

**PERSONAL ATTENTION**  
**MOST URGENT**  
**TIME BOUND**

No. EDN-H(Ele)(3)-22/2019(ACM)-DEE  
Directorate of Elementary Education  
Himachal Pradesh.

e.mail address :- [eleedu-hp@gov.in](mailto:eleedu-hp@gov.in) 0177-2812464

Dated Shimla -171001 the March, 2021

To

- 1 All the Deputy Director of Elementary Education,  
in Himachal Pradesh .
- 2 All the Principals,  
D.I.E.T. in HP.

Subject :- A Schedule of Adhoc Committee Meetings for settlement of old  
Audit Paras.

Memo,

As you are aware that the Adhoc Committee Meeting of the Department is conducted every year for the settlement of old/outstanding audit paras and this year the said Adhoc Committee Meeting is scheduled to be held on **17.05.2021 & 18.05.2021.** **The constitution of the Adhoc Committee and the schedule of the meeting is annexed as Annexure-A.** During this meeting all old outstanding/pending audit paras up to the year 2010-11 of the department are to be considered for settlement before next Adhoc Committee Meeting. It is pertinent to mention here that second round meetings of this Department as desired by AGHP is also scheduled to be held on **21.10.2021 & 22.10.2021.**

It has been noted that some field Officers/D.D.O's/Officials come to attend the said meeting without relevant record/material. You are therefore, requested to direct the D.D.O.s/Officials under your control to give necessary directions to them to come fully prepared alongwith relevant original record and discuss each and every outstanding para for settlement by the Adhoc Committee, especially the long pending old paras. It may also be ensured that the meeting is attended by Controlling Officers/DDO's so that necessary steps could be taken for settlement of these paras on the spot. It is further submitted that in order to review the progress made by each DDOs, a meeting is going to be held in this Directorate and you are, therefore, directed to depute a dealing assistant dealing with audit seat/paras alongwith annotated reply of pending audit paras to attend this Directorate on dates as mentioned in the following Proforma and schedule for each district alongwith reply of all pending audit paras. Besides this , you are also directed to convene a meeting related to pending audit paras as per pending audit report with all the BEEOs working under your control and collect the annotated replies of pending audit paras with full justification in consolidated manner upto 25.04.2020 positively duly checked and verified by S.O.(F&A) posted in your office and thereafter submit the same to this office :-

**Proforma**

Sr. No.	Period of Audit/ insp. Note	Para No.	Complete detail of outstanding para	Reply / Comments of concerned office/DDO (BEEOs/Dy.DEE/ Pr. DIETs)	Reply / Comments of DDEEs in the matter of BEEOs	Detail of documents attached	Remarks of HOD (at Dte. level)
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For any delay in the matter you will be held personally responsible and for the lapse appropriate action will be taken against you.

**District wise SCHEDULE of Dates**

Sr. No	Name of Distt.	Name of offices	Date and time
1	Chamba and Kinnaur	Dy.DEE Chamba, Kinnaur and DIETs	28-04-2021 at 11.00AM
2	Mandi and Lahaul & Spiti	Dy.DEE Mandi , Lahaul & Spiti and DIETs	29-04-2021 at 11.00AM
3	Hamirpur and Una	Dy.DEE Hamirpur, Una and DIETs	30-04-2021 at 11.00AM
4	Sirmour and Solan	Dy.DEE Sirmour, Solan and DIETs	01-05-2021 at 11.00AM
5	Shimla and Bilaspur	Dy.DEE Shimla , Bilaspur and DIETs	03-05-2021 at 11.00AM
6	Kangra and Kullu	Dy.DEE Kangra , Kullu and DIETs	04-05-2021 at 11.00AM

**NOTE**

1. In case there happens to be a holiday on any of the above date the meeting will be held on the next working day.
2. In case settlement of audit paras could not be completed on scheduled date the meeting may be extended for next working day.

**Encls.** As above.

(Shubh Karan Singh)  
DIRECTOR

**Endst. No.** even dated Shimla-171001 the March, 2021

**Copy for information and further necessary action to:-**

1. The Additional Chief Secy. (Fin.) to the Government of H.P. w.r.t. his office letter No. Fin-D(A)4-1/2020 dated 17.03.2021 for information please.
2. The Secretary Education to the Government of H.P. for information please.
3. The Joint. Director (Admn.), Directorate of Elem. Edu. H.P. Shimla-1 with the request that D.D.O. may be directed to submit all the outstanding audit paras by 05.05.2021 positively in the annotated form and all pending recovery / overpayments be made immediately so that the compliance of all outstanding paras pertaining to Directorate be submitted to the Adhoc committee on **17.05.2021 & 18.05.2021.**
4. Superintendent Monitoring Cell, Directorate of Ele. Edu. H.P. with the direction to access/upload this letter on Departmental website and also mail to all Dy.DEE & Principal DIETs HP.
5. Guard file.



