

Ministry of Urban Development  
Directorate of Printing  
Nirman Bhavan

No. G-25011/5/ATN/ C&AG /2016-B&A-I

New Delhi dated 30.8.2016

**CIRCULAR**

Subject:- Action Taken on the observations/recommendations of the Public Accounts Committee contained in their Forty Report(16<sup>th</sup> Lok Sabha) on "Non compliance by the Ministries /Departments in timely submission of Action Taken Notes on the Non Selected Audit paragraphs(Civil and other Ministries)"

In pursuance of the O.M. No.1/1/2014-MC/161 dated 5.7.2016, issued by Monitoring Cell, Controller General of Accounts, Ministry of Finance, regarding prescribing time limits for disposal of C&AG Audit paras, the Competent Authority in Directorate of Printing has decided the following time schedule for various Sections of Directorate of Printing as well as all Heads of Presses for submission of comments/replies on C&AG Audit paras pertaining to their section/units (Copy enclosed)

**1. Action to be taken after receiving C&AG Audit Paras.**

- (I) After receiving C&AG Audit paras, B&A-I Section of Directorate of Printing would forward the C&AG paras to the concerned Section of DOP and Heads of Presses for their comments/replies, through Email and Fax, within two days.
- (II) The concerned Heads of Press/Section of Directorate of Printing would furnish the comments/replies with softcopy on Microsoft Office word through Email and fax in addition to hard copies within 10 days.

**2. Action to be taken while preparing Revised/Final Action Taken Notes.**

- (I) In case, further comments are required from the concerned Section of Directorate of Printing/GIPs/GITBPs etc. for preparing Revised/Final Action Taken Notes, the same should be sought through email and Fax within two days
- (II) Comments/Replies of concerned Section of DOP and Heads of Presses should be furnished to B&A-I Section of DOP with softcopy on Microsoft Office word through email and Fax in addition to hard copies within Five days.

All Heads of Presses and Sections of Directorate of Printing hereby are requested to adhere to the above mentioned time schedule while dealing with ATN on C&AG Audit paras. It is mandatory for all Heads of Presses and Sections of DOP to furnish the comments/replies on C&AG Audit paras within given time schedule for preparation of Action Taken notes for onward submission to Monitoring Cell, Ministry of Finance.

Encl:- As above

  
(Tejinder Kaur)  
Financial Officer

To

1. The General Manager(Hq)
2. All Deputy Director , Directorate of Printing
3. All GIPs/GITBPs/GIFS and AD(OP) Kolkata
4. All Sections of Directorate of Printing **AD (CDN)**
5. The Assistant Director(OL) Directorate of Printing with request to provide the Hindi version of above mentioned O.M.
- ✓ 6. The Assistant Director (CDN), CDN Section with the request to upload the above mentioned instruction on DOP website.

  
Financial Officer

G-25017/2/2014-Bt. (UD)  
Government of India  
Ministry of Urban Development  
(Budget Section)

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Nirman Bhawan, New Delhi-11  
Dated 27<sup>th</sup> July, 2016

Office Memorandum

Subject: Action Taken on the observations/recommendations of the Public accounts Committee contained in their Forty Second Report (16<sup>th</sup> Lok Sabha) on "Non-compliance by the Ministries/departments in timely submission of Action Taken Notes on the Non-Selected Audit Paragraphs (civil and other Ministries).".

The undersigned is directed to forward herewith a copy of O.M. No.1/1/2014-MC/161 dated 5.7.2016 received from Department of Expenditure, Monitoring Cell, Ministry of Finance along with an activity wise time schedule for the entire process cycle of submission of ATNs on C&AG Audit Paras. It is requested that the time schedule mentioned in the Department of Expenditure's O.M dated 5.7.2016 may be followed strictly while dealing with ATNs on C&AG/Audit Paras.

Encl: as above

*Amr*  
28.7.2016

*(T.C. Sharma)*  
(T.C. Sharma)  
Director (Budget)  
Ph. No. 23062074

JD(A)

1. All Directors/Deputy Secretaries in MoUD
2. Director (Printing)
3. L&DO
4. Director of Estate
5. Director (Finance), CPWD

*Pl put up.*

*by*  
F.O. 28/7

*7/50/2016*  
28/7/16



Government of India  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Monitoring Cell

No. 1/1/2014-MC/161

Dated 30.06.2016  
05.07.2016

OFFICE MEMORANDUM

Subject: Action taken by the Government on the observation/recommendation of the Committee contained in Para 5 of the 1<sup>st</sup> Report (16<sup>th</sup> Lok Sabha) of the Public Accounts Committee on 'Non-Compliance by Ministries/Departments in timely submission of Action Taken Notes on the non-selected Audit paragraphs'- issue of preparing timeschedule for finalisation of ATN on Audit Paragraph.

