concerned and the collection, shall be posted in the records maintained in District Audit Office/Regional Audit Office/Concurrent Audit Office or Directorate, as the case may be.

CHAPTER-7

INSPECTION OF THE RECORDS OF THE LOCAL AUTHORITIES

19. Inspection of the records by the inspectors--The Officers of the Local Fund AuditDepartment appointed by the State Government as inspectors under sub-section (1) of Section 17, of the Act, may inspect the records of the Local Authorities within their respective jurisdiction as specified in rule-3.

(2) The inspector shall ordinarily inform the Principal Officer of the Local Authority inadvance about the time, date and place of inspection of the records, but in special' circumstances he may, inspect the records of the Local Authority without prior notice.

(3) The Principal Officer of the Local Authority or any other officer authorised by him in this behalf shall arrange for production of the records called for by the inspector.

(4) The Inspector may, at his discretion physically, verify cash, valuables, stores andmonetary forms, investment certificate and saleable forms etc.

(5) Any person required to produce any document or thing or to give any information desired by the inspector, for inspection, shall be

legally bound to do so under sub-section (3) of section 17, of the Act. In case, he does not do so it shall be deemed that he has wilfully avoided the inspection.

20. Inspection report--After inspecting the records of aLocal Authority, the Inspector shall prepare an inspection report and issue the same to the principal officer of the local authorityand shall also sent its copies to other concerned officers for necessary action.

21. Follow up of the inspection report--(1) The Principal Officers of the Local Authority shall, immediately on receipt of the inspection report, take steps to remove the discrepancies andirregularities pointed out in the inspection report and shall submit compliance report to theInspector within one month from the date of receipt of the report.

(2) On the receipt of the compliance report, it shall be reviewed by the Inspector or officer not below the rank of an Inspector and the points which have been fully complied with, shall be dropped.

(3) In case, action taken as per compliance report is considered insufficient the Inspector may direct that the matter be further investigated at the time of subsequent inspection/audit.

(4) If any discrepancy or irregularity, pointed out in the inspection report, is not finally removed within one month from the date of receipt of the inspection report, it shall be incorporated in the next audit report of the account.

(5) Where the Inspector feels that any grave irregularity pointed out in the inspection report requires action at higher level he shall bring it to the notice of his superior officer or the State Government separately, as the case may be.

CHAPTER 8

SURCHARGE

22. Procedure in matter of surcharge--(1) If at the time of audit or inspection of any local authority, the auditor or the inspector consider that there has been a loss, waste or misapplication of any money or property of the Local Authority as a consequence of negligence or misconduct on the part of the Principal Officer or any officer or any member or employee or the Local Authority and that under the provisions of section 10 of the Act, it is necessary to institute the surcharge proceedings, he shall make a surcharge proposal in

Form L.F.A. 68, in two copies and submit it along with attested copies of all relevant orders, resolutions and other records to the Assistant Director of Region, Deputy Director/Assistant Director-in-charge of the concurrent Audit.

(2) The entire case shall be scrutinised in detail by the Assistant Director/Deputy Director at his level and in case any information or record is further needs it shall be obtained and enclosed with the proposal.

(3) If the Assistant Director/the Deputy Director after through scrutiny of the entire case consider that the persons responsible for loss, waste or misapplication of the funds or property of the Local Authority should be surcharged, he shall submit the entire matter with his clear recommendation to the Director for consideration.

Explanation--Any appointment made in violation of the Government orders, relevant Acts and rules bye-laws, Ordinance and Statutes shall be deemed to be a case of misconduct and payment of salary and allowances for such appointment, unless regularized shall be considered loss, waste, or misapplication of funds of the Local Authority for the purposes of surcharge proceedings.

23. Enquiry of Surcharge-- (1) In any matter wherein the Director is of the opinion thatany loss, waste or misapplication of funds or property has been caused due to misconduct or grossnegligence of the delinquent person or that the person is a party in making irregular payment or hasauthorised such payment or has connived in making such payment the Director may call for anexplanation in writing from such person as to why he should not be surcharged for an amount equalto such loss, waste or misapplication of the funds due to his negligence or misconduct.

(2) The person concerned shall submit his explanation to the Director within a period notexceeding one month from the date of communication to him, of the order calling for his explanation in sub-rule (1).

(3) If no explanation is received from the person concerned within the specified period, itshall be presumed that he has nothing to say in the matter.

(4) In case no explanation received or explanation received is considered not satisfactory, a show-cause notice shall be issued by the Director in

Form L.F.A. 123, indicating the action to be taken against him.

(5) In case no reply of the show-cause notice is received or the reply received is not found satisfactory, action proposed in the show-cause notice will be finalized.

(6) In the case of the Principal Officer suitable action shall be taken by the Administrative Department of the State Government after calling for the explanation of the Principal Officer and on the recommendation of the Director. In case of persons other than the Principal Officer the explanation shall be called through the Principal Officer and in case of Gazetted Officers and all Non-Gazetted State Government Employee, such explanation shall be called for through their Heads of Department.

(7) The Director may, on written application made by the Principal Officer or person concerned, extend the period for submission of explanation upto one month.

(8) If the Director is satisfied that the person surcharged could not inspect the records for submission of his explanation due to reasons beyond his control, the period for submission of explanation on a written application of the surcharged person may be extended upto one monthmore and the explanation received after the extended period shall in no case be considered and theDirector shall take further action under section 10 of the Act.

CHAPTER 9

APPEAL

24. Appeal against the order of surcharge--(1) Every appeal under sub-section (1) of section 11 of the Act shall be made in writing.

