



CITIZEN'S CHARTER

(DRAFT)

**LOCAL AUDIT DEPARTMENT,
HARYANA**

**S.C.O. No. 6, 1st and 2nd Floor, SECTOR 7-C,
Madhya Marg, CHANDIGARH. 160019
Website:- www.localaudithry.gov.in**

Citizen's Charter

Preface - A Concept Note

Citizen Charter is an expression of understanding between the citizen and the service provider about the nature of services the latter is obliged to provide. It is a tool to improve the quality of services, address the needs of citizen's rights and set clear standards of performance. The basic objective of the citizen's charter is to empower the citizen in relation to public service delivery. Citizen's Charter is needed to increase the satisfaction level of citizens from public services rendered by public organizations, making the latter more transparent and open to challenges on performance and supporting transparent flow of information in public sector enterprises.

This Charter is a commitment of the Local Audit Department, Haryana. Genesis - Prior to 1937, the Local Audit Department was under the Administrative control of the Comptroller and Auditor General (CAG). In the year 1937, the Department was organized as a separate establishment but continued to be under the charge of the Comptroller and Auditor General (CAG). With effect from April, 1944, the control of the Department was taken over by the State Govt. in the Finance Department of erstwhile Pepsu (Patiala State) Local Audit Department and, thereafter, Local Audit Department, Punjab. On separation from Punjab, Haryana State came into existence on 1st November, 1966 and the staff of the Local Audit Department, Punjab, on being allocated to the Haryana State, constituted the Local Audit Department, Haryana.

The office of the Examiner, Local Fund Accounts, has been re-designated as the office of the Director, Local Audit, Haryana vide Govt. orders dated 25.11.1994.

The Department is functioning under the administrative control of Principal Secretary to Govt., Haryana, Finance Department, who is Administrative Secretary of the Department. The Director, Local Audit is the Head of the Department and responsible for complete control of the department with regard to audit of various accounts in the State and is, by virtue of Statutory/Subordinate Legislative/Administrative instructions, responsible for conducting the Pre-Audit/Post-Audit of accounts of various Local Funds viz Municipal Corporations, Municipal Councils and Municipal Committees; Panchayati Raj Institutions (PRIs), i.e., Zila Parishads, Panchayat Samitis and Gram Panchayats; State Universities; Pupil/Student's Funds of Govt. Technical Institutions/Govt./Govt.-aided Schools/Govt. Colleges: Institute of Maharaja Agarsen Medical Research and Education, Agroha; Board of School Education, Haryana, Bhiwani; Mewat/Kurukshetra Development Fund/Board; Funds of State/District Sainik Boards; Chief Minister's Relief Funds and other Miscellaneous Local Funds.

1. Vision:

To promote excellence in local fund accounting services towards improving the quality of Governance in Urban Local Bodies/Panchayati Raj Institutions, Universities, etc.

2. Mission:

To enhance accountability of the 3-tier Panchayats, Municipal Corporations, Municipalities, other Local Funds and any other institutions entrusted by the Government of Haryana from time to time by carrying out audit in accordance with the provisions of Office Manual, Local Audit Department. Our responsibilities, as scrutinizing and authorising authority, include commitment to provide and maintain the highest quality of service.

3. Service Standards

(i) Organizational Set-up

The Local Audit Department is under the administrative control of the Principal Secretary to Govt, Haryana, Finance Department, and is responsible for auditing the accounts of various Local Funds as detailed below:

