



## GOVERNMENT OF KERALA

### Abstract

Finance Department – Establishment- Strengthening of Finance Inspection (non-technical) Wing –Orders issued

---

### **FINANCE (ADMINISTRATION –A) DEPARTMENT**

---

G.O.(Ms) No.184/08/Fin.

Dated, Thiruvananthapuram, 24.04.2008.

---

### **ORDER**

In order to strengthen the present functioning of Finance Inspection non technical wing and District Finance Inspection Squads, Government are pleased to issue the following orders:

#### **1. DISTRICT FINANCE INSPECTION SQUADS**

The District Finance Inspecting Officers must ensure that the Inspection Reports of a particular month are send and reached at Headquarter not later than 15<sup>th</sup> of every succeeding months without fail. Any delay in sending Reports will be viewed seriously and in such cases the Additional Secretary (Inspection) will obtain explanation from the District Finance Inspecting Officer concerned.

#### **2. FINANCE INSPECTION (N.T) WINGS AT HEADQUARTER**

i. **Limiting of monthly tours:-** The monthly inspection/ surprise inspection conducted by each wings will be limited to Four (4) only. This limit will not be applicable to local inspections in offices at Headquarters and home district (Thiruvananthapuram). Each wing individually or two or more wings jointly should drawn up programmes to cover the Directorates, major offices and other Institution at Headquarters in their monthly inspection programmes.

ii. No 're-visit' for verification of vouchers, documents etc will be allowed on any account in offices, where inspection conducted previous occasion. The Inspection Wing, while conducting their initial visits must ensure that the required documents are checked thoroughly and they satisfy themselves all information needed for preparing the Reports is collected.

iii. **Finalisation and follow up action of Reports:-** The Inspection Reports received from the District Finance Inspection Squads on a particular month be scrutinised and after approval by Additional Secretary (Inspection) the same will be returned to the District Finance Inspecting Officers on the same month itself. Any delay in submitting/returning of the Reports will be viewed seriously and in such instances the Additional Secretary (Inspection) must obtain explanation from the Assistant/Section Officer of the Wing concerned.

iv. **Quarterly review meeting:-** In order to review the performance of the wing a Review Meeting will be conducted by the Finance Secretary once a quarter.

v. **Check measures to avoid Finalisation of Inspection Reports:-** The Inspection 'A' Wing which is the Nodal Section of other wings shall obtain and forward

monthly statements of Inspection Reports of all wings in respect of Headquarter wing & District Finance Inspection Squads separately to Administration-B Section for review in the perform I & II appended to this Order.

vi. The term of Officers and staff posted in Inspection Wings will be for a maximum of two years.

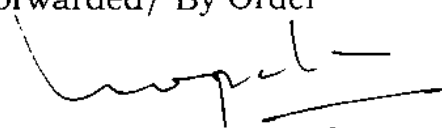
By the Order of the Governor  
**C. NAGAPPAN NAYAR**  
 UNDER SECRETARY (FINANCE)

To

The Finance Inspection (N.T) Wings  
 The Additional Secretary/ Deputy Secretary/ Under Secretaries (Inspection)  
 The District Finance Inspecting Officers.  
 The A.O to Principal Secretary (Finance)  
 The P.A to Secretary (Finance-Expenditure)  
 The P.A to Secretary Finance (Resources)  
 The Additional Secretary/ Joint Secretary/ Under Secretary (Admn)  
 The Finance (Admn-B)/ Accounts. A/ B, Sections  
 Stock File/ Office Copy

Copy to : Private Secretary to Minister (Finance).

Forwarded/ By Order

  
 Section Officer

**PROFORMA - I**

**STATEMENT ON THE INSPECTION REPORTS (FIW-NT)**

Name of Section: Month:				
Office in which Inspection conducted	Date(s) of Inspection conducted	Date on which the Report forwarded to Administrative Department	Follow up action taken	Remarks
(1)	(2)	(3)	(4)	(5)

Signature :

Section Officer :

Section :

**PROFORMA - II**

**STATEMENT ON THE REPORTS RECEIVED FROM DISTRICT  
FINANCE INSPECTION SQUADS**

Name of Squad -				
Office in which Inspection conducted	Date(s) of Inspection conducted	Date on which the Report received from the DFIO	Date of approval and return to DFIO	Remarks
(1)	(2)	(3)	(4)	(5)

Signature :

Section Officer :

Section :