(2) The memorandum of every appeal under sub-section (1) of section 11 of the Act shall bein such number as may be sufficient for the use of Commissioner and all opposite parties as are arrayed in the appeal, and shall be accompanied by the following document:

(a) Copy of the order of the Director Local Fund Audit Department against whichthe appeal is preferred.

(b) an affidavit is support of every allegation which is not supported by the documents or certified or attested copies of such documents.

(3) Every memorandum of appeal shall-

(a) specify the name and address of the appellant and also the name and
address of the respondent.

(b) set forth concisely and under distinct heads grounds of objections to the order appealed against.

(4) The memorandum of appeal may be delivered personally or sent by registered post to the Commissioner. All appeals presented to the Commissioner shall immediately be registered in the Register of appeals. On receipt of the appeal, the Commissioner shall as soon as possible examine it and ensure that--

(a) the person presenting the appeal has the *locus standi*to do so;

(b) it is made within the prescribed period;

(c) it confirms to all the provisions of the Act or these rules.

(6) The Commissioner shall give reasonable notice to the party in respect of the date fixedfor final hearing of the appeal.

(7) The Commissioner shall on the basis of proceedings conducted and with reference to the records examined, may approve or rescind or reverse the order passed by the Director under section 10 and may pass such order on appeal as he may deem just and reasonable.

(8) The Commissioner shall deliver a copy of the final order' or decision in each appeal free of charge to the party.

(9) No pleader shall be allowed. Except in special cases and with the permission of the Commissioner, to appear on behalf of any party to the appeal. In case, any party is granted such permission, the other party also shall be at liberty to engage a pleader.

(10) Where an appeal has been finally disposed of, the party may apply to the Commissioner for the return of the documents filled by him.

(11) The fees payable in respect of proceedings before the Commissioner shall be paid in the manner provided for payment of Court
fee under the Court Fees Act, 1870 and fee shall be charged at the same rate as given in the Act.

(12) The Commissioner shall maintain the following registers, namely:

(a) Register of appeals in Form '1'.

(b) Register of returned documents in Form '2'.

(c) Register of fees realised in Form '3'.

(d) Register of records consigned in Form '4'.

(e)Any other register which the Commissioner thinks fit or which

the

State Government directs the Commissioner to maintain..

FORM 1

[See RULE 24 (12)(a)]

Register of appeals

Serial no.	Date of receipt of appeal	Name and address	Name of respondents	Under what section	Substance of relief claimed	Date of decision	Nature of decision	Remarks
1	2	3	4	5	6	7	8	9

FORM 2

[See RULE 24 (12)(b)]

Register of returned documents

Serial no.	Name of applicant	Date of application in which documents were returned filed	Appeal	Description of document	Date when returned	Signature of recipient	Remarks
1	2	3	4	5	6	7	8

FORM 3

[See RULE 24 (12)(c)]

Register of fees realised

Serial no.	Appeal no. and name of the parties	Date of receipt of fees	Amount of fee realised	Remarks
1	2	3	4	5

FORM 4

[See RULE 24 (12)(d)]

Register of records consigned

Serial no.	Appeal no. and names of the parties	Date of Decision	Description of records	Date of consignments	Remarks
1	2	3	4	5	6

APPENDIX 1

(SEE RULES 4 AND 5)

List of Local Authorities whose Accounts to be Audited by the Local Fund Audit Department.

(Part 'A' List of Local Authorities whose Accounts are to be audited on cent/ percent/concurrent basis)

Serial No.	**Class of Name of the Local Authority**	**Nature of Audit**	**No. of Months Prescribed for Audit**	**Remarks**
1	**2**	**3**	**4**	
1	Resident State Universities of Allahabad, Lucknow and Gorakhpur	Concurrent	Whole Year	Alongwith subsidiary accounts
2	Chandra Shekhar Azad Agricultural and Technical University, Kanpur	Concurrent	Whole Year	Alongwith subsidiary accounts
3	PanditDeenDayalUpadhyayaVeteneary Science University & Cow Research Institute, Mathura	Concurrent	Whole Year	Alongwith subsidiary accounts
4	Narendardeo Agricultural and Technical University, Kumarganj, Faizabad	Concurrent	Whole Year	Alongwith subsidiary accounts
5	Lucknow, Kanpur and Ghaziabad Development Authorities	Concurrent	Whole Year	Alongwith subsidiary accounts
6	The Uttar Pradesh State KrishiUtpadanMandiParishad, Lucknow	Concurrent	Whole Year	Alongwith subsidiary accounts
7	Central Mandi Advisory Committee, Lucknow	Concurrent	Whole Year	Alongwith subsidiary accounts
8	Sanjay Gandhi AyurvigyanSansthan, Lucknow	Concurrent	Whole Year	Alongwith subsidiary accounts

