

No. G-20/1/2017-GA
Government of India
Ministry of Jal Shakti
Department of Water Resources, RD and GR
(General Administration)

Shram Shakti Bhawan, Rafi Marg,
New Delhi, dated 04.02 2021


OFFICE ORDER

Subject: Audit of accounts of Department of Water Resources, RD & GR by visiting Audit Party of Office of Principal Director of Audit, Scientific Departments, New Delhi.

It has been decided by the O/o Principal Director of Audit, Scientific Departments to conduct Audit of this Department from 03.02.2021. The seating arrangement of the Audit Party has been made in Room No. 223-24, Block-3, C.G.O. Complex. They will conduct audit of the documents/ records as required by them.

2. The period covered under Audit shall be FY 2019-20 which may also include examination of documents/ transactions of the previous years considered relevant by the Audit Party.
3. The Audit Party will also examine the replies of old outstanding Paras of the previous years' Audit Reports. The concerned Division/ Sections are accordingly advised to pursue their outstanding Audit Paras with the Audit Party for early settlement of such Paras.
4. All concerned officers may note that failure to produce necessary record/ documents or to respond to the clarifications sought by the Audit Party would tantamount to preventing a Government Officer from performing his/ her duties and could therefore invite action under Section 175-186 of the Indian Penal Code. The documents/ records as demanded by the Audit Party are required to be provided on the very first day of the Audit.
5. The **Audit Memo No.1 dated 03.02.2021** received from the Audit Party from the O/o Principal Director of Audit, Scientific Departments is enclosed.
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6. The relevant information/ records as desired by the Audit Party may, therefore, be sent directly to them **immediately** to **Room No. 223-24, 2nd Floor, Block-3, CGO Complex, New Delhi.**

Encl: As above.



(B.H.T. Vaiphei)

Under Secretary to the Govt. of India
Ph: 011-23710303

To

1. All Commissioners/ Directors/ Deputy Secretaries in DoWR, RD & GR.



जल शक्ति - जल संवर्धन

:2:

2. All Section Officers in DoWR, RD & GR.
3. O/o Controller of Accounts, DoWR, RD & GR, Shastri Bhawan.

Copy for information to:

1. PPS to JS & FA.
2. PPS to JS (Admn./GW)/ PPS to JS (PP)



सत्यमेव जयते - Satyameva Jayate

**O/o Principal Director of Audit
(Agriculture, Food & Water Resources)
NEW DELHI**

Audit Memo No. 1

Date 3/2/2021

**Camp:
Department of water resources
(RD & GR), New Delhi**

The transaction audit of Department of water resources (RD & GR), New Delhi up to 2019-20 has been taken up by the audit party headed by Sh. Vinay Srivastava, Sr. Audit Officer w.e.f. 03.02.2021. It is, therefore, requested that full cooperation may please be extended to the party and all relevant records/information as and when desired be furnished to audit so that it could be concluded within the prescribed time frame. Further, you are requested to arrange to provide the duly filled annexure enclosed with the intimation letter, at the earliest.


Assistant Audit Officer (Comml)

**To
The under Secretary
Department of water resources
(RD & GR), New Delhi**

*Dr. Maqdam
3/2*

Annexure

(Refer point No. 12)

1. Write up on Organizational structure and functioning of Organization including Organogram, Brief of activities of the organization.
2. Copies of Annual Activity Reports for the period 2019-20
3. Updated file index/register of various departments/wings for the period 2019-20
4. List of contracts entered/supply/purchase orders placed for the period and 2019-20 in following format:

Sl.	PO/Contract/Supply/Work Order No.	NOA/LOA Date	Contract Brief	Name of the Contractor	Value (Rs..)

5. Details of contracts/ works completed/in progress for the period and 2019-20 in the above format
6. Details of contracts/ works abandoned/foreclosed for the period and 2019-20 in the above format
7. Statement of foreign tours of officials during the period under audit giving place, period, and purpose of tour and expenditure incurred.
8. Statement of OEC/legal/arbitration/court cases and insurance claims pending at the end of the audit period and cases settled during the period.
9. Cases of theft, fraud/presumptive fraud, misappropriation and loss, if any, during the period under audit.
10. Internal control system adopted by Organization for the period 2019-20 in order to check frauds, corruption, misappropriation of funds, etc.
11. Cases of payment of liquidated damages, penal charges, commitment charges, escalation charges, if any during the audit period.
12. Position of manpower deployed in Organization for the period and 2019-20 in the following format:

Year	Executive	Staff	Total

13. Status of budget utilization of Organization for the period 2018-19 and 2019-20 the following format:

Items	Year		
	BE	RE	Actual
Capital			
Stores & spares			
Contractual			
Manpower			