1. Municipal Committees/Councils/Corporations and Town Improvement Trusts.
2. Gram Panchayats, Panchayat Samitis and Zila Parishads, MANREGA and Indira Awas Yojna.
3. All the Universities located at different places in the State and Board of School Education, Haryana, Bhiwani.
4. Maharaja Agrasen Institute of Medical Research and Education, Agroha (Distt. Hisar)
5. Fee and Pupils' Funds Accounts of all Govt. Colleges/ Schools and Recognized Schools.
6. Govt. Engineering Colleges, Polytechnics and Vocational Training Institutes.
7. Haryana Rural Development Fund maintained by the Haryana Rural Development Fund Administration Board through the Assessing Authorities and Block Development & Panchayat Officers.
8. Guardians and wards' Accounts.
9. Personal Ledger Accounts of Buildings/Sports & Child Welfare Fund Accounts of the Director, Secondary Education/District Education Officers/Block Education Officers.
10. Haryana Flag Day Fund of the Haryana Zila Sainik Board, Non-Government Funds previously maintained by the State/District Soldiers, Sailors and Airmen Board, Civil Aviation Clubs, etc..
11. Haryana Amalgamated Fund for Welfare of Ex-Servicemen, Non-Government Fund previously maintained by the State/District Soldiers, Sailors and Airmen Board.
12. Haryana Defence and Security Relief Fund maintained by Rajya Sainik Board and Zila Sainik Board, Non-Government Funds previously maintained by the State/ District Soldiers, Sailors and Airmen Board.
13. Jail Canteen Accounts.
14. Matching grants sanctioned to Panchayati Raj Institutions and Municipal Corporations/Councils/Committees.
15. Reformatory School Bank Accounts/ Borstal and Juvenile Jail Band Fund, Hisar.
16. Verification of Pension cases of Urban Local Bodies in Haryana.
17. The Haryana Chief Minister's Relief Fund and District Relief Fund.
18. Charitable Endowment and other Trust Funds, Haryana.
19. Haryana Institute of Public Administration, Gurgaon/ Panchkula.
20. Gibbon's Scholarship Fund, Ambala.
21. Kurukshetra Development Board, Kurukshetra.

22. Shri Kaushal Kishore Bhargava District Relief Charitable and Endowment Fund, Rewari/Gurgaon.
23. Govt. Institute of Surgical Technology, Sonapat.
24. Mewat Area Development Board, Gurgaon.
25. Personal Ledger Accounts of Applied Nutrition Programme.
26. District Library Fund, Ambala City.
27. Board of Ayurvedic and Unani Systems of Medicines.
28. Council of Homoeopathic System of Medicines, Haryana, Chandigarh.
29. Haryana Sahitya Academy/Urdu Academy/Haryana Punjabi Sahitya Academy.
30. Basic Training Schools.
31. Govt. School of Arts, Rohtak.
32. Allahabad Memorial Prize Fund, Ambala.
33. Red Cross Society, Hisar.
34. Court of Wards.
35. State Orphanage Fund, Madhuban, Karnal.

The Local Audit Department functions directly under the Director, Local Audit, Haryana, who is assisted at the Head Office by two Joint Directors, three Deputy Directors, two Resident Audit Officers, One Superintendent (Gazetted), two Superintendents, two Deputy Superintendents and other staff for supervision and control. For audit of accounts of Gram Panchayats in the State, office of the Deputy Director (Audit), Panchayat Accounts, has been established at Jind. The position of sanctioned staff strength at Headquarter's office, Chandigarh, is as under:

Staff Position of Head Office.

| Sr. No. | Designation of posts | No. of sanctioned posts | | |
|---------|---------------------------|-------------------------|-----------|-------|
| | | Permanent | Temporary | Total |
| 1. | Director | 1 | - | 1 |
| 2. | Joint Director | 2 | - | 2 |
| 3. | Deputy Director | 2 | 1 | 3 |
| 4. | Resident Audit Officer | 2 | 1 | 3 |
| 5. | Superintendent (Gazetted) | 1 | - | 1 |

| | | | | |
|-----|----------------------------------|----|---|----|
| 6. | Superintendent (Non-Gazetted) | 2 | - | 2 |
| 7. | Deputy Superintendent | 1 | - | 1 |
| 8. | Auditor | 24 | - | 24 |
| 9. | Jr. Scale Stenographer | 1 | - | 1 |
| 10. | Steno-typist | 3 | - | 3 |
| 11. | Clerk-cum-typist | 19 | - | 19 |
| 12. | Drivers | 3 | - | 3 |
| 13. | Daftari | 1 | - | 1 |
| 14. | Restorer | 1 | - | 1 |
| 15. | Peon | 15 | - | 15 |
| 16. | Sweeper-cum-Chowkidar | 1 | - | 1 |

(ii) Pre-audit/post audit in Resident Audit Schemes :

(a) Pre-audit :

The pre-audit system is in force in all Municipal Corporations/Councils/Committees, Universities in the State, Board of School Education, Haryana, Bhiwani and MAIMRE, Agroha. These Resident Schemes are manned by Joint Directors/Deputy Directors/Resident Audit Officers who are assisted by Resident Audit Officers, Resident Senior Auditors and Auditors. The details of sanctioned staff in Resident Audit Schemes are as under:

Staff Position in the field

| Sr. No | Name of the Organization | Designation/No. of posts | | | | |
|-----------|--------------------------|--------------------------|----|-----|----|---------|
| | | JD | DD | RAO | SA | Auditor |

| | | | | | | |
|-----|--|---|---|---|---|----|
| | | | | | | |
| 1. | Chaudhary Charan Singh Haryana Agriculture University, Hisar | 1 | - | 1 | 4 | 17 |
| 2. | Kurukshetra University, Kurukshetra | 1 | - | - | 2 | 16 |
| 3. | Maharishi Dayanand University, Rohtak | 1 | - | - | 2 | 10 |
| 4. | Guru Jambheshwar University Science & Technology, Hisar | - | 1 | - | 2 | 4 |
| 5. | Maharaja Agarsen Institute of Medical Research and Education, Agroha | - | 1 | - | 1 | 2 |
| 6. | Pandit Bhatwat Dayal Sharma University of Health & Science,, Rohtak | - | - | 1 | 2 | 2 |
| 7. | Deen Bandhu Chotu Ram University, Murthal (District Sonapat) | - | 1 | - | 1 | 2 |
| 8. | BPS Mahila Vishwavidyala Khanpur Kalan, District Sonapat | - | 1 | - | 1 | 2 |
| 9. | Chaudhary Devi Lal University, Sirsa | - | 1 | - | 1 | 2 |
| 10. | Board of School Education, Haryana, Bhiwani | - | 1 | - | 2 | 8 |
| 11. | Municipal Corporation, Faridabad | 1 | - | - | 3 | 13 |
| 12. | Municipal Corporation, Gurgaon | - | 1 | - | 2 | 9 |
| 13. | Municipal Corporation, Rohtak | - | 1 | - | 1 | 3 |
| 14. | Municipal Corporation, Panipat | - | - | 1 | 1 | 3 |
| 15. | Municipal Corporation, Karnal | - | 1 | - | 1 | 3 |
| 16. | Municipal Corporation, Panchkula | - | 1 | - | - | 2 |
| 17. | Municipal Corporation, Ambala | - | 1 | - | 1 | 4 |
| 18. | Municipal Corporation, Hisar | - | - | 1 | - | 3 |

| | | | | | | |
|-----|--|---|---|---|---|---|
| 19. | Municipal Corporation, Yamuna Nagar | - | - | 1 | 1 | 4 |
| 20. | Municipal Council, Bahadurgarh | - | - | 1 | - | 2 |
| 21. | Municipal Council, Fatehabad | - | - | 1 | - | 2 |
| 22. | Municipal Council, Hansi | - | - | 1 | - | 2 |
| 23. | Municipal Council, Kaithal | - | - | 1 | - | 2 |
| 24. | Municipal Council, Narnaul | - | - | 1 | - | 2 |
| 25. | Municipal Council, Narwana | - | - | 1 | - | 2 |
| 26. | Municipal Council, Palwal | - | - | 1 | - | 2 |
| 27. | Municipal Council, Rewari | - | - | 1 | - | 2 |
| 28. | Municipal Council, Sirsa | - | - | 1 | - | 2 |
| 29. | Municipal Council, Sonipat | - | - | 1 | - | 2 |
| 30. | Municipal Council, Tohana | - | - | 1 | - | 2 |
| 31. | Municipal Council, Bhiwani | - | - | 1 | - | 2 |
| 32. | Municipal Council, Thanesar | - | - | 1 | - | 2 |
| 33. | Municipal Council, Jind | - | - | 1 | - | 2 |
| 34. | Municipal Committee, Dabwali | - | - | 1 | - | 1 |
| 35. | Municipal Committee, Charkhi Dadri | - | - | 1 | - | 1 |
| 36. | Municipal Committee, Gohana | - | - | 1 | - | 1 |
| 37. | Municipal Committee Jhajjar | - | - | 1 | - | 1 |
| 38. | Municipal Committee, Nuh | - | - | 1 | - | 1 |
| 39. | Technical Education, Panchkula | - | - | 1 | - | 2 |
| 40. | YMCA Institute of Science & Technology, Faridabad | - | - | - | 1 | 2 |