9	The Uttar Pradesh Sugar Cane Research and Development Fund, Lucknow	Concurrent	Whole Year	Alongwith subsidiary accounts
10	The Uttar Pradesh Sugar Factories Restoration Renewal and Maintenance Fund, Lucknow	Concurrent	Whole Year	Alongwith subsidiary accounts
11	Special Loan Assistance Fund for payment of cost of Sugar Cane, Lucknow	Concurrent	Whole Year	Alongwith subsidiary accounts
12	Government Grant Paid to the Sugar and Development Board, Lucknow for Sugar Cane Development Works	Concurrent	Whole Year	Alongwith subsidiary accounts
13	The King George's Medical College, Lucknow	Concurrent	Whole Year	Alongwith subsidiary accounts
1	**2**	**3**	**4**	**5**
14	SadarBallabhBhai Patel Agriculture and Technical University, Modipuram, Meerut	Concurrent	Whole Year	Alongwith subsidiary accounts
15	Madan Mohan Malviya Engineering College, Gorakhpur	Concurrent	Whole Year	Alongwith subsidiary accounts
16	The Uttar Pradesh Mineral Development Corporation.	Cent Percent	Whole Year	Alongwith subsidiary
17	Guardianship and Receivership Estates under Central Official Receiver in all districts of Uttar Pradesh.	Cent Percent	Whole Year	Alongwith subsidiary accounts
18	All Insolvency Estates in Uttar Pradesh.	Cent Percent	Whole Year	Alongwith subsidiary
19	The Uttar Pradesh Police Dodd Benevolent Fund, Allahabad	Cent Percent	Whole Year	Alongwith subsidiary accounts
20	The Uttar Pradesh Police and Forces Relief Institute, Lucknow	Cent Percent	Whole Year	Alongwith subsidiary accounts
21	Personal Ledger Accounts of Provincial Benevolent Fund.	Cent Percent	Whole Year	Alongwith subsidiary
22	All Charitable Endowments	Cent	Whole Year	Alongwith
	and Trusts in Uttar Pradesh	Percent		subsidiary acco
23	Account of the Chief Minister's Education Fund in various districts of Uttar Pradesh	Cent Percent	Whole Year	Alongwith subsidiary accounts

24	Contingent Expenditure Accounts of Government Libraries of various districts of Uttar Pradesh	Cent Percent	Whole Year	Alongwith subsidiary accounts
25	Workmen's Compensation Funds of all district of Uttar Pradesh	Cent Percent	Whole Year	Alongwith subsidiary accounts
26	Account of attached Estates.	Cent Percent	Whole Year	Alongwith subsidiary
27	The Uttar Pradesh Fruit Development Board, Lucknow	Cent Percent	Whole Year	Alongwith subsidiary accounts
28	U.P. Postwar Services Reconstruction and Trust Fund	Cent Percent	Whole Year	Alongwith subsidiary accounts
29	U.P. Special Fund for Reconstruction and Rehabilitation of Ex-Servicemen, Lucknow	Cent Percent	Whole Year	Alongwith subsidiary accounts
30	Kamala Nehru Institute of Technology, Sultanpur.	Cent Percent	Whole Year	Alongwith subsidiary
31	Institute of Engineering and Technology, Lucknow	Cent Percent	Whole Year	Alongwith subsidiary
1	**2**	**3**	**4**	**5**
32	DayalBagh Engineering College, Agra	Cent Percent	Whole Year	Alongwith subsidiary
33	All Medical Institutions receiving grants under rules Governing the determination of Medical Institutions	Cent Percent	Whole Year	Alongwith subsidiary accounts
34	Accounts of grants received by various State Universities under National Service Scheme	Cent Percent	Whole Year	Alongwith subsidiary accounts
35	All District Development Committees established in various districts of Uttar Pradesh	Cent Percent	Whole Year	Alongwith subsidiary accounts
36	Accounts of Grants for Local Development Works received by various districts of Uttar Pradesh.	Cent Percent	Whole Year	Alongwith subsidiary accounts
37	Science and Technology Institute, Lucknow	Cent Percent	Whole Year	Alongwith subsidiary

38	Hercourt Butler Technical Institute, Kanpur.	Cent Percent	Whole Year	Alongwith subsidiary
39	Uttar Pradesh Employee Welfare Corporation, Lucknow	Cent Percent	Whole Year	Alongwith subsidiary accounts
40	VaikalpikUrjaVikasSansthan, Luckow.	Cent Percent	Whole Year	Alongwith subsidiary

Part 'B' List of Local Authorities whose Accounts are audited on Test Audit basis

Serial No.	Class/Name of the Local Authority	Nature of Audit	No. of Months Prescribed for Test Audit	Remarks
1	**2**	**3**	**4**	**5**
1	All Nagar Palika Parishads established under Uttar Pradesh Municipalities Act, 1916.	Test Audit	2 Months	Audit will be conducted as per instructions laid down in the office manual of the Local Fund Audit
				instructions issued by the Director from time to time
2	All Nagar Panchayats established under the Uttar Pradesh	do	do	Do
3	All City Corporations of U.P.	do	do	Do
4	All Development Authorities (other than Development Authorities of Lucknow, Kanpur & Ghaziabad) established under Urban Planning and	do	do	Do
1	**2**	**3**	**4**	**5**
5	All Industrial Development Authorities established under the Industrial Area Development Act, 1976.	Test Audit	2 Months	Audit will be conducted as per instructions laid down in the office manual of the Local Fund Audit Department and instructions issued

6	All KrishiUtpadanMandiSamitis of the State established under the Uttar Pradesh KrishiUtpadanMandiAdhiniyam,	do	do	Do
7	Personal Ledger accounts of all basic ShikshaSamitis established under the Uttar	do	do	Do
8	Uttar Pradesh State Basic ShikshaPraishad, Allahabad.	do	do	Do
9	All Higher Secondary Schools of the State receiving grant-in-aid from the State Government	do	do	do
10	All Intermediates Colleges of the State receiving grant-in-aid from the State Government	do	do	do
11	All Junior High Schools of the State receiving grant-in-aid from the State Government	do	do	do
12	All Sanskrit Pathashalas and Sanskrit Mahavidyalayas of the State receiving grant-in-aid from the State Government	do	do	do
13	All Arabic and Persian Schools of the State receiving grant-in-aid from the State Government	do	do	do
14	All Degree Colleges and Post Graduate Colleges of the State receiving grant-in-aid from the State Government	do	do	do
15	All Training Colleges of the State receiving grant-in-aid from the State Government	do	do	do
16	All Technical and Industrial Institutes receiving grant-in-aid from the State Government	do	do	do
1	**2**	**3**	**4**	**5**
17	All Engineering Colleges and Institutes of Engineering and Technology other than Institutions included in Part 'a' of Appendix-1.	Test Audit	2 Months	Audit will be conducted as per the instructions laid down in the office manual of the Local Fund Audit Department and instructions issued

