

No. Aud. V(1) 40472/2011.

Directorate of Agriculture,  
Thiruvananthapuram,  
Dated: 12.12.2011.

From

The Director of Agriculture.

To

All Principal Agricultural Officers.

The Deputy Director of Agriculture,  
Seed Garden Complex, Munderi, Nilambur.

The Executive Engineer,  
Alappuzha/Kozhikkode.

The Superintendent,  
District Agricultural Farm,

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The Administrative Assistant/Accounts Officer/  
Junior Superintendent/Head Clerks.

Sir.

Sub:- Agriculture Department – Audit, Financial and Administrative  
matters of the Department – Review meeting on 06.01.2012 – Reg.

Ref:- 1) This office letter of even No. dated: 12.10.2011.  
2) Minutes of the meeting held on 12.10.2011.

The next review meeting of Accounts Officer/Administrative Assistant/Junior Superintendent/Head Clerk and others of various offices in the Department, to review the functioning of Audit, Financial and administrative matters of the Department is scheduled to be held at 10 A.M on 06.01.2012 at Central Soil Testing Lab, Parottu Sonam, Thiruvananthapuram.

2. All Accounts Officers, Administrative Assistants of Principal Agricultural Offices, Accounts Officer, Munderi, Senior Superintendent/Junior Superintendent/Head Clerk or in the absence senior Clerk of other Farms/institutions be present in the meeting to explain the points included in the Agenda of the meeting.

3. The Agenda of the meeting attached herewith.
4. Those who had furnished the proforma details in the meeting held on 06.11.2011 need not furnish the same details again. But those who were not attended the meeting on 06.11.2011 and proforma details were not furnished are directed to furnish the relevant details in the proforma forthwith.
5. In addition to the proforma details, the details of Revenue Recovery Cases (No. of cases and present position) pending may also be reported.
6. The Head of Offices are directed to depute the officers concerned to attend the meeting at 10 A.M. as scheduled.

Yours faithfully,

  
For Director of Agriculture.

Copy to:-

- 1) The P A to Director of Agriculture.
- 2) C A to Senior Administrative Officer.
- 3) C A to Senior Finance Officer.
- 4) All senior level officers – for information.
- 5) The Administrative Assistant – I & II.
- 6) The Accounts Officer (Accounts/Finance/Accounts purchases).
- 7) The Public Relations Officer.
- 8) The Chief Soil Chemist, Central Soil Testing Lab,  
Parottukonam, Thiruvananthapuram – Requested to arrange the  
Meeting Hall on 06.01.2012.
- 9) The Sections concerned.
- 10) The Deputy Director of Agriculture (IT) – for website.

## Agenda

### 1. Audit & Financial matters

- 1) Inspection/Audit Reports of Accountant General /Internal Audit Report of Director of Agriculture /Principal Agricultural Officer/Finance (IAC) Department Finance Inspection Wings/Store purchases Audit etc.
- 2) Draft para/ Audit Report/PAC & PUC Recommendation.
- 3) Excess regularization pending
- 4) Functioning & Progress of Audit Monitoring Committee.
- 5) Reconciliation of expenditure with Treasury/ Accountant General
  - i) Expenditure
  - ii) Receipts
- 6) Accounting of receipts of the Department
- 7) Preparation of Annual Budget & expenditure control
- 8) No. of court case pending in High court, Sub Court, Lok Ayuktha etc. (List to be attached.)
- 9) Issue of Non Liability Certificate/Liability Certificate (No. of cases pending)
- 10) Verification of stock & stores
- 11) Financial settlement of Advances drawn
- 12) Parking of Government money in PD/TP/TSB/Bank Accounts.
- 13) Use of Departmental vehicles maintenance of Log Books.
- 14) Maintenance of Land, Buildings, Tree register.
- 15) Purchase procedure - observance of SPM.

### II. Administrative matters

1. Creation of Supernumerary posts and action taken to report the vacancies to PSC.
2. Updated (present station and date of joining in the present office & district) establishments returns of all categories.
3. A statement on the court cases pending/pending report to Director of Agriculture.

4. A list of pending files in which a report is due to government/Directorate of Agriculture or reply awaited from Director of Agriculture, as the case may be.
5. Details called for with respect to deployment of clerks to LSGD.
6. Local enquiry reports called from SVC section regarding allegation against officers in the department detailed statement of disciplinary cases pending.
7. Vacancy position including leave vacancies (specifying the nature and period of leave of all categories)
8. Details of staff on working arrangement in other district.
9. Details of staff on deputation
10. Details of staff on long leave ie Leave Without Allowance under Appendix XII A/B/C Part I KSRs.