

From

The Additional Chief Secretary to Government Haryana  
Finance Department

To

1. All Head of Departments in Haryana
2. The Registrar, Punjab and Haryana High Court Chandigarh
3. The Commissioners of Divisions in Haryana
4. All Managing Directors of Boards and Corporations in Haryana
5. All Deputy Commissioners in State

Memo No. 15/04/2023-3B&C

Dated, Chandigarh, 19 April 2023

**Subject: Submission of replies of outstanding CAG/Audit Reports and PAC/COPU recommendations.**

Sir,

Finance Department vide its Memo Nos. 15/7/2019-3B&C dated 30.06.2020, 30.12.2020, 31.03.2021, 11.05.2021, 14.03.2022 and 28-04-2022 has drawn attention of Administrative Departments/Boards/Corporations towards non-submission of replies to Outstanding CAG Audit Report paras, recommendations of PAC/COPU.

However, requisite replies on the Audit Report paras and PAC/COPU recommendations are still not being sent in a stipulated time period by the Departments/Boards/Corporations despite issuance of instructions time and again by Finance Department. This suboptimal response of the Departments/Boards/Corporations towards Audit Report paras and PAC/COPU recommendations is viewed seriously by Government.

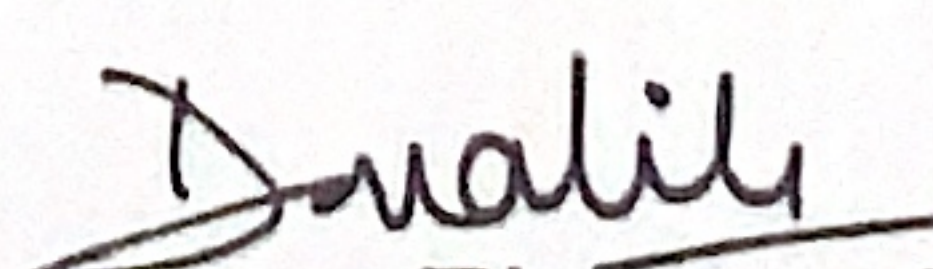
As you are aware, PAC/COPU is also reviewing the old recommendations along with outstanding CAG Audit Report paras and thus submission of timely response toward audit paras and recommendations by the Administrative Departments/Boards/Corporations will make discussion in PAC/COPU more fruitful and effective.

It is pertinent to mention here that Action Taken Notes (ATNS) are received from Departments/Boards/Corporations only after the meeting is fixed by Public Accounts Committee/Committee on Public Undertakings. This issue requires personal intervention of concerned Head of Departments/Administrative Secretaries. This follow up action will enhance the accountability of Administrative Departments/Boards/Corporations and also enable PAC/COPU to examine the cases highlighted in Audit Reports in effective manner by ensuring appropriate action in cases under purview.

It is, therefore, reiterated that each Department should send names of Nodal Officers to Finance Department, who are entrusted with the work of sending these replies to PAC/COPU, for proper monitoring by the Finance Department.

As earlier communicated the Administrative Departments/Boards/Corporations should send replies in a standardized format, the copy of which was already sent to all Departments/Boards/Corporations. It should also be ensured that replies sent to Haryana Vidhan Sabha, Principal Accountant General (Audit) Haryana and Finance Department are complete, to the point and in a timely manner in standard format (copy enclosed) through e-mail as well as hard copy.

It is, therefore, requested that Departments/Boards/Corporations should ensure that the response to the paras of CAG Audit Reports and outstanding recommendations of PAC/COPU are sent promptly for speedy disposal of outstanding Audit paras/recommendations.