18	The Uttar Pradesh Milk Board, Lucknow.	do	do	do
19	All Ayurvedic, Unani and Homeopathic Colleges receiving grant-in-aid from the State	do	do	do
20	All non-residential State Universities and deemed Universities alongwith their	do	4 months	do
21	Natural Calamities Relief Funds in various districts of Uttar Pradesh	do	2 Months	do
22	All Institutions recognized under the Uttar Pradesh Women's and Children's Institutions (Control) Act, 1956	do	do	do
23	Administrative Board for Women's and Children's (Welfare), Uttar Pradesh,	do	do	do
24	All Social Organisations, widow homes and orphanages receiving grant-in-aid from State Government under the Uttar Pradesh Grant of Social Welfare Institutions and	do	do	do
25	District Red Cross Societies in all districts of Uttar Pradesh.	do	do	do
26	Junior Red Cross Societies in all districts of Uttar Pradesh.	do	do	do
27	Saint Jon's Ambulance Brigade (India) in various districts of Uttar Pradesh	do	do	do
28	Maternity and Child Welfare Centres in various districts of Uttar Pradesh	do	do	do
29	Charity Box accounts of Government Hospitals in all the districts of Uttar Pradesh	do	do	do
30	All Institutions aided by SamajKalyanVibhag of the State Government	do	do	do
1	**2**	**3**	**4**	**5**

31	Refugee Relief Funds of different districts in Uttar Pradesh	Test Audit	2 Months	Audit will be conducted as per instructions laid down in the office manual of the Local Fund Audit Department and instructions issued from time to time.
32	Junior High School Examination Fund of various districts of Uttar Pradesh	do	do	do
33	Funds maintained by the District Soldiers Boards in various districts of Uttar Pradesh (1) Flag Day Fund (2) Victory Fund (3)	do	do	do
34	Collective Funds	do	do	do
35	Sweeper Welfare Funds established in various Nagar PalikaParishad of Uttar Pradesh	do	do	do
36	Uttar Pradesh Nagar PalikaParishad Centralized Service Pension Fund	do	do	do
37	The Uttar Pradesh Municipal Board Non Centralized Employees Pension Fund	do	do	do
38	The Uttar Pradesh Panchayat Non Centralized Employees Pension Fund	do	do	do
39	The Uttar Pradesh SangeetNatak Academy, Lucknow.	do	do	do
40	Hindustani Academy, Allahabad.	do	do	do
41	The Uttar Pradesh Homeopathic Board	do	do	do
42	The Uttar Pradesh Science Institute, Lucknow.	do	do	do
43	The Uttar Pradesh Sanskrit Academy, Lucknow.	do	do	do
44	Uttar Pradesh Secretariat Hindi Parishad, Lucknow	do	do	do
45	Uttar Pradesh Hindi Sansthan, Lucknow.	do	do	do
46	Ravindralaya, Lucknow.	do	do	do
47	State Lalit Kala Academy, Uttar Pradesh, Lucknow.	do	do	do

48	The Uttar Pradesh State Kala Academy, Lucknow.	do	do	do
49	Tools Room Training Institute, Lucknow	do	do	do
1	**2**	**3**	**4**	**5**
50	The Uttar Pradesh Soldiers Board, Lucknow.	Test Audit	2 Months	Audit will be conducted as per instructions laid down in the office manual of the Local Fund Audit Department and instructions issued
51	The Uttar Pradesh Seal Sales, Lucknow.	do	do	do
52	Bharat SewakSamaj (etc.) Institution situated in various districts of Uttar Pradesh	do	do	do
53	The Uttar Pradesh Sugar and Power Alcohol Welfare Fund.	do	do	do
54	The Uttar Pradesh Advocates Welfare Fund, Lucknow.	do	do	do
55	Small Farmers Development Authority and Integrated Rural Development Authority established in various districts of	do	do	do
56	Countess of Dufferin Fund, Lucknow.	do	do	do
57	Prince of Wales Zoological Garden, Lucknow.	do	do	do
58	The Uttar Pradesh Bharat Scouts and Guides, Allahabad.	do	do	do
59	Indian Law Reports Lucknow and Allahabad series.	do	do	do
60	The Uttar Pradesh Nurses and Midwives Council, Lucknow.	do	do	do
61	The Board of Indian Medicines, Lucknow.	do	do	do
62	The Uttar Pradesh Medical Council, Lucknow.	do	do	do
63	The Uttar Pradesh State Medical Faculty, Lucknow.	do	do	do
64	The Uttar Pradesh Tuberculosis Council Association, Lucknow.	do	do	do