| | | | | | | |
|---|--|---|---|---|---|---|
| 41 | Chaudhary Bansi Lal University, Bhiwani | - | - | - | - | - |
| 42 | Chaudhary Ranbir Singh University, Jind | - | - | - | - | - |
| 43 | Audio Visual University, Rohtak | - | - | - | - | - |
| Municipal Committees (50) : Pundri, Cheeka, Assandh, Uchana, Ratia, Kalanwali, Kalayat, Rania, Ateli, Kanina, Sohna, Tauru, Hodal,, Shahbad, Ladwa, Naraingarh, Mahendergarh, Firozpur Jhirka, Sampla, Indri, Samalkha, FarukhNagar, Pataudi, Haily Mandi, Narnaund, Julana, Siwani, Barwala, Hathin, Punhana, Dharuhera, Bawal, Beri, Meham, Gharaunda, Nissing, Bhuna, Kalanaur, Safidon, Gannaur, Loharu, Bawani Khera, Kharkhoda, Nilokheri, Taraori, Pehowa, Rajaund, Nangal Chaudhary, Uklana, Ellenabad. | | | | | | |

(b) Post Audit :

The State is divided into 38 Audit Circles (as listed below) for the audit of accounts which are carried out under the Post audit system and are headed by the Senior Auditor and assisted by the Auditors. These circles comprise the accounts of Zila Parishads, Panchayat Samitis, Schools, Non-Government (Recognized) Schools, and Colleges, etc.

Audit Circles in the State :

| Sr. No. | Names of Audit Circles |
|---------|------------------------|
| 1. | Ambala |
| 2. | Bahadurgarh |
| 3. | Dabwali |
| 4. | Charkhi Dadri |
| 5. | Fatehabad |
| 6. | Gohana |
| 7. | Gurgaon |
| 8. | Hansi |

| | |
|-----|--------------|
| 9. | Jagadhari |
| 10. | Jhajjar |
| 11. | Kaithal |
| 12. | Karnal |
| 13. | Mahendragarh |
| 14. | Narnaul |
| 15. | Narwana |
| 16. | Nilokheri |
| 17. | Palwal |
| 18. | Panchkula-I |
| 19. | Panchkula-II |
| 20. | Panipat |
| 21. | Pehowa |
| 22. | Rewari-I |
| 23. | Rewari-II |
| 24. | Safidon |
| 25. | Shahbad |
| 26. | Sirsa |
| 27. | Sonepat |
| 28. | Tohana |
| 29. | Jind |
| 30. | Bhiwani-I |
| 31. | Bhiwani-II |
| 32. | Hisar-I |
| 33. | Hisar-II |
| 34. | Thanesar |
| 35. | Rohtak-I |
| 36. | Rohtak-II |
| 37. | Faridabad-I |

| | |
|-----|--------------|
| 38. | Faridabad-II |
|-----|--------------|

Deputy Director (Panchayats Accounts), Jind :

The Department also conducts the audit of Gram Panchayats through 36 Independent Panchayat Auditors. The position of sanctioned staff strength of Panchayat Accounts, Jind is as under:

| Dy. Director | Dy. Supdt. | Auditors | Auditors for conducting audit of Panchayat accounts in the State | Steno- typists | Clerks | Peons | sweeper- cum- Chowkidar |
|-----------------|---------------|----------|---|-------------------|--------|-------|-------------------------------|
| 1 | 1 | 4 | 36 | 1 | 5 | 3 | 1 |

(c) Fee Structure:-

(i) The Audit Fee in the case of Resident Audit Scheme is realized in accordance with the provision of Rule 10.20 of Punjab Civil Services Rules, Volume I, Part-I. An additional charge @ 10% of the Audit Fee is realised to provide for supervisory charges of the establishment of Headquarter's Office.

(ii) The audit fee at daily rates, w.e.f. 5.2.2010 is realised from the institution concerned for audit of accounts at the rates given below:

| Sr. No. | Name of Post | Rate per day |
|---------|----------------|--------------|
| 1 | Senior Auditor | Rs.2270/- |
| 2 | Auditor | Rs.2000/- |
| 3 | Peon | Rs.650/- |

(iii) The Audit Fee in respect of Pupil Funds in the Government Colleges and Schools is realized at the following rates w.e.f 5.2.2010 (revised vide Endst. No.19/41-2011 SE(4) dated 28.4.2011):

| No. of Students | Children Welfare Fund | Red Cross Fund | Child Welfare Fund |
|-----------------|-----------------------|----------------|--------------------|
| Schools | | | |
| 1 to 500 | Rs.1,840/- | Rs.220/- | Rs.220/- |
| 501 to 1000 | Rs.2,500/- | Rs.300/- | Rs.300/- |
| 1001 and above | Rs.3,480/- | Rs.400/- | Rs.400/- |

