

No. EDN-HE(5)C(15)-323/2017-18-Audit  
Directorate of Higher Education  
Himachal Pradesh,

Dated: Shimla-171001, the

May, 2018

To

1. All the Deputy Directors, (Hr. Edu.) in H.P.
2. All the Principals Govt. Degree Colleges/Sanskrit Colleges in H.P.
3. The Group Commander NCC Group Headquarters, Shimla-171004.
4. All District Libraries in Himachal Pradesh
5. The Central State Library, Solan, HP.

Subject:- **Meeting of Ad hoc Committee ( on 12 &13 September 2018)  
for settlement of A.G (Audit) paras .**

The Ad hoc Committee Meeting is held every year for settlement of Audit paras. This year the meeting is slated for 12<sup>th</sup> & 13<sup>th</sup> September, 2018 in the Directorate of Hr. Education Himachal Pradesh Shimla-1. During this meeting, all types of outstanding A.G. (Audit) paras related to recovery of over payments, losses to State Government, writing off various dues or expenditure incurred without proper sanction of the competent authority, are to be considered for settlement.

It has come to the notice of the undersigned that there are large number of pending audit paras/Test Audit Notes (TANs) & Inspection Report for settlement in educational institutions/offices. Some field officials attend Audit related/Ad hoc Committee meetings without bringing relevant record/material, Original Audit Reports, due to which the paras remain unsettled. This be taken care of.

In order, to ensure that maximum number of Audit paras/TANs/ Inspection Reports are got settled during the Ad hoc Committee meeting, it is directed that necessary steps viz effecting recovery of overpayments, seeking sanction of competent authority for procedural lapses/allotment of budget /obtaining sanctions etc. be initiated immediately. In this regard guidelines, if required can be taken from the Section Officers (F&A) posted in the Department (Districts/ Directorate). This process shall be completed by 15 July 2018, positively.

A list of all (Total) A.G.(Audit) pending paras/TANS/ Inspection Reports of the intuitions & offices, as the case may be, shall be prepared in institution/Office concerned Register on following proforma (with example):-

Sr. No.	Period of inspection report/TAN	Par a No.	Abstract of para	Latest position
1	4/2k to 6x05	2	Recovery of	Recovery made vide ty.

*Dr. C.D. Sharma*  
*Shri K. Lal*  
*11/5/18*

			overpayment	challan No.
	-do-	4	No conciliation with treasury	Reconciliation now carried out
	7/05 to 6/10	1	HRA overpayment	Made/or yet to be made.

The Deputy Directors (Hr. Edu.) of each District(s) may, as per necessity, call meeting(s) of Heads of Institutions (by giving them written communications/reminders) which have pending AG (Audit) paras in order to prepare them for getting their audit paras/L.R./TANs ready for settlement, so that when the Ad hoc Committee meeting is attended, the Section Officers (F&A) of the District concerned get most of the audit paras of their District Offices and also that of the institutions of the District settled.

The Group Commander, NCC Group Headquarters, will take similar action ( i.e. as in the preceding para) in respect of all the NCC Companies/Battalions/Units, under his command and consolidate their information for settlement of AG (audit) paras during the forthcoming meeting of the Ad hoc Committee.

A meeting of DDs (HE)/S.Os. (F&A)/other institutions/ offices' Heads will be convened at the Directorate level in the month of July 2018 to advise/guide them for ensuring settlement of maximum A.G. (Audit) paras, which is to be brought on the above proforma.

This letter shall be got noted from the Head of Office(s)/institutions invariably.

*Amar Dev*

(Dr. Amar Dev)

Director of Higher Education  
Himachal Pradesh  
Himachal Pradesh

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Ph./fax, No.01772656621-2811247

Endst. No. Even dated Shimla-1 the May, 2018

Copy for information and necessary action to:-

1. The Addl. Chief Secretary (Fin) to the Govt. of H.P. Shimla.w.r. t. letter No. Fin. D (A) 5-1/2016 dated 21<sup>st</sup> April 2018.
2. Principal Accountant General (Audit) Himachal Pradesh Shimla-171003.
3. The In-charge., IT Cell, Directorate of Higher Education HP Shimla to upload this letter on departmental website.

Joint Controller(F&A)

Directorate of Higher Education  
Himachal Pradesh

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