65	The Uttar Pradesh Dental Council, Lucknow.	do	do	do
66	BrajSahityaMandal, Mathura.	do	do	do
67	All Ashram Type School established in various districts of Uttar Pradesh.	do	do	do
1	**2**	**3**	**4**	**5**
68	Rural Institute, Shivapuri, Agra	Test Audit	2 Months	Audit will be conducted as per instructions laid down in the office manual of the Local Fund Audit Department and instructions issued by the Director
69	The Uttar Pradesh Pharmacy Council, Lucknow.	do	do	do
70	All Private Institution situated in the State receiving grant-in-aid from the State Government	do	do	do
71	Hindi Granth Academy, Lucknow	do	do	do
72	BirbalSahni Institute of Polio Botany, Lucknow.	do	do	do
73	Hindustan Cultural Society, Lucknow.	do	do	do
74	The Uttar Pradesh ApradhNirodhakSamiti, Lucknow	do	do	do
75	The Uttar Pradesh Higher Education Service Commission, Allahabad	do	do	do
76	All India Shiya Orphanage, Lucknow.	do	do	do
77	National Academy of Hindustan Music, Lucknow.	do	do	do
78	Personal Ledger Account of Caution Fees of Statistical at the Lucknow Treasury	do	do	do
79	Dewa Fair Exhibition Association, Bara Banki.	do	do	do
80	Victoris Memorial Garden Fund, Gorakhpur.	do	do	do
81	SevaSamiti, Allahabad.	do	do	do

82	The Uttar Pradesh Panchayat Department Benevolent Fund, Lucknow	do	do	do
83	Funds of the Ex. 41-st Punjab Regiment set at the disposal of	do	do	do
	the Provincial Board at Lucknow.			
84	Ameeruduula Public Library, Lucknow.	do	do	do
85	Institution aided from the Uttar Pradesh Hospital Fund.	do	do	do
86	Naini Agricultural Institute Naini, Allahabad (Deemed	do	do	do
1	**2**	**3**	**4**	**5**
87	Trimubhi Forest Development Scheme	Test Audit	2 Months	Audit will be conducted as per instructions laid down in the office manual of the Local Fund Audit Department and instructions issued
88	The Uttar Pradesh Secondary, Education Services Selection Board, Allahabad	do	do	do
89	GovindBallabh Pant SamajikVigyanSansthan, Allahabad	do	do	do
90	All Polytechnic Colleges and Institutes of Rural Engineering and Technology receiving grant-in-aid from the State	do	do	do
91	The Uttar Pradesh Forest Corporation, Lucknow.	do	do	do
92	U.P. GannaKisanSansthan, Lucknow.	do	do	do
93	GiriVikas Research Institute, Lucknow.	do	do	do
94	Gandhi Research Institute, Varanasi.	do	do	do
95	All others Institutes in receiving of Grant from the State Government under the provisions of rule 369 (K) of Financial Hand	do	do	do
96	Waqf Board/Waqf Properties.	do	do	do

97	All JalSansthans of U.P. established under Water Supply and Sewerage Act, 1975	do	do	do

APPENDIX 2

(*See* RULE 15)

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

RATE OF AUDIT FEES FOR AUDIT OF THE ACCOUNT OF LOCAL AUTHORITIES

Kind /Nature of Audit *(a)*Concurrent Audit

*(b)*Test Audit

Rate of audit Fees

Rate of audit fees on the Accounts of Local Authorities

(c) Special Audit shall be fixed on the basis of per man day from time to time by the State Government.

FORM NO. L.F.A. 39

[*See* RULE 11(2)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

DISPATCH REGISTER OF AUDIT OBJECTIONS

Serial No.	Name Signature of Account	Name and Designation of Administrative Officer to whom objections were issued	Serial no. and pages of audit objections	Signature with date of the person receiving the objection	Date of return of audit objection sheets	of auditor
1	2	3	4	5	6	7

FORM NO. L.F.A. 47

[*See* RULE 7(1)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

Audit Requisition

Reply of the concerned officer

(This requisition may be returned in original without delay after recording reply on right side by the concerned officer.)

Camp.....

No.:

Date:

To,

_____

_____

_____

Subject:

_____

Form No. L.F.A.49
[*See* RULE 16(1)]
LOCAL FUND AUDIT DEPARTMENT,
DEPARTMENT,
UTTAR PRADESH

AUDIT FEES MEMO

Name of audited account.....

.....

account Period of audited account

.....

audit fees levied.....

.....

.....

Rate of audit fees

.....

payable .....

.....

(Please see overleaf for detail)

Head of 0070-other-

0070-other- Administrative

Form No. L.F.A.49
[*See* RULE 16(1)]
LOCAL FUND AUDIT
LOCAL FUND AUDIT

UTTAR PRADESH

AUDIT FEES MEMO

Name of audited account.....

Name of audited account.....

Period of audited account.....

Period of audited .....

.....

Man Day's on which levied.....

levied.....

.....

.....

Rate of audit fees

Rate of audit fees

.....

Amount of audit fees

(Please see overleaf for detail)

Treasury in Service-60-other services-
Administrative Treasury in Service-60-other services-
which
110-fees for Govt. audit- Treasury Service-60-other which 110-fees for Govt. audit-
audit 01-
services- audit 01-
fees is fees for
Govt. Audit. which 110-fees for Govt.
fees is fees for Govt. Audit.
deposited.

Signature of Senior Auditor

No..... Date

.....

To Assistant Director

.....

range for information and necessary action.

Signature and Designation of concerned Officer whose accounts have been audited

NOTE: Concerned Officers are requested to treat this memo as an authority letter and deposit the audit fees within financial year and return a foil of this memo duly signed to the senior auditor. An intimation should be given to the concerned District Audit Officer/Assistant Director/Deputy Director after depositing the audit fees in Government Treasury. (This leaf should be handed over to the concerned Senior Auditor)

FORM NO. L.F.A. 50

[*See* RULE 6(1)]

Office of .....Director/District Audit Officer.

Local Fund Audit Department, Uttar Pradesh .....

Telegram Telephones .....

From:

.....Director/
District Audit Officer,
Local Fund Audit Department, Uttar Pradesh
.....
.....

To:

.....
The Principal Officer,
.....
.....

Subject: Intimation for commencement of audit of (name of a/c).....

