

Most Urgent

Office of the Director of
Higher Secondary Education
Housing Board Buildings
Santhi Nagar,
Thiruvananthapuram

No.Fin.C3/17796/2012/HSE

Dated:22/06/2012

CIRCULAR

Sub: HSE –Finance- Replies to pending Audit Paras- Details –reg.

Ref: D.O.Lr.No.63125/IAC.A1/2005/Fin dated 16/05/2012

With reference to the letter cited the Principals of all Higher Secondary Schools (Government &Aided) are directed to forward the details regarding the reports of AG's audit in the proforma 4 Nos. appended by E-mail in the following address dhsefinc5@gmail.com on or before 05/07/2012. The principals are directed not to edit or change the format of the proforma of Accountant General. If the AG's audit is not done in a school the principals must furnish a Nil statement. All Principals are requested to take utmost care to furnish the correct figures in the proforma enclosed within the stipulated time

DIRECTOR

Proforma I (AG)

Statement showing the details of pending audit objections in the Audit Reports of the Accountant General which are received by the Heads of Offices upto 31.12.11

Name of Department:

Sl. No.	Name of Office	Total No.of Paras Pending as on 31.12.2008	Total No.of fresh paras received (from 1.1.2009 - 31.12.2011)	Total No.of Paras Pending as on 31.12.2011 (3+4)	Total Paras dropped as on 31.12.2011	Total pending paras as on 31.12.2011(5-6)	Remarks
1	2	3	4	5	6	7	8
Grant Total							

Date:

Signature
Name
Designation
Phone No

Proforma I A (IAW)

Statement showing the details of pending audit objections in the Audit Reports of the Internal Audit Wings
which are received by the Heads of Offices upto 31.12.11

Name of Department:

Sl. No.	Name of Office	Total No. of Paras Pending as on 31.12.2008 (Opening Balance)	Total No. of fresh paras received (from 1.1.2009 - 31.12.2011)	Total No. of Paras Pending as on 31.12.2011 (3+4)	Total Paras dropped as on 31.12.2011	Total pending paras as on 31.12.2011(5-6)	Remarks
1	2	3	4	5	6	7	8
Grant Total							

Date:

Signature
Name
Designation
Phone No

Proforma II (AG)

Details of cases of misappropriation, loss and shortage of cash detected by the Accountant General upto 31.12.2011

Name of Department:

Sl. No.	Name of Office	Financial Irregularities detected as on 31-12.2008			Financial Irregularities detected from 1.1.2009 - 31.12.2011			Amount recovered as on 31.12.2011				Balance as on 31.12.2011	Whether the cases have been examined indepth with respect to Article 303B of KFC and category of loss there by specify the category	Whether the Officer incurred loss to Government has been retired and if so date of retirement	No.of AG's Audit Report where by each liability is fixed with respect of designatory takes the final decision fixing liability may be appended as an annexure to this proforma (Yearwise)	Whether NLC has been issued
		Miappropriation (In Rs.)	Loss (In Rs.)	Shortage of cash (In Rs.)	Miappropriation (In Rs.)	Loss (In Rs.)	Shortage of cash (In Rs.)	Miappropriation (In Rs.) (3+6)	Miappropriation (In Rs.)	Loss (In Rs.)	Shortage of cash (In Rs.)					
1	2	3	4	5	6	7	8	9	12	13	14	15	18	19	20	21
Grant Total																

Date:

Signature
Name
Designation
Phone No

Proforma II A (IAW)

Details of cases of misappropriation, loss and shortage of cash detected by the Internal Audit Wings Accountant General upto 31.12.2011

Name of Department:

Sl. No.	Name of Office	Financial Irregularities detected as on 31-12.2008			Financial Irregularities detected from 1.1.2009 - 31.12.2011			Amount recovered as on 31.12.2011				Balance as on 31.12.2011		Whether the cases have been examined indepth with respect to Article 303B of KFC and category of loss there by specify the category	Whether the Officer incurred loss to Government has been retired and if so date of retirement	No. of AG's Audit Report where by each liability is fixed with respect of details of designatory takes the final decision fixing liability may be appended as an annexure to this proforma (Yearwise)	Whether NLC has been issued
		Miappropriation (In Rs.)	Loss (In Rs.)	Shortage of cash (In Rs.)	Miappropriation (In Rs.)	Loss (In Rs.)	Shortage of cash (In Rs.)	Total	Miappropriation (In Rs.)	Loss (In Rs.)	Shortage of cash (In Rs.)	Miappropriation (9-12)	Loss (10-13)				
1	2	3	4	5	6	7	8	9	12	13	14	15	16	18	19	20	21
Grant Total																	

Date:

Signature
Name
Designation
Phone No