Colleges

| No.of students | Amalgamated Fund | Other Fund |
|----------------|------------------|------------|
| 1 to 500 | 750 | 340 |
| 501 to 750 | 1490 | 540 |
| 751 and above | 2030 | 680 |

| Sr No | Name of Post | Average Cost for charging audit fee where pre-audit system in vogue w.e.f. 1.1.2006 |
|-------|------------------------|---|
| 1 | Joint Director | 5,66,760/- |
| 2 | Deputy Director | 4,77,096/- |
| 3 | Resident Audit Officer | 4,57,852/- |
| 4 | Senior Auditor | 4,29,054/- |
| 5 | Auditor | 3,80,208/- |
| 6 | Peon | 1,07,833/- |

(d) Time Allotment :

Revised time allotment for audit of different institutions under the auditorial jurisdiction of Local audit Department except Gram Panchayats effective from 1st

March, 2007 as detailed below is notified in supersession of earlier instructions issued vide memo no III(292)PA-II/2005/29 dated 31.1.2006.

| Sr No | Name of the Institutions | Annual Income | Revised Time Allotment |
|-------|--------------------------|--|---|
| 1. | Municipal Committees | | |
| (i) | Annual Audit | Upto Rs.25 lacs | 5 days for each year |
| (ii) | Half- yearly Audit | Exceeding Rs.25 lacs but upto Rs.50 lacs | 4+3 days i.e 4 days for 1 st Half yearly & 3 days for 2 nd Half- yearly) |
| | --do--- | Exceeding Rs.50 Lacs but upto Rs.one crore | 6+4 days i.e 6 days for 1 st Half-yearly & 4 days for 2 nd Half- yearly) |
| | ---do--- | Exceeding Rs.one crore | 6+4 days i.e(6 days for 1 st Half yearly & 4 days for 2 nd Half yearly) + additional one day for every Rs 25 lacs or part thereof in terms of pairs of auditors. |
| 2. | Zila Parishads | | 3 days (three days) for each year |
| 3. | Panchayat Samitis | | 3 days (three days) for each year |
| 4. | Jail Canteens | | |
| (i) | Central Jail | | 2 days (two days) for each year |
| (ii) | District Jail | | 2 days (two days) for each year. |

| | | | |
|-------|---|---|---|
| (iii) | Sub-Jail | | I day for each year |
| 5. | HRDF(Market Committees) Income | | |
| (i) | | Upto Rs.25lacs | 2 days (two days) for each year |
| (ii) | | Exceeding Rs.25 lacs, but upto Rs.50 lacs | 3 days (three days) for each year |
| (iii) | | Exceeding Rs.50 lacs but upto Rs. one crore | 4 days (four days) for each year |
| (iv) | | Exceeding Rs. one crore but not exceeding Rs.2 crores | 6 days (six days) for each year |
| (v) | | Exceeding Rs.2 crores | 7 days + additional one day for every Rs.25 lacs or part thereof for each year. |
| 6. | Zila Sainik Boards | | 2 days for each year |
| 7-A | All Funds in Office of DPEO/DEO(Each Fund) (except sports fund) | | 1 day for each fund for each year |
| 7-B | Sports Fund | | 2 days for each year |
| 8 | Moti Lal Nehru School of Sports Rai(Sonepat) | | 6 days for each year |
| 9 | Civil Aviation Clubs | | 2 days for each year |
| 10 | DUD (Pension Fund) | | 7 days for each year |
| 11 | Haryana Sahitya academy | | 2 days for each year |
| 12 | Sainik Parivar Bhawan | | 2 days for each year |