.....for the period from.....to.....

Sir,

Under the provisions of the Uttar Pradesh Local Fund Audit Act, 1984/Under orders of the Government audit of the accounts of the above mentioned institution is to be conducted by this department which shall be commenced by the auditor of the department on or about .....

2. It shall be proper to inform you that postponement of audit shall not be possible as it involves sufficient expenditure on travelling allowance and causes unnecessary inconvenience in the departmental programme.

3. The audit objection sheets and audit requisitions containing special omissions and irregularities may kindly be returned with their replies within 3 days from the date of their receipt, to the undersigned Auditor. Delay in this matter consequently delays submissions of audit report and hinders review of the replies submitted for disposal of audit objections.

4. Kindly direct your subordinate officer to consult the auditor, if necessary so that most of the objections be settled during the pendency of audit.

5. The auditors are required to be acquainted with purpose of the institution, working condition and position of account before commencing audit. You may kindly provide suitable facility in this behalf.

6. On receipt of audit fee memorandum issued by the auditor, arrangement for deposit of audit fee in Government Treasury be made and the .....office may be informed about it.

7. Kindly direct your office and subordinates to arrange cash books, classified, abstract, annual and monthly accounts, pay bills and acquittance rolls together with the following account records and information before the commencement of audit so that the work may be started on arrival of the auditors.

Besides, instructions may be issued to the office to provide promptly such other accounts and information that may be asked by the auditors from time to time:

(a) Complete list of registers used and maintained in the office.

(b) List of sources of income and concerned register.

(c) List of such incomes which are not accounted for in cash book and concerned registers thereof.

(d) List of vehicles in the office and all concerned account Registers.

(e) Files connected with the employees suspended during the period of audit.

(f) Complete list of security deposit obtained from the employees and concerned files.

(g) List of all other security deposits and concerned registers and files. Security deposit may be directed to be shown to the auditors on commencement of audit without delay.

8. Correspondence regarding audit be made with the concerned .....or this office.

9. Receipt of this letter may be acknowledged to this office promptly.

NOTE—Under the provision of section 6 of the Uttar Pradesh Local Fund Audit, Act, 1984 non-production of accounts records for audit on demand, absence of any person required to be present personally, non-submission of requisite clarification or hindrance in audit is punishable under the provisions of section 7 of the Act for imprisonment for a period of 6 months or fine of Rs. 1,000 (Rupees one thousand) or both.

Yours faithfully,

.....Director/District Audit Officer

Sri.....

Senior Auditor

Local Fund Audit Department, Uttar Pradesh.

Camp .....

FORM NO. L.F.A. 53

[*See* RULE 11(1)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

The particulars of audit objections which could not be settled:

Page

No.....

Name of account .....Year.....

Sl.No.	**No. and date of payment vouchers or receipts**	**Particulars**	**Particulars of objections**	**Replies of the concerning officer**
1	2	3	4	5

FORM NO. L.F.A. 53-A

[*See* RULE 11(4)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

Statement of audit objections which could not be settled:

Name of account .....Year.....

Sl.No.	**No. and date of payment vouchers or receipts**	**Particulars**	**Particulars of objections**	**Replies of the concerning officer**
1	2	3	4	5

Statement of audit objections which could not be settled:

Name of account .....Year.....

Sl.No.	**No. and date of payment vouchers or receipts**	**Particulars**	**Particulars of objections**	**Replies of the concerning officer**
1	2	3	4	5

Audit objections from Serial No. .....to.....of this objection sheet have been shown and sufficient time was given to furnish necessary details and explanations for the settlement of audit objection raised.

Senior Auditor,
Local Fund Audit,
U.P.

It is certified that audit objection sheet in which audit objection No. .....to..... are mentioned have been shown to me. Every possible effort has been made for the settlement of raised audit objection and now only those audit objection remained unsettled for which it was not possible for the auditors to settle till closing of the audit of accounts.

Concerning Officer,

(SEAL)

Audit objection from Serial No.....to.....Have now remained unsettled. Rest of the objection have been incorporated in the Audit

Report or have been removed from the audit sheet after proper compliance.

District Audit Officer/Assistant Director,
Local Fund Audit Department,

U.P.

Range

FORM NO. L.F.A. 66

(*See* RULE 12)

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

Statement of unutilized grant by .....in the year .....

Sl. no.	Govt. order and date by which grant has been sanctioned	Purpose of the grant	Original amount of grant	Date of the grant	Opening balance at the beginning of the Year	Amount of grant received during the year	Total	Amount spent during the Year	Closing balance at the close of the Year	Remarks
			(Rs.)		(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)	
1	2	3	4	5	6	7	8	9	10	11

With reference to the Government Order no.....dated.....the copy is sent to the Accountant General, Uttar Pradesh, Allahabad and to the Secretary to Government, Uttar Pradesh, in .....Department.

No.....

Date.....

Director,
Local Fund Audit Department,
Uttar Pradesh

FORM NO. L.F.A. 68

[*See* RULE 22 (1)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

Surcharge proposal in respect of .....

(a) Name of Local body---

(b) Year of loss or payment---

(c) Brief detail of loss or irregularity---

(d) Amount involved---

(e) Number of voucher of head of account and date---

(f) Ground of surcharge proposal---

(g) Act, Rules, Regulations, Bye-laws or order which have been violated.

(h) Number and date of Resolution or Order (Copy to be enclosed) causing loss in payment or income.

(i) Name and designation of person/persons responsible.

(j) Date of termination of tenure of each person responsible in case has/their tenure has terminated.

(k) Reply of audit objection—

(l) Comments of audit on the said reply---

(m) Forwarding note of divisional officer.