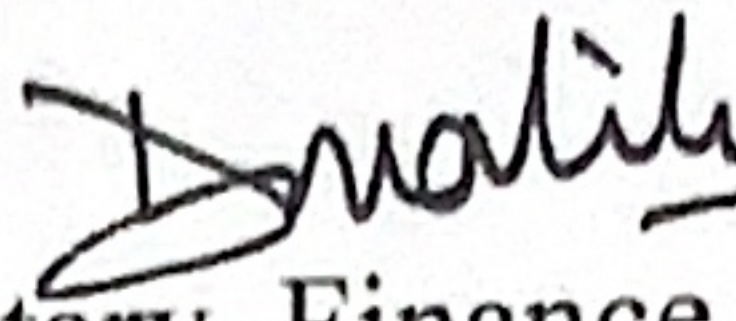

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Govt. Haryana,  
Finance Department



A copy is forwarded to all Additional Chief Secretaries and Principal Secretaries to Government Haryana for information and necessary action.

To

All Additional Chief Secretaries  
and Principal Secretaries to Government Haryana

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Govt. Haryana,  
 Finance Department

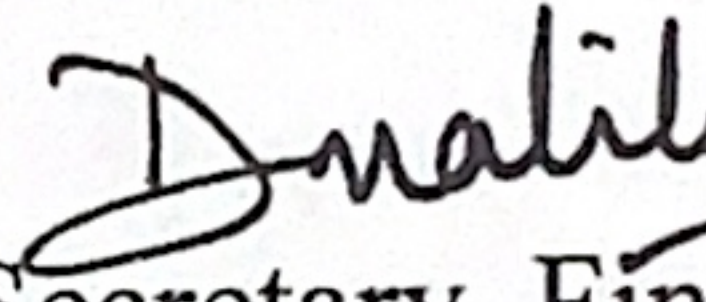

U.O. No. 15/04/2023-3B&C

Dated, Chandigarh, 19 April 2023

A copy is forwarded to all Superintendants/branch In-charge of Finance Department for information.

To

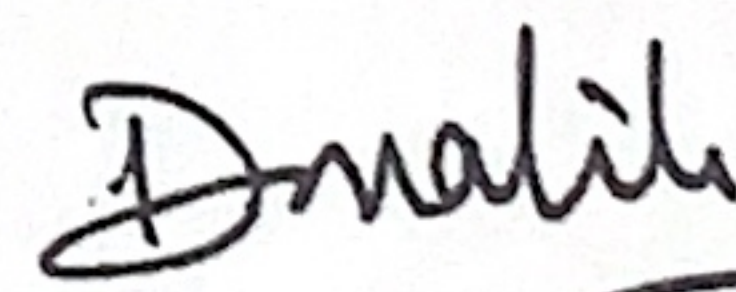

All Superintendants/  
Branch In-charge (Finance) Controlling Branch

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Govt. Haryana,  
 Finance Department

U.O. No. 15/04/2023-3B&C  
Endst. No. 15/04/2023-3B&C

Dated, Chandigarh, 19 April 2023  
Dated, Chandigarh, 19 April 2023

- i. A copy is forwarded to the office of Principal Accountant General (Audit) Haryana, Chandigarh for information.
- ii. A copy is forwarded to the office of the Secretary, Haryana Vidhan Sabha, Chandigarh for information.

  
Under Secretary, Finance (Budget)  
for Additional Chief Secretary to Govt. Haryana,  
 Finance Department



**Proforma for Submission of Action Taken Report (ATR) on Recommendation of  
Public Accounts Committee (PAC) on CAG's Audit Report by the Government department**

Sr. No. & Category	Year & Para no. of the CAG Audit Report Year & Para No. of PAC Report	Gist of Audit Para	Complete Recommendations, along with details of past meetings or commitment from department with date. Date of Reply	Remedial action taken: i. Recovery/Pendency, if any, with complete details thereof. ii. Fixation of Responsibility a. Officer(s) responsible for irregularities: Details of Inquiry and Disciplinary Action Taken, if any b. Officer(s) responsible for taking Action iii. Improvement in system and procedure including internal controls. iv. Whether review of similar cases done in view of the sample check, performed by CAG's Audit Team? v. Whether preventive measures taken up, to stop future occurrences of similar nature? vi. Any other Relevant Information.	List of Relevant documents