| | | | |
|-------|---|--|--|
| 13 | Kurukshetra Development Board | | 4 days for each year |
| 14 | Haryana Institute of Public Administration, Gurgaon | | 2 days for each year |
| 15 | ITI/Vocational Training Institutes/Govt. Polytechnics | | 1 day for each year |
| 16. | Education | | |
| (i) | Govt. Colleges/Engineering Colleges | | |
| | | Strength upto 750 students | 4 days for each year |
| | | Exceeding 750, but upto 1200 students | 5 days for each year |
| | | Exceeding 1200, but upto 2000 students | 6 days for each year |
| | | Exceeding 2000 students | 7 days for each year. |
| (ii) | Govt./Non-Govt./(Recognized) High/ Senior Secondary Schools | | |
| | | Strength upto 1000 students | 2 days for each year |
| | | Exceeding 1,000 but upto 2000 students | 3 days for each year |
| | | Exceeding 2000 students | 3 days + 1 day extra for every 1000 students or part thereof for each year |
| (iii) | Govt./Non-Govt. (Recognized) Middle School | | |
| | | Irrespective of Strength of students | 2 days (two days) for 3 year period |
| 17. | HRDF (XEN Panchayati Raj/ Panchayat Samitis) | | |
| (i) | | Expenditure Upto | 3 days for each year |

| | | | |
|-------|--|---|---|
| | | Rs.50 lacs | |
| (ii) | | Expenditure Exceeding Rs.50 lacs but upto Rs.one crore | 5 days for each year |
| (iii) | | Expenditure Exceeding Rs. one crore but upto Rs. 2 crores | 8 days for each year |
| (iv) | | Expenditure Exceeding Rs.2 crores Every additional expenditure upto Rs.50 lacs or part thereof. | 8 days + 1 day extra for every additional Rs.50 lacs or part thereof for each year. |
| 18. | Matching Grants sanctioned to Panchayati Raj Institutions/Municipal Corporation/Councils/ Committees and other agencies. | | |
| (i) | | Upto Rs.1 lacs | 1 day for each year |
| (ii) | | Exceeding Rs.1 lac but not more than Rs. 2lacs | 2 Days for each year |
| (iii) | | For More than Rs.2 lacs | 1 day extra for every additional Rs.2 lacs or part thereof for each year. |
| 19 | Other Miscellaneous Accounts (other than those detailed above from sr. nos. I to 18 | | |
| | Time allotment in respect of accounts | | As fixed by the Director from time, to time keeping in views the quantum of work. |

The staff is advised to comply with the instructions noted below which are supplementary to those contained in the Office Manual.

1. Audit of Middle Schools shall not be conducted for a period of less than a three years without the prior approval of Director, Local Audit, Haryana.
2. Audit of High and Senior Secondary Schools shall not be conducted for a period of less than two years without the prior approval of the Director, Local Audit, Haryana.
3. The accounts for two years instead of three Years will be subjected to detailed audit for two months in a year and, thereafter, one month for each complete year or part thereof.
4. Audit of all Institutions should be restricted up to 31st March. Audit of accounts of M.C. on half-yearly basis as per norms fixed in 1(ii) above should also be conducted up to 31st March.
5. Before commencing the first or the subsequent audit, the Senior Auditor/Incharge Audit Party should ensure that the school has been recognized by the competent authority for the period for which audit is conducted and a reference to the letter of recognition/extension in recognition must invariably be given in the preliminary/Part-II (Present Audit Paras).
6. (i) The audit of accounts of expenditure of Haryana Rural Development Fund (XEN Panchayati Raj/Panchayat Samitis) will be conducted on test audit basis by selecting four months of a year (two months for each half-yearly period).
(ii) The audit of accounts of income of Haryana Rural Development Fund (XEN, Panchayati Raj/ Panchayat Samitis) will be conducted in detail, irrespective of the months selected.
7. In the case of Education/Industrial institutions where the period of audit exceeds 24 months, one additional month for every year or a part thereof be selected for detailed check and permission for selection of additional months be obtained.
8. In the case of Schools, expenditure of Examination Fund may be checked in detail.

9. It may be ensured that the audit of major accounts like Municipal Councils, Zila Parishads, Panchayat Samitis, Haryana Rural Development Fund, etc. is not left in arrears. The audit of minor accounts like those of Schools may be taken up only after the completion of audit of major accounts.

10. In the case of Colleges, one month of admission in each year must be selected and checked, but checking of income and expenditure be restricted to only two months in a year.

(e) Audit Note :

The audit reports of all the institutions (except Gram Panchayats) are issued to the institution concerned by the Director, Local Audit, Haryana, whereas the audit reports of Gram Panchayats are issued by the Deputy Director (Audit), Panchayat Accounts, Jind. Time schedule of forty days has been fixed for drafting, scrutiny of reports at Headquarter's Office/ Panchayat Accounts, Jind, vetting, typing and despatch of fair copies of the Audit Notes.

