

**Office of the Principal Accountant General (Audit-I), Madhya Pradesh  
Audit Bhawan, Jhansi Road, Gwalior**

No. SMU/F-1/2025-26/CAG Conclave-VII/00-19

Date: 04 June 2025

**Office Order**

C&AG's Strategic Leadership Conclave was held on 28 & 29 April 2025. The Action Taken Points emanating from the Conclave have been circulated vide letter no. 189/35-SMU/2025 dated 14 May 2025 by the Strategic Management Unit of Office of the Comptroller and Auditor General of India. One of the instructions involving action on "Administrative Issues and Housekeeping". The following actions are to be taken by this office:

In order to enhance the effectiveness of internal administration and ensure adherence to good governance practices, the following routine housekeeping areas require strengthened monitoring and timely execution:

1. **Settlement of Abstract Contingency (AC) Bills:** All pending AC bills must be reviewed and settled on priority. DDO is directed to ensure the timely settlement of AC Bills in accordance with the relevant financial rules and procedures. A quarterly report on pending AC Bills to be submitted by DDO in first week of every quarter to the Secretary to PAG bypassing DAG (Admin).
2. **Annual Physical Verification of Stock:** The annual physical verification of office stock must be conducted as per prescribed guidelines and within the scheduled timelines. Discrepancies, if any, should be immediately brought to the notice of the Head of Office for corrective action.
3. **Functioning of Internal Committee on Sexual Harassment:** The Committee on Sexual Harassment must remain active and accessible. Periodic meetings should be conducted, and necessary awareness programs should be organised to ensure a safe and inclusive workplace for all employees.
4. **Disposal of Old Records:** A systematic review of old files and records should be undertaken and action initiated for disposal in accordance with the applicable Record Retention Schedule and a log of records identified, reviewed, and disposed of must be maintained by the concerned section.
5. **Job Rotation in Sensitive Posts:** To reduce the risk of procedural irregularities and to promote transparency, job rotation in sensitive posts must be implemented in line with office policy. Suitable replacements should be identified in advance to ensure operational continuity.
6. **Sensitisation of Staff:** A regular sensitisation session for their staff on the above-mentioned issues should be done by concerned Group Officers. These sessions should aim to reinforce accountability, ethical conduct, and awareness of internal policies.

Administration wing is directed to ensure close monitoring and timely compliance with the above directives. Progress in each area will be reviewed periodically at the review meetings.

(This issues under the instructions of the Principal Accountant General)  
(Authority: HQ letter No. 189/35-SMU/2025 dated: 14 May 2025)

*Sd/-*  
**Senior Audit Officer**  
SMU

No. SMU/F-1/2025-26/CAG Conclave-VII/00-19/SR-506 to 517.

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Copy for information and necessary action to:

- 1) Deputy Accountant General/ Admin & AMG-V
- 2) Deputy Accountant General/AMG-I/ AMG-II/ AMG-III/ AMG-IV
- 3) Sr. Audit Officer/ Report-I/ Report-II
- 4) Secy to Principal Accountant General
- 5) Sr. Audit Officer/ ITA
- 6) Sr. Audit Officer/ Vetting all AMGs
- 7) Sr. Audit Officer/ Report all AMGs
- 8) Sr. Audit Officer/ APDAC
- 9) Sr. Audit Officer/ IS Wing for uploading on Internet/Intranet
- 10) Shri Naresh Ahuja, AAO to ensure uploading on Internet/Intranet
- 11) All Sr. Audit Officers/ Assistant Audit Officers
- 12) All Sections
- 13) Guard File

  
Senior Audit Officers  
SMU