PREFACE

This is the first edition of the manual of Audit of Autonomous Bodies of

State of Uttarakhand. Efforts have been made to incorporate in this manual,

various provisions of the Comptroller and Auditor General's (Duties, Powers and

Conditions of Service) Act, 1971, Compliance Auditing Guidelines 2016 and the

instructions issued by the C& AG of India from time to time relating to the audit

of the Autonomous Bodies substantially financed by the Central and State

Governments and other funding agencies.

The manual intends to help the staff, both at the Headquarters and in the

field, to provide guidelines for complex audit of autonomous bodies. An attempt

has also been made to give briefly in this manual, various aspects like

organizational setup, internal management, financial structure and accounting

pattern of certain representative bodies indicating the points specially to be

examined in their audit in view of their peculiar nature.

Social Sector (Headquarters) pertaining to the Autonomous Bodies units

shall keep this Manual up-to-date by issuing correction slips as and when

necessary. Suggestions for additions, amendments and revisions will be welcome.

The provisions of this manual may not be quoted as authority while raising

audit objections. Only the rules, regulations and orders of the concerned

autonomous body may be cited as authority, wherever necessary.

Date:

Place: Dehradun

(Saurabh Narain) **Accountant General (Audit)**

Uttarakhand Dehradun

(i)

TABLE OF CONTENTS

CHAPTER- 1 - INTRODUCTORY	PARAGRAPH	PAGE	
General	1.01	1	
Authority for the audit of autonomous bodies	1.02	1	
Meaning of authority, body and corporation	1.03	2	
Scope of Audit	1.04	2	
Code of Conduct	1.05		
Matters dealt with to be kept confidential	1.06	2 3	
Disclaimer-Regarding inclusion of disclaimer in part-1 of Inspection Report	1.07	3	
CHAPTER - 2 – PROVISION AND SCOPE OF SECTIONS AUDIT ACT	14,15,19 & 20 ()F	
Purpose of Audit	2.01	4	
Section 14 of the Audit Act	2.02	4	
Section 15 of the Audit Act	2.03	7	
Section 19 & 20 of the Audit Act	2.04	9	
CHAPTER- 3 – AUDIT UNDER SECTION 14,15,19 AND 20 OF CAG'S (DPC) ACT, 1971			
Audit under Section 14	3.01	14	
Audit under Section 15	3.02	15	
Audit under Section 19(2), 19(3) and 20(1)	3.03	16	
Control over the audit	3.04	18	
CHAPTER - 4 – FORMATION AND FUNCTIONS OF AUTWING	TONOMOUS BO	ODIES	
Introductory	4.01	19	
Functions of the Social and Economic Sector	4.02	19	
Organization of the Sector	4.03	20	
Supply of old Audit Inspection Reports	4.04	33	
Supply of Important Orders/instructions	4.05	33	
Supply of forms, stationary etc.	4.06.	34	
Stamp Account	4.07.	34	
Quarterly programme	4.08.	34	
Deviation from tour programme	4.09.	36	
Permission to leave place of halt	4.10.	36	
Grant of casual leave and restricted holidays	4.11.	36	
Arrangement during leave	4.12.	37	
Observance of holidays by field staff	4.13.	38	
Conduct of officials on inspection	4.14.	38	
Attitude of inspecting staff	4.15.	38	
Subject outside the scope of audit	4.16.	39	

Accounts not ready for audit	4.17.	39
Disposal of anonymous and pseudonymous complaints or	4.17.	40
notes	1.10.	10
Quantum of work to be checked during local audit	4.19.	40
CHAPTER - 5 – AUDIT OF TRANSACTIONS		
General	5.01	44
Cash Book	5.02	44
Receipts	5.03	45
Payments vouchers	5.04	46
Bank Reconciliation	5.05	46
Payment to staff	5.06	48
Expenditure on wages	5.07	49
Office contingencies	5.08	49
Stock accounts	5.09	50
Expenditure on works	5.10	52
Advances to employees	5.11	55
Advances to suppliers and contractors	5.12	56
Loans raised by autonomous bodies	5.13	57
Loans disbursed by the autonomous bodies	5.14	58
Grants received by the autonomous bodies	5.15	59
Assistances given by the autonomous bodies	5.16	60
Transactions relating to sundry debtors	5.17	60
Records relating to sundry creditors	5.18	61
Creation and investment of fund by the autonomous bodies	5.19	62
Scholarships, stipends and such other payments	5.20	62
Provident fund accounts of the employees	5.21	63
Audit against provision of funds	5.22	64
Correction of accounts	5.23	65
CHAPTER- 6-INTERNAL CONTROL STANDARDS		
Internal Control Definition	6.01	66
Components of internal control	6.02	71
Roles and Responsibilities	6.03	96
CHAPTER- 7 - AUDIT OF FRAUD AND CORRUPTION		
CASES		
Introduction	7.01	125
Fraud examination	7.02	125
Characteristics of fraud	7.03	125
Characteristics of corruption	7.04	128
Nexus between fraud and corruption	7.05	128
Types of fraud and corruption	7.06	130
Respective Responsibilities of Management and Audit	7.07	130
Considerations of fraud in audit of financial statements	7.08	131
Considerations of fraud in receipt audit	7.09	132
Considerations of fraud in audit of World Bank and other	7.10	132

