

No. F3-25836/TC/2014

**TOP PRIORITY**

Transport Commissionerate, Kerala,  
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Dated, 25- 4 - 2015

From

The Transport Commissioner,  
Thiruvananthapuram

To

The ALL RTOs/Joint RTOs

**Sub:-** Motor Vehicles Department – DRAFT NOTE/DRAFT PARA/CAG PARA/PAC  
Recommendations-REPLY/COLLECTION DETAILS-REPORTING FORMAT –  
forwarding of - reg

**Ref:-** 1. 11<sup>th</sup> reference in the Guidelines for speedy settlement of Audit  
Paragraphs of the Senior Finance Officer ,Transport Commissionerate

Attention is invited to the reference cited. You are hereby directed to furnish the collection details for all the draft notes/draft paragraphs /CAG Report paragraphs & PAC recommendations , in the prescribed reply format. You are directed to take all effective action and prepare specific and convincing replies to all audit observations of the Accountant General (Audit) uptodate and stick on to our legal stands .Also when the LAR becomes a Draft Note ,the replies should be accepted by both the Accountant General and the Government. Hence more specific reply is needed for the closure of each audit paragraphs. (Reporting Format is attached overleaf)

Yours faithfully,

Sd/-

Senior Finance Officer,  
For Transport Commissioner

Approved for issue


  
Senior Superintendent

25/04/15

**DRAFT NOTE/DRAFT PARA/CAG PARA**  
**REPLY/COLLECTION DETAILS-REPORTING FORMAT**

Name of Office		
Year or Period of LAR		
SRA Reference number of LAR		
Paragraph Number of LAR Para		
Paragraph Number of Draft Note / Draft Para/ CAG Para/PAC Recommendation		
Subject		
Amount & No.of cases as in Accountant General's Annexure/Audit Enquiry	Amount quoted by Accountant General (₹)	
	No.of cases quoted by Accountant General	
Details of collection till date(₹) (***Details of Receipt No. / Tax Licence No. & Date of each revenue collection shall be attached separately as annexure)	No.of cases	
	Amount (₹)	
Details of pending/balance collection till date (₹)	No.of cases	
	Amount (₹)	
**Mention the approximate time to report the collection of the full amount in the AG's annexure		
Action Taken to recover the balance amount		
Non collectable amount in ₹ with Reason		
Any lapse in initiating Revenue Recovery steps in Motor Vehicles Department & District Collectorate		

Sd/-  
Senior Finance Officer  
For Transport Commissioner

Approved for issue  
  
Senior Superintendent

*S*  
25/11/15