FORM NO. L.F.A. 104

(*See* RULE 12)

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

Statement of income and expenditure of account

.....

(Figure in whole rupees)

Sl. no.	Name of local body	Opening Balance as on 1st, April	Income from of other sources except loan & Govt. grants	Income of non-recurring grant	Income of recurring grant	Govt. loan	Total income of the year (A+B+C+D)	Total With opening balance 3+4(E)
1	2	3	4(A)	4(B)	4(C)	4(D)	4(E)	5
	Total:							

FORM NO. L.F.A. 105

(*See* RULE 12)

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH IN THE YEAR .....

STATEMENT OF LOANS AND GRANTS

NAGAR NIGAM/NAGAR PALIKA PARISHAD/NAGAR PANCHAYAT/.....

(Figure in whole rupees)

Serial no.	Head of Income	Actual of Year	Consolidated 3 against serial no. 1	Remarks
			Total Recurring Grant	
		grant		
1	2	3	4 5	
1	Purposes of grant received from the State Government: *(a)* Education *(b)* Medical *(c)* Public Health *(d)* Road *(e)* Other specific purpose *(f)* General purpose *(g)* Amount received against fine imposed under Municipalities Act, 1916 and others Acts, *(h)* Amount equivalent to income from ferries administered by Nagar Nigam/Municipality/ Education Board/Nagar Panchayat *(i)* Other purposes			
2	Loan received from the Government			
3	Loan received from the open market			
Total:				

FORM NO. L.F.A. 106

(*See* RULE 12)

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH IN THE YEAR .....

STATEMENT OF COLLECTION OF TAXES AND REVENUES IN RESPECT OF

NAGAR NIGAM/NAGAR PALIKA PARISHAD/NAGAR PANCHAYAT/.....

(Figure in whole rupees)

Serial no.	Source of Income	Balance amount as on 1st April 200.... (Rs.)	Demand for current year ending on 31st March 200..... (Rs.)	Total demand (3+4) (Rs.)	Collection against total demand in 200.... column-9 (Rs.)	Rebate (Rs.)	Remarks during the year 2
1	2	3	4	5	6	7	8
		9	10	11			
1	House Tax						
2	Water Tax						
3	Sale of water						
4	Scavanging Tax						
5	Circumstances and Property tax						
6	Business, Occupation and Profession Tax						
7	Taxes on passenger vehicles						
8	Passenger Tax						
9	Other Taxes (mention them clearly)						

10	Rent of land and building
11	Receipts from electricity
12	Miscellaneous demands (mention them clearly)
Total:Total	

FORM NO. L.F.A. 114

[*See* RULE 7 (7)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

Camp-

No. Dated:

(Certificate regarding production of account records for audit expected as

per audit-intimation/audit requisition.)

Under the provisions of rule 7(7) of the Uttar Pradesh Local Fund Audit Rules, 200 __ it is certified that test audit/concurrent audit/cent per cent audit/special audit of .....(Name of institution) was commenced on .....and concluded on.....During the course of audit records and information required in various letters and memorandums were produced before the auditors for audit

till the date of issue of this certificate, except account records and information detailed below:

Serial no.	Account records information which were not produced for audit	Date of requisition of account records information	Remarks
1	2	3	4

Senior Auditor

Copy forwarded to the following for record and necessary action:-

(1) The Principal Officer of
.....Institution
..... .

(2) District Audit Officer
.....(District)

(3) Assistant Director
.....(Division)

Senior Auditor

FORM NO. L.F.A. 115

[*See* RULE 7(3)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH Peon Register

Serial No.	**Letter No. and date or other particular of letter**	**To whom sent**	**Full signature of receiving person with date**	**Remarks**
1	2	3	4	5

FORM NO. L.F.A. 116

[*See* RULE 8(2)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

Show cause notice under rule 8(2)

From _____

Deputy Director/Assistant Director,
Local Fund Audit Department,
Uttar Pradesh,

_____

_____

To

_____

_____

_____

No. Dated:

Sir,

An audit intimation was issued on .....through registered post/special messenger for commencing audit of .....(Name of institution) under your control for the year (s) .....to..... the accounts records requested to be produced within the specified time for audit have not been produced before the senior auditor so far. The date of commencement of audit was extended on your request upto.....vide letter no. .....dated..... of the senior auditor, but the account records have not been produced before the senior auditor on the date so fixed. It is thus clear that requisition law fully issued to your under section 6 of the Act has been wilfully ignored and the time of auditors has been wasted.

2. Sri .....Senior/Acting Auditor vide letter no.....dated ..... has issued requisition demanding production of certain account records for audit as detailed in the list enclosed with the notice within the specified time for audit but the compliance of the requisition has not been made. It is thus clear that the requisition issued by the auditors has been wilfully ignored by you.

Therefore by serving a notice under rule 8(2) of the Uttar Pradesh Local Fund Audit Rules, ...you are called upon to clarify, in writing, within

one month from the date of receipt of this notice as to why action should not be taken against you under section 7 of the Uttar Pradesh Local Fund Audit Act, 1984.

Your's faithfully

Enclos, above.

Signature
Designation

FORM NO. L.F.A. 19

[*See* RULE 9(1)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH From

_____

_____

_____

To _____

_____

_____

No. Dated:_____ **Subject:**

Handing over of records under sealed cover for safe custody.

Sir,

I have to inform you that during the course of audit of accounts of .....cases of fraud, manipulation or deceptive behaviour have come to light in respect of the following records, detailed investigation of these records is necessary to arrive at any definite conclusion which may involve sufficient time. it is apprehended that these records or certain letters in the files may be removed before their scrutiny. The following records files fully detailed herein after have been sealed in your presence in presence of authorised officer.