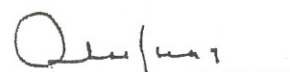
With reference to the subject mentioned above, it is stated that the Public Accounts Committee in Para No.5 of the 1<sup>st</sup> Report (16<sup>th</sup> Lok Sabha) laid in Parliament on 25<sup>th</sup> November, 2014 regarding 'Non-Compliance by Ministries/Departments in timely submission of Action Taken Notes on the non-selected Audit paragraphs', has recommended to prepare a time schedule for submission of ATNs.

2. In compliance to the recommendations of the PAC, an activity-wise for the entire process cycle of submission of ATNs on C&AG Audit Paras, duly vetted by the O/o C&AG within 120 days of the date of laying of the Audit Report in Parliament is enclosed herewith for strict compliance. The Committee have further recommended that each Ministry/Department may prescribe/formulate their own time schedule within the time allotted to them.

This issue with the approval of the Controller General of Accounts.

795/28/2016  
08/07/2016  
3. D  
2016

Encl: As above.



(Bhaskar Verma)

Dy. Controller General of Accounts

To,

may be circulated  
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AAD

1. Secretaries to the Govt. Of India.
2. Deputy C&AG (Ms. Ajanta Dayalan), O/o C&AG, Pocket-9, Deendayal Upadhyay Marg, New Delhi.
3. Financial Advisors of All Ministries/ Departments.
4. Pr. Director (Reports), O/o C&AG, Pocket-9, Deendayal Upadhyay Marg, New Delhi.
5. The Nodal Officers of all Ministries/Departments

Copy for information to:

1. Deputy Secretary, Lok Sabha Secretariat (PAC Branch), Parliament Annexe, New Delhi.
2. Deputy Secretary, E-Coord Branch, DoF, M/o Finance, North Block, New Delhi.

must be  
Pl. put in  
file

(Bhaskar Verma)

Dy. Controller General of Accounts

### DETAILED ACTIVITIES FOR LIFE CYCLE OF ATN

Sr. No.	Activity	Responsible Entity	Action	Duration	Timeframe from start of ATN life cycle
1.	Publication of Audit Para on CAG website and uploading of Audit para on APMS portal	Field Audit Offices of the O/o the C&AG	CAG report uploaded on C&AG website after tabled in parliament and provide the same to concern Ministry and Department. The respective field Audit Offices will upload the list of observations/paras of concerned Ministries/Departments on APMS portal.	20 days	20 days
2.	Preparation of draft ATN and uploading the same on APMS portal and to forward the same to CAG for vetting	Min./Dept.	Concerned Min./Dept. will prepare the draft ATN and upload the same on APMS portal and forward the same to CAG for vetting	30 days	50 days
3.	Clarification/further information any more if required by CAG and uploading the same on APMS portal	CAG	If clarification/further information required by C&AG to examine the draft ATN, they will seek the same from the concerned Min./Dept by uploading the same on APMS portal.	20 days	<del>70 days</del>
4.	Revised/Final ATN to be forwarded to Audit by Min./Dept. by uploading the same on APMS portal.	Min./Dept.	Min./Dept. will prepare the replies to clarifications/information sought by CAG and upload/send the revised ATN to Audit	20 days	90 days
5.	Vetting of the draft ATN and uploading of vetting comments on APMS portal	CAG	CAG will vet the draft ATN and upload/send back the same.	10 days	100 days
6.	Final ATN duly signed by JS or above and uploaded/forwarded to MC	Min./Dept.	Min./Dept. will forward the final ATN duly signed by JS or above to MC (30 copies in English version and 15 copies in Hindi version) and also ensure before sending that the same has been uploaded on APMS portal in both version.	10 days	110 days
7.	Preparation of bundles and forward the same to LS	MC	MC will prepare the bundle and forward the same to LS	10 days	120 days

**Note:-**

- \* Include all activities including processes for addition, consolidation, deletion of para/ATNs due, ATN stages tracking, reporting etc.
- \* The whole process will take 120 days where clarification/information is required from the Min./Dept.
- \* The whole process will take 100 days where no clarification/information is required from the Min./Dept.