(f) Verification of Pension Cases of Urban Local Bodies:

Pension cases of Urban Local Bodies, viz., Municipal Corporations/Councils/Committees are received in the Directorate (in case of Corporations, by the Resident Audit Officer of the audit scheme) for verification of qualifying service and emoluments.

4. Grievances Redressal Mechanism:

The Deputy Director (PR) at Headquarter's Office has been authorized to work as nodal officer and he can be contacted for redressal of grievances, if any. Besides this, the problems and grievances of audit staff posted in fields are solved/redressal at the Directorate level by calling meetings of officers of department at Headquarter's or office at any other place decided by the Director, Local Audit, Haryana.

Nodal Officer

Deputy Director (PR)

O/o Director, Local Audit, Haryana,

SCO No.6, 1st Floor, Sector 7-C,
Madhya Marg, Chandigarh.

Telephone Directory/Email ID

| Sr. Nos. | Designation of Officer | Telephone Number |
|----------|------------------------|-----------------------------------|
| 1 | Director | 0172-2795592 0172-2795195(FAX) |
| 2 | Joint Director-I | 0172-2790150 |
| 3 | Joint Director-II | 0172-2790150 |
| 4 | Deputy Director | 0172-2790150 |
| 5 | Deputy Director(PR) | 0172-2790150 |
| 6 | E-mail ID | localaudit@hry.nic.in |

LIST OF RTI Authorities at the Headquarter's Office, Chandigarh

| Sr.No. | Designations of the Officers | Authority under RTI Act |
|--------|------------------------------|-------------------------|
|--------|------------------------------|-------------------------|

.....

- | | | |
|----|-------------------------|---|
| 1. | Director | 1 st Appellate Authority cum-Director, Local Audit, Haryana, Chandigarh. |
| 2. | Joint Director | State Public Information Officer (SPIO) |
| 3. | Resident Audit Officers | Assistant State Public Information Officer (ASPIO) |

4. Posted in Head Office/Fields. RTI Assistant

State Public Information Officers at Resident Audit Scheme Level

| Sr. No. | Designation | Office Address | Jurisdiction |
|----------------|--------------------|--|--|
| 1 | Joint Director | Kurukshetra University, Kurukshetra | Resident Audit Scheme, Kurukshetra University, Kurukshetra |
| 2 | Joint Director | Maharshi Dayanand University, Rohtak | Resident Audit Scheme, Maharishi Dayanand University, Rohtak |
| 3 | Joint Director | Chaudhary Charan Singh Haryana Agriculture University, Hisar | Resident Audit Scheme, CCSHAU, Hisar |
| 4 | Joint Director | Municipal Corporation, Faridabad | Resident Audit Scheme, Municipal Corporation, Faridabad |
| 5 | Deputy Director | Municipal Corporation, Gurgaon | Resident Audit Scheme, Municipal Corporation, Gurgaon |
| 6 | Deputy Director | Municipal Corporation, Rohtak | Resident Audit Scheme, Municipal Corporation, Rohtak. |
| 7 | Deputy Director | Municipal Corporation, Karnal. | Resident Audit Scheme, Municipal Corporation, Karnal. |
| 8 | Deputy Director | Municipal Corporation, Ambala | Resident Audit Scheme, Municipal Corporation, Ambala. |
| 9 | Deputy Director | Municipal Corporation, | Resident Audit Scheme, Municipal Corporation, |

| | | | |
|----|------------------------|--|--|
| | | Panchkula | Panchkula. |
| 10 | Deputy Director | Bhagat Phool Singh Mahila Vishwvidyalya, Khanpur Kalan (Sonepat) | Resident Audit Scheme, Bhagat Phool Singh Mahila Vishwvidyalya, Khanpur Kalan (Sonepat). |
| 11 | Deputy Director | Board of School Education, Haryana, Bhiwani | Resident Audit Scheme, BOSE, Haryana, Bhiwani. |
| 12 | Deputy Director | Guru Jambheshwar University Science & Technology, Hisar | Resident Audit Scheme Guru Jambheshwar University Science & Technology, Hisar. |
| 13 | Deputy Director | MAIMRE, Agroha | Resident Audit Scheme, MAIMRE, Agroha. |
| 14 | Deputy Director | Chaudhary Devi Lal University, Sirsa. | Resident Audit Scheme, Chaudhary Devi Lal University, Sirsa. |
| 15 | Deputy Director | Deen Bandu Chotu Ram University, Murthal, (Sonepat) | Resident Audit Scheme, Deen Bandu Chotu Ram University, Murthal, (Sonepat). |
| 16 | Deputy Director | Panchayat Accounts, Jind | Resident Audit Scheme, Panchayat Accounts, Jind. |
| 17 | Resident Audit Officer | Municipal Corporation, Panipat | Resident Audit Scheme, Municipal Corporation, Panipat. |
| 18 | Resident Audit Officer | Municipal Corporation, Yamunanagar | Resident Audit Scheme, Municipal Corporation, Yamunanagar. |
| 19 | Resident Audit Officer | Municipal Corporation, Hisar | Resident Audit Scheme, Municipal Corporation, Hisar. |

