

Dated: 1st July, 2010

Office Memorandum

Subject: Non-submission/delay in submission of Action Taken Notes/Action Taken Reports – following up to COS Meeting regarding.

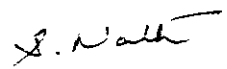
In a recent COS meeting convened by the Cabinet Secretary on 17 June, 2010, it was decided that special efforts may be made to clear the pending ATNs/ATRs on CAG Audit Paras and PAC recommendations within the next three months. In pursuance of the meeting, it is reiterated that:

- (i) Secretaries of Ministries/Departments as Chief Accounting Authorities will be personally responsible for ensuring that ATNs/ATRs on Audit Paras/PAC Reports are finalised within the prescribed timeframe.
- (ii) ATN Adalats/Workshops may be organised every quarter inviting representative of audit, to resolve and finalise the pending ATNs/ATRs.
- (iii) Timely submission of ATNs/ATRs has been included as one of the targets in the RFD of the each Ministry/Department as the responsibility of the Chief Accounting Authority and assigned a weightage of two points.
- (iv) As per list obtained from Department of Official Language (MHA), Departments could consider outsourcing the Hindi translation to translators from approved panel and at approved rates, to expedite the pending reports/notes (copy enclosed).
- (v) During the next three months, all Ministries/Department will ensure that pendency of ATNs/ATRs is brought down by at least 50% of the present pendency. The next meeting of the CoS on this subject will take place in the second half of October, 2010.

2 In order to expedite action in the future the following institutional mechanism needs to be put in place:

- (i) ATN Adalats as indicated in (ii) above.
- (ii) Standing Audit Committee to be constituted in all Ministries/Departments. For this more detailed instructions will be issued shortly in consultation with the Office of C&AG.

3. All Secretaries as Chief Accounting Authorities may note the above for implementation.


(Sushama Nath)
Secretary (Expenditure)

All Secretaries to Government of India
All FAs