

**COMMITTEE ON PAPERS LAID ON
THE TABLE
(1999-2000)**

(THIRTEENTH LOK SABHA)

SECOND REPORT

**[Action taken by Government on the recommendations/observations made
by the Committee on Papers Laid on the Table in their First & Second
Reports (Twelfth Lok Sabha)]**

(Presented on 3 May, 2000)



सत्यमेव जयते

**LOK SABHA SECRETARIAT
NEW DELHI
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COMPOSITION OF THE COMMITTEE ON PAPERS LAID ON THE
TABLE
(1999-2000)

Shri Arjun Charan Sethi — *Chairman*

MEMBERS

2. Shri Kirti Jha Azad
3. Dr. Bali Ram
4. Shri Kantilal Bhuria
5. Shri Namdeo Harbaji Diwathe
6. Shri Rajen Gohain
7. Md. Anwarul Haque
8. Shri Rizwan Zaheer Khan
9. Shri Bir Singh Mahato
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13. Dr. D.V.G. Shankar Rao
14. Dr. Ram Lakhani Singh
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SECRETARIAT

- Shri P.D.T. Achary — *Joint Secretary*
Shri Ram Autar Ram — *Director*
Shri P.D. Malvalia — *Under Secretary*

INTRODUCTION

I, the Chairman of the Committee on Papers Laid on the Table of Lok Sabha, having been authorised by the Committee to present the Report on their behalf, present this their Second Report on the action taken or proposed to be taken by Government on certain recommendations/observations of the Committee on Papers Laid on the Table made in their First and Second Reports (Twelfth Lok Sabha).

The Committee considered and adopted the Report at their sitting held on 28 April, 2000.

NEW DELHI;
28 April, 2000

8 Vaisakha, 1922 (Saka)

ARJUN CHARAN SETHI,
Chairman,
Committee on Papers Laid on the Table.

REPORT

ACTION TAKEN BY GOVERNMENT ON THE RECOMMENDATIONS/OBSERVATIONS MADE BY THE COMMITTEE ON PAPERS LAID ON THE TABLE IN THEIR FIRST AND SECOND REPORTS (TWELFTH LOK SABHA)

The recommendations/observations made by the Committee on Papers Laid on the Table in their First and Second Reports (Twelfth Lok Sabha) and the action taken replies thereto furnished by the Government have been given in Appendix to this Report.

2. The Committee are happy to note that all the recommendations contained in the aforesaid reports of the Committee have been accepted for implementation. The Committee trust that effective steps will be taken by the Ministries/Departments concerned to ensure that in future there is no delay in laying on the Table of the House the Annual Reports and Audited Accounts of the organisations under their administrative control.

NEW DELHI;
28 April, 2000

8 Vaisakha, 1922 (Saka)

ARJUN CHARAN SETHI,
Chairman,

Committee on Papers Laid on the Table.

APPENDIX

(Vide Paragraph 1 of the Report)

STATEMENT SHOWING ACTION BY GOVERNMENT ON THE RECOMMENDATIONS/OBSERVATIONS OF THE COMMITTEE ON PAPERS LAID ON THE TABLE CONTAINED IN THEIR FIRST REPORT (TWELFTH LOK SABHA)

Recommendation

The Committee are unhappy to note that the Annual Reports and Audited Accounts of Bal Bhavan Society for the year 1990-91 to 1994-95 have been continuously laid with delay ranging from 4½ months to 19 months.

[Para 1.10 of the First Report (12th L.S.)]

Reply of the Government

Observations of the Committee have been noted. Efforts made thereafter have resulted in an improvement in the situation.

[Vide Ministry of Human Resource Development (Deptt. of Education)
O.M. No. F. 14-10/94-NFE-Desk dated 26 March, 1999]

Recommendation

The Committee note that the Bal Bhavan Society initiated action for appointment of statutory auditors for auditing the accounts for the year 1993-94 as late as on 19.8.1994 i.e. after 4½ months of the close of their accounting year. The accounts of the Society were compiled in 4-¾ months after the close of the accounting year as against 3 months recommended by the Committee for this purpose. Further the auditors were actually appointed by the Directorate of Audit Central Revenue on 17.1.1995. Thereafter, the compiled accounts remained unaudited in the Directorate of Audit Central Revenue Office for 5½ months.

[Para 1.11 of the First Report (12th Lok Sabha)]

Reply of the Government

Facts are admitted. Necessary action has been taken to ensure that the Annual Accounts are compiled as per the Action Plan prepared by the Ministry and conveyed to the Committee during the oral evidence tendered by the Education Secretary on 27.3.1997.