ext(b) Were the terms of contract well defined and items of		
work clearly specified to avoid ernally assisted projects	7.11	122
Professional skepticism	7.11	133
Fraud awareness at the audit planning stage	7.12	133
Vigilance about fraud at audit execution stage	7.13	136
Audit evidence	7.14	137
IT fraud	7.15	143
Documentation Supervision and review	7.16	145
Supervision and review	7.17	145
Reporting	7.18	145
Follow-up	7.19	149
Additional instructions	7.20	149
CHAPTER – 8 – AUDIT OF ANNUAL ACCOUNTS AND		
THEIR CERTIFICATION	0.04	
Audit of annual accounts	8.01	162
Certification of accounts	8.02	163
Form of annual accounts	8.03	166
Receipts and payments accounts	8.04	166
Income and expenditure	8.05	167
Balance sheet	8.06	167
Records for accounts audit	8.07	169
Broad outline for accounts audit	8.08	169
Need for vouching of entries	8.09	170
Point to be seen in checking the final accounts	8.10	171
CHAPTER – 9 – ORGANISATIONS COMING UP FOR AU	DIT UNDER	
SECTION 14 OF THE AUDIT ACT		
Categories of organisations	9.01	174
Financial and operational auditing	9.02	174
Review of programmes and their implementation	9.03	175
Periodicity of audit	9.04	175
Points for scrutiny	9.05	175
Analysis of activities	9.06	176
Audit of important organisation	9.07	176
CHAPTER – 10 – AUDIT UNDER SECTION 15		
General	10.01	184
Approach of audit	10.02	184
Scrutiny of accounts	10.03	185
Audit Checks	10.04	185
Reporting results of audit	10.05	186
Audit under Section 15(2)	10.06	186
Pursuance of audit findings	10.07	187
CHAPTER – 11 – AUDIT UNDER SECTIONS 19 AND 20		
Institutions under audit	11.01	188

Conduct of audit of accounts	11.02	188
Approval of annual accounts by the management before audit	11.03	190
Study of relevant literature preliminary to audit	11.04	190
Recovery of cost of audit of autonomous bodies	11.05	190
Audit of some important units	11.06	192
Kumaun University	11.07	192
Sanskrit University Uttarakhand	11.08	193
Govind Ballabh Pant University of Agriculture and	11.09	193
Technology		
Uttarakhand Technical University, Dehradun	11.10	194
Doon University	11.11	194
General Checks for Audit of Universities	11.12	206
Jal Sansthan	11.13	212
CHAPTER – 12 – RESULTS OF AUDIT AND PREPARATION	ON OF REPO	ORTS
Local Audit Procedure	12.01	219
Reports to be drafted by audit party	12.02	219
Separate Audit Report	12.03	219
Draft Inspection Reports	12.04	228
Conventional Audit Report	12.05	236
Performance-cum-Propriety Audit	12.06	237
Registration of Objections	12.07	237
CHAPTER – 13 – OTHER MATTERS		
Records to be kept by the Audit Office	13.01	240
Programme Book	13.02	241
Follow-up action on delays	13.03	243
Data sheets on autonomous bodies	13.04	244
Arrangements for audit	13.05	245
Illustrative questionnaire on some selected topics	13.06	248

LIST OF ANNEXURES

Standard terms & conditions for acceptance of audit under Section 20 of C.&A.G. (DPC) Act 1971	Annexure-1	255
Format adopted by Government of India for communication of entrustment of audit under Section 20(1) of C.&A.G. (DPC) Act 1971	Annexure-2	256
Format of Register of autonomous bodies in receipt of grants and loans from consolidated fund	Annexure-3	257
Register showing various authorities authorised to sanction disburse specific purposes grants/ loan to Autonomous Bodies during the year 1920 required for audit under Section 15 of C.&A.G. (DPC) Act 1971	Annexure-4	258
Format of Register of sanctioning authorities to be audited under Section 15 of C&A.G. (D.P.C.) Act, 1971	Annexure-5	259
Accountant General (Audit) Uttarakhand instructions regarding new facts to be added and deleted at the time of editing	Annexure-6	260
Accountant General (Audit) Uttarakhand instructions regarding selection of test month for detailed checking	Annexure-7	262
Accountant General (Audit) Uttarakhand instructions regarding checking of GPF records during audit	Annexure-8	264
List of Autonomous Bodies audited under Section 14 of C.&A.G. (DPC) Act 1971	Annexure-9	266
List of Autonomous Bodies audited under Sections 19 (3), and 20 (1)of C.&A.G. (DPC) Act 1971	Annexure-10	270