Sir,

.....Designation ..... and handed over for safe custody. It is requested that the following records files may invariably be produced before auditors in the same form on their demand. The receipt of sealed Records may kindly be acknowledged in form no. L.F.A. .....enclosed.

Serial no.	Heading of record file	Number of Other Pages of details record/file	Reason for getting the records files or other papers	Remarks
1	2 3 4	5	6	

Your's faithfully,

Enclosures: As above.

Signature

Designation

FORM NO. L.F.A. 120

[*See* RULE 9(2)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

(Receipt for sealed records/file with reference to rule 9(2) of the Local Fund

Audit Rules, 20.....

This is to rectify that the following account records/files as mentioned in

letter no. .....dated .....of .....(Name of Senior Auditor/Acting Auditor) .....were sealed in presence and the sealed envelops/packets carry my signature. I acknowledge receipt of the following account records/files/letters and they are in my safe custody. It is ensured that the following account records/files/letters shall invariably be produced when demanded by auditors.

Serial No.	**Heading of Records /file**	**Page Nos. of record/file**	**Other details**	**Reason for getting records/files sealed**
1	2	3	4	5

Signature .....

(Full name of the Receiving Officer)

Seal

FORM NO. L.F.A. 123

[*See* RULE 23(4)]

OFFICE OF THE DIRECTOR, LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

From _____ Director,
Local Fund Audit Department,
Uttar Pradesh
_____ To
_____
_____
_____ No.
.....
Dated: .....

Subject: 'Show Cause Notice'

Sir,

The audit and inspection report and fair copy of objection statement of .....(name of institution) for the year ..... were despatched through registered post by the District Audit Officer ..... Assistant Director .....Division .....vide letter no. ..... dated .....to your office, annoted copy of the audit and inspection report alongwith comments, has not bee received in the office of the District Audit officer ...../Assistant Director .....so far has been received on .....The omission and shortcomings of compliance report received from your office has been communicated to your office by the District Audit Officer ...../Assistant Director .....Division ..... vide letter No. .....Dated .....

Inspite of regular correspondence by the District Audit Officer ..... Assistant Director .....Division and a period of more than one year having been clapsed from the date of receipt of audit and inspection report and fair copy of the objection statement but satisfactory compliance of the objections detail below has not been made by your office so far.

Year of Audit	**Paragraph of audit and inspection report which**	**Items of fair copy of objection statements**	**Brief details of objections pointed out in audit and inspection report,**	**Remarks**

have not been complied with	**which have not been complied with**	**fair copy of objection statement not complied with so far**

District Audit Officer ..... Assistant Director .....Division Senior Auditor ....Division has visited your institution on official tour for review of compliance report, but the compliance report, relating these audit objections

have not been produced alongwith concerned account records by the Officers/Officials of your institution for settlement of the said objections.

Therefore, the notice is issued to you to show cause to the undersigned within one month from the date of receipt of it and to why your case may not be

recommended to the prescribed Authority/Government for action under sub-section (5) of section 9 of the Uttar Pradesh Local Fund Audit Act, 1984 for not ensuring compliance of audit and inspection report and objections pointed out in

fair copy of objection statement in spite of sufficient time given for the purpose.

In case reply of this notice is not received within a month it will be presumed that you have no objection against action to be taken as above.

Your's faithfully,

(ILLEGIBLE)

Director

No.....Dated .....

Copy forwarded to the District Audit Officer .....Assistant Director .....Division with reference to his recommendation submitted through letter No.....Dated.....

(ILLEGIBLE)

.....

Director

FORM NO. L.F.A. 124

[*See* RULE 7(7)]

LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH

Register of submission of audit records/information requisitioned for audit by auditors of Local Fund Audit Department in connection with test audit

concurrent audit cent per cent audit/special audit of accounts of .....(Name of institution) for the year .....

Serial No.	Details of audit Auditor/ records/ information requisitioned for audit account	Date of Remar requisition	Date of Signature service of in token of requisition receipt information	requisition information	Date of submission of accounts Acing records Auditor on submission requisitioned of records/ information	
1	2	3	4 5	6	7	8

FORM NO. L.F.A. 125

[*See* RULE 17(1)]

OFFICE OF DEPUTY DIRECTOR ASSISTANT DIRECTOR DISTRICT AUDIT

OFFICER LOCAL FUND AUDIT DEPARTMENT, UTTAR PRADESH DIVISION DISTRICT

Notice for demand of audit fee

To _____

_____

_____

No. _____ Dated _____

Sir,

Audit of accounts of _____ for the year _____has been conducted by the audit party of this Department. Under the provisions of rule 20 of the Uttar Pradesh Local Fund Audit Rules, 1998 an audit fee memorandum for the amount of Rs. _____ on account of audit fee recoverable has been issued to your office vide memo No. _____Dated _____of Senior/Acting Auditor of this department. Under the provisions of section 4(4) of the Uttar Pradesh Local Fund Audit Act, 1984 the amount of audit fee should have been deposited in the appropriate head of account in the Government Treasury by_____, within one month from the date of receipt of audit fee memorandum but no information has been received by the undersigned in this behalf. If the amount of audit fee mentioned in the audit fee memorandum is not deposited into appropriate head of account in the Government treasury within 15 days from the date of receipt of this notice. The Bank/Banker having custody of funds of _____will be directed to transfer the amount of audit fee lump sum/instalments ofRs. _____ to the said head of account of the Government Treasury.

Dated_____

Designation ---

By order
SHEKHAR AGARWAL
PramukhSachiv