| | | | |
|----|------------------------|--------------------------------|--|
| 20 | Resident Audit Officer | Municipal Council, Kaithal | Resident Audit Scheme, Municipal Council, Kaithal. |
| 21 | Resident Audit Officer | Municipal Council, Sonapat | Resident Audit Scheme Municipal Council, Sonapat. |
| 22 | Resident Audit Officer | Municipal Council, Hansi | Resident Audit Scheme, Municipal Council, Hansi. |
| 23 | Resident Audit Officer | Municipal Council, Jind | Resident Audit Scheme, ,Municipal Council, Jind |
| 24 | Resident Audit Officer | Municipal Council, Bahadurgarh | Resident Audit Scheme, Municipal Council, Bahadurgarh. |
| 25 | Resident Audit Officer | Municipal Council, Narnaul | Resident Audit Scheme, Municipal Council, Narnaul. |
| 26 | Resident Audit Officer | Municipal Council, Jhajjar | Resident Audit Scheme, Municipal Council, Jhajjar. |
| 27 | Resident Audit Officer | Municipal Council, Tohana | Resident Audit Scheme, Municipal Council, Tohana. |
| 28 | Resident Audit Officer | Municipal Council, Palwal | Resident Audit Scheme, Municipal Council, Palwal. |
| 29 | Resident Audit Officer | Municipal Council, Fatehabad | Resident Audit Scheme, Municipal Council, Fatehabad. |
| 30 | Resident Audit Officer | Municipal Council, Thanesar | Resident Audit Scheme, Municipal Council, Thanesar. |
| 31 | Resident Audit Officer | Municipal Council, Sirsa. | Resident Audit Scheme, Municipal Council, Sirsa. |
| 32 | Resident Audit Officer | Municipal Council, Narwana. | Resident Audit Scheme, Municipal Council, Narwana. |
| 33 | Resident Audit Officer | Municipal Council, Bhiwani | Resident Audit Scheme, Municipal Council, Bhiwani. |

| | | | |
|----|------------------------|--|--|
| | | | |
| 34 | Resident Audit Officer | Municipal Council, Rewari | Resident Audit Scheme, Municipal Council, Rewari. |
| 35 | Resident Audit Officer | Municipal Committee, Dabwali | Resident Audit Scheme Municipal Committee, Dabwali. |
| 36 | Resident Audit Officer | Municipal Committee, Gohana | Resident Audit Scheme Municipal Committee, Gohana. |
| 37 | Resident Audit Officer | Municipal Committee, Charkhi Dadri | Resident Audit Scheme Municipal Committee, Charkhi Dadri. |
| 38 | Resident Audit Officer | Municipal Committee, Nuh | Resident Audit Scheme Municipal Committee, Nuh. |
| 39 | Resident Audit Officer | Pandit Bhagwat Dayal Sharma University of Health and science, Rohtak | Resident Audit Scheme, Pandit Bhagwat Dayal Sharma University of Health and science, Rohtak. |
| 40 | Resident Audit Officer | YMCA, Institute of Science and Technology, Faridabad | Resident Audit Scheme YMCA, Institute of Science and Technology, Faridabad |

5. Indicative expectations from service recipients:

A link to lodge/raise any complaint/query by Citizens/Clients is given in the website of the Department (under preparation) www.localaudithry.gov.in.

6. Month and year for the next review of the Charter:

This Citizen Charter will be reviewed after one year.

7. Office Manual:

The accounts of the auditee institutions, as referred to in Para-3(i) supra, are audited as per guidelines prescribed in the Office Manual of the Local Audit Department, Haryana, as amended from time to time.