(Shubh Karan Singh)  
DIRECTOR



"Annexure-A"

**CONSTITUTION OF ADHOC COMMITTEE AND SCEHDULE OF ITS MEETINGS.**

**1. Constitution of Adhoc Committees.**

- |   |               |
|---|---------------|
| (i) Secretary/Special Secretary/Addl. Secretary/Joint Secretary<br>Deputy Secretary/Under Secretary of the Department concerned | Chairman      |
| (ii) Joint /Deputy/Under Secy. Finance  | Nodal Officer |
| (iii) Head of Departments.  | Member        |
| (iv) Sr.Audit Officer of the office of Accountant General (Audit)<br>Himachal Pradesh Shimla-3.                                 | Member        |

**(2)Schedule of Adhoc Committee Meetings:-**

The meetings of various Department are to be held under the chairmanship of Administrative Secretary/Addl. Secretary/Joint Secretary/Deputy Secretary/Under Secretary of the concerned Department at 11:00 A.M. according to venue fixed for holding the meeting.

Sr.No.	Department	Dated
1	Forest	04-05-2021& 05-05-2021
2	Public Work Deptt.	06-05-2021 ,07-05-2021& 08-05-2021
3	Higher Education	10- 05-2021& 11-05-2021
4	Jal shakti Deptt	<u>12-05-2021&amp; 13-5-2021</u>
5	Elementary Education	<u>17-05-2021 &amp; 18-05-2021</u>
6	Urban Development	19-05-2021 & 20-05-2021
7	IT	21-05 -2021
8	DHS & Health Safety & Regulation	24-5 -2021& 25-05-2021
9	Rural Development	01-06-20201& 02-06-2021
10	Panchayati- Raj	03- 06-2021& 04-06-2021
11	Transport	07-06-2021& 08-06-2021
12	Home/Police/Judiciary	09 06—2021 & 10-06-2021
13	Industries	11-06-2021
14	Revenue-C	14-06-2021& 15-06-2021
15	Fisheries	16-06-2021
16	Animal Husbandry	17 -06-2021& 18-06-2021
17	Food Civil Supplies & Consumer affaires	01-07-2021
18	Town& Country Planning	02-07-2021
19	Horticulture	05-07-2021& 06-07-2021
20	SC,OBC,Minóriy Affairs	07-07-2021
21	Woman & Child Development	08-07-2021
22	Labour & Employment	13 -07-2021
23	Tribal Development	14 -07-2021

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24	Chief Electrical Inspector	15-07-20201
25	Technical Education	16-07-2021
26	Excise & Taxation	19-07-2021
27	SAD	20-07-2021
28	Home Guard/Fire Station	03-08-2021
29	Tourism & Civil Aviation	04-08 -2021
30	Election	05 -08-2021
31	Cooperation	06 -08-2021
32	LAC	09-08-2021
33	GAD	10-08-2021
34	YSS/Mountaineering/Allied Sports	11-08-20201
35	Planning & Economics & Statics	12-08-2021 & 13-08-2021
36	Medical Education	17-08-2021
37	Vig anti Corruption/Prosecution/Jails	02-09--2021
38	Agriculture	07-09-2021
39.	Ayurveda	08-09-2021

**Second Round Meetings Schedule of Major Departments as desired by AGHP**

Sr.No.	Department	Dated
1	Forest	09-09-2021 & 10-09-2021
2	Public Work Deptt.	16-09-2021& 17-09-2021
3	Higher Education	28- 09-2021& 29-09-2021
4	Jal shakti Deptt	05-10-2021 & 06-10-2021
5	Elementary Education	<u>21-10-2021 &amp; 22-10-2021</u>
6	Urban Development	26-10-2021 & 27-10-2021
7	DHS& Health Safety & Regulation	09-11 -2021& 10-11-2021
8	Rural Development	11-11-2021& 12-11-2021
9	Panchayati -Raj	16-11-2020& 17-11-2021
10	Animal Husbandary	02-12-2021
11	Horticulture	07-12-2021
12.	Revenue-C	09-12-2021 & 10-12-2021
13.	Transport	14-12-2021 & 15-12-2021

- (1) In case there happens to be a holiday on any of the above date the meeting will be held on the next working day.
- (2) In case settlement of audit paras could not be completed on scheduled date the meeting may be extended for next working day.