[Vide Ministry of Human Resource Development (Deptt. of Education)
O.M. No. F. 14-10/94-NFE-Desk dated 26 March, 1999]

Recommendation

The Committee do not appreciate the manner in which the issue of appointment of auditors was handled. The Committee feel that had the Society initiated the action for appointment of auditors before the expiry of their term and pursued the matter of their appointment after their writing to Directorate of Audit Central Revenue much of the delay could have been avoided.

[Para 1.12 of the First Report (12th Lok Sabha)]

Reply of the Government

The observations of the Committee have been noted. Action in this regard has been taken well in advance in 1995-96, 1996-97 and 1997-98.

[Vide Ministry of Human Resource Development (Deptt. of Education)
O.M. No. F-14-10/94-NFE-Desk dated 26 March, 1999]

Recommendation

The Committee also see that the auditing of accounts was done from 25.4.1995 to 24.5.1995 *i.e.* within one month but the audit authorities took 6 months to send the draft audit report to the Society to resolve queries cropped up during auditing of accounts. The Society took more than one month to resolve the queries. After receiving the draft audit report with the resolved queries the audit authorities took another 6 months to finalise the audit report.

[Para 1.13 of the First Report (12th Lok Sabha)]

Reply of the Government

Facts are admitted.

[Vide Ministry of Human Resource Development, Deptt. of Education,
O.M. No. F. 14-10/94-NFE-Desk dated 26th March, 1999]

Recommendation

The Committee are unhappy to see that not even at a single instance the audit authorities were reminded about the early finalisation of the audit report which resulted in unnecessary wastage of time. The Committee suggest that the Society may take up the matter with the Ministry of Finance/Audit Authorities (DACR) to devise some suitable mechanism to ensure that the accounts are audited and audit report thereon could be finalised within the minimum possible time. The Committee also suggest that the accounts of the Society should be maintained properly and the

Recommendation

The Committee are happy to note that in order to avoid delays in future the Ministry and the Society have drawn up a time table for completion of various stages involved in the finalisation of the documents. The Committee are also happy to note that the Annual Report and Audited Accounts of Bal Bhavan Society for the year 1995-96 have been laid on the Table of the House within the stipulated time prescribed by the Committee and hope that this trend would continue in future also.

[Para 1.16 of the First Report (12th Lok Sabha)]

Reply of the Government

The Ministry acknowledges the appreciation of the Committee in regard to improvement in the procedures. This trend has been continued during the years 1996-97 and 1997-98.

[Vide Ministry of Human Resource Development (Deptt. of Education)
O.M. No. F-14-10/94-NFE-Desk dated 26 March, 1999]

Recommendations

The Committee note that the major factors which contributed towards delay in laying the Annual Report and Audited Accounts for the year 1994-95 are, late appointment of Auditors, long time taken by the Auditors for auditing the accounts and undue time taken in translation & printing of the documents.

The Committee also see that the Indian Airlines was intimated about the appointment of Statutory Auditors as late as on 26 May, 1995 i.e. after about 2 months of the close of the accounting year. The Committee suggest that the action for the appointment of Auditors should be taken well before close of the accounting year to obviate inordinate delay in subsequent stages of finalisation of the documents.

The Committee do not see any reason for taking 2½ months by the Indian Airlines in convening the General Body meeting on 4.6.96 after receipt of the audit report from auditors on 26.3.96. After approval of these documents, the Indian Airlines took 5½ months in translation & printing thereof which is not justifiable on any account.

The Committee regret to observe that there is no coordination between Indian Airlines and the Ministry of Civil Aviation and both are equally responsible for the delay.

The Committee, therefore, recommend that the Indian Airlines should timely approach the Comptroller & Auditor General for appointment of Auditors and once the Auditors are appointed and the accounts are handed over to them the Audit Authorities should be vigorously impressed upon for expeditious auditing of the accounts.

The above steps have been taken to ensure that the Annual Report is ready in time for laying on the Table of both the Houses of Parliament. Incidentally, it may be mentioned that the Annual Reports for the years 1995-96, 1996-97 and 1997-98 have since been laid.

[Vide Ministry of Civil Aviation O.M. No. AV. 18027/3/98, ACIA dated 31 March, 1997]

Recommendation

The Committee are unhappy to note that despite the clear-cut recommendation of the Committee contained in Para 3.5 of their First Report (Fifth Lok Sabha) that the Annual Report and the Audited Accounts and the Audit Report thereon for a particular year should be laid together on the Table of the House within 9 months of the close of the accounting years, the Annual Reports and Audited Accounts of the NCERT for the years 1990-91 to 1994-95 were laid separately. The idea behind laying these two documents together on the Table of the House is to keep Members of Parliament fully aware of the performance and achievements of the organisation. If both these documents are not presented to the House simultaneously and within prescribed period of 9 month from the close of the accounting year, the purpose behind laying these documents is defeated.

[Para 3.12 of the First Report (12th Lok Sabha)]

Reply of the Government

The National Council of Educational Research and Training has been submitting the final Accounts of Council every year timely to the Director-General of Audit, Central Revenue with the request to depute the audit party for timely completion and the final audit report is received after 6 to 11 months. As soon as the final audit report is received, the same is got printed without delay and forwarded to the Ministry of Human Resource Development for laying in the Parliament. Hence, the delay occurs in completion of audit and receipt of final audit report from the DGACR. However, the matter is being taken up with C&AG to ensure submission of audit report along with Annual Report.

[Vide Ministry of Human Resource Development (Deptt. of Education) O.M. No. 1-5/99-School-4 dated 21 July, 1999]

Recommendation

The Committee are displeased to note that about 17 months were taken at the stage of auditing of accounts for the year 1993-94. The Committee are not convinced with the reasons advanced by the Ministry that NCERT did not anticipate for revalidation of auditing before the expiry of the validity period. The Committee feel that had the NCERT vigilant about the expiry of the validity period much of the delay could have been easily avoided, the Committee stress that this type of casual approach shown by the NCERT should be avoided in future.

[Para 3.13 of the First Report (12th Lok Sabha)]

Reply of the Government

Noted for future compliance. Action for re-entrustment of audit to DGACR for the years 1998-99 to 2002-2003 had already been taken up with the Ministry of Finance, and Ministry of Finance (Department of Economic Affairs—Budget Division) had already issued orders for re-entrustment of audit of accounts of the NCERT to the C&AG for a further period of five years from 1989-99 to 2002-2003 *vide* Order No. F. 1-35-B(R)/97 dt. 15.07.97.

[*Vide* Ministry of Human Resource Development (Deptt. of Education) OM. No. 1-5/99 School-4 dated 21 July, 1999]

Recommendation

The Committee recommend that to avoid such recurrence of delays in laying the Annual Reports and Audited Accounts due to re-validation of the auditors, some senior officers in the NCERT as well as in the Ministry should be entrusted with the responsibility of monitoring each and every stage involved, from the stage of appointment of auditors or their revalidation upto the laying of the Annual Reports and Audited Accounts. If for any reason the report, audited accounts and audit report cannot be laid within the stipulated period of nine months the Ministry should lay within 30 days of the expiry of the prescribed period or as soon as the House meets, whichever is later, a statement explaining the reasons why the report and accounts could not be laid within the stipulated period.

[Para 3.14 of the First Report (12th Lok Sabha)]

Reply of the Government

Chief Accounts Officer and Internal Financial Adviser of the NCERT will monitor the timely completion of Audit and printing of Audited Accounts. Shri K. S. Mallick, Director (ET) will monitor the timely submission of the Audited Accounts of the NCERT from the Ministry of Human Resource Development, Department of Education.

[*Vide* Ministry of Human Resource Development (Deptt. of Education) O.M. No. 1-5/99-School-4 dated 21 July, 1999]

Recommendation

The Committee are however happy to note that the Annual Report and Audited Accounts for the year 1995-96 were laid simultaneously and that too within the stipulated period of nine months *i.e.* on 20.12.1996. The Committee hope that this trend will be sustained in future.

[Para 3.15 of the First Report (12th Lok Sabha)]

Reply of the Government

Efforts to avoid delay are so in so far as preparation of report and the formalities after receipt of audit report, are concerned.

[Vide Ministry of Human Resource Development (Deptt. of Education)
O.M. No. 1-5/99-School-4 dated 21 July, 1999]

Recommendations

The Committee note that the Annual Report and Audited Accounts of the Engineering Export Promotion Council, Calcutta for the year 1994-95 were laid after delay of about 11-1/2 months i.e. on 13.12.96 and the documents for the earlier year 1991-92 were laid on the Table after a delay of about 2 months i.e. on 26.2.93. However, these documents for the year 1992-93 and 1993-94 were laid within the prescribed time limit i.e. on 10.12.93 & 16.12.94 respectively. Further, the documents for the subsequent year 1995-96 which were required to be laid by 31.12.1996, have been laid after a delay of about 2 months i.e. on 28.2.1997.

The Committee note from the delay statement laid on the Table of the House and the information subsequently furnished by the Ministry of Commerce that about 5 months were taken in compilation of the accounts by the Council as against the prescribed period of 3 months recommended by the Committee. This shows the lacadaisical approach of the Council. The approach should be avoided.

[Paras 4.5 and 4.6 of the First Report (12th Lok Sabha)]

Reply of the Government

Facts in Para No. 4.5 are narrations of factual position. The Ministry has advised the Council to adhere to the Rules and ensure that documents are sent well in time. The Council has gone through the extracts of Lok Sabha Secretariat communication dated 28.12.98 and noted the contents thereof and will comply with the directions of the Committee.

[Vide Ministry of Commerce O.M. No. 11/3/96-EP (Engg.) dated
23.3.1999]

Recommendation

The Committee are unhappy to note that the Annual Report which was required to be finalised within 6 months of the close of the accounting year, was finalised in 9 months. The Committee feel that since no outside agency was involved in finalisation of the Annual Report, the Council should not have taken an unduly long period of 9 months to finalise it. The Committee feel that the Council did not pay due attention and importance to the finalisation of the Annual Report. The Committee hope that the Council will be more careful in prompt finalisation of the Annual Report in future.

[Para 4.7 of the First Report (12th Lok Sabha)]

Reply of the Government

The Council have mentioned that the delay in laying of the Annual Report of 1994-95 was an isolated phenomenon and the Regional Director, Company Law Board Eastern Region has sanctioned/condoned delay on the part of the Council and has regularised the legal requirement in this regard. The Council has admitted that delay has subsequently taken place in the laying of the Annual Report both in English and Hindi versions and delay may kindly be condoned.

[Vide Ministry of Commerce O.M. No. 11/3/96-EP (Engg.) dated 23.3.1999]

Recommendation

The Committee regret to note that after approval of the Annual Report, the Council did not take prompt action for its translation and took more than 2 months for sending the documents of translation. Further, 2-1/2 months were allowed to lapse in translation and printing of the Annual Report. Had the Council taken prompt action for translation and printing immediately after the approval of the Annual Report/Audited Accounts and watched the progress made in this regard with a view to minimising the delay, much of the delay in laying the documents on the Table of the House could have been curtailed.

[Para 4.8 of the First Report (12th Lok Sabha)]

Reply of the Government

It has been mentioned by the Council that it has taken 2 months for translation. It has been explained by the Council that due to non-availability of a Hindi Officer in the Council, these lapses took place and this was a one-time phenomenon which will not occur in future.

[Vide Ministry of Commerce O.M. No. 11/3/96-EP (Engg.) dated 23.3.1999]

Recommendation

The Committee also note that the Annual Report and Audited Accounts of the Council for the year 1994-95 were received in the Ministry on 17.5.96, but these were laid on the Table of the House on 13.12.96 i.e. after about 7 months of their receipt in the Ministry. The Committee feel that the Ministry did not take the matter seriously and allowed to linger it indefinitely. The Committee observe that this type of approach is regrettable and needs to be avoided in future and the documents should be placed before Parliament as soon as they are received in the Ministry.

[Para 4.9 of the First Report (12th Lok Sabha)]

Reply of the Government

The Ministry received the Reports (English version only) in March, 1996 with a submission by the Council that the Hindi version of the same would

be sent as soon as the same was completed. On receipt of the Hindi Version in May, 1996, the Council was advised to send a statement of chronological sequence of the events/reasons for delay which was received in October, 1996. The copies of the Annual Report were sent to Lok Sabha Secretariat on 5.12.96 alongwith the Summary Review and the delay statement duly authenticated by CM on 14.11.96. It is further submitted that the Report of the Council will be sent to Parliament as soon as they are received in the Ministry from the Council.

[Vide Ministry of Commerce O.M. No. 11/3/96-EP (Engg.) dated
23.3.1999]

Recommendation

To avoid such delays in future the Committee stress the need for laying a time schedule for each and every stage right from compilation of accounts to the laying of the documents on the Table of the House. There should be proper coordination and interaction between the Ministry and the Council and some responsible officers must be entrusted with the responsibility to ensure that the time schedule is being adhered to at each and every stage and the Annual Reports and Audited Accounts are laid on the Table of the House within nine months of the close of the accounting year of the Council.

[Para 4.10 of the First Report (12th Lok Sabha)]

Reply of the Government

The Council has noted this for compliance. The Council has been advised to follow the time-schedule drawn by Parliament Section and they are adhering to it at each and every stage. Shri R. Maitra, Joint Director (Admn.) has been designated as the responsible Officer who shall be personally responsible for monitoring the progress of the laying of the Report and for effecting adherence to the time-schedule.

[Vide Ministry of Commerce O.M. No. 11/3/96-EP(Engg.) dated
23.3.99]

Recommendation

The Committee regret to note that the Annual Reports and Audited Accounts of the Hindustan Vegetable Oils Corporation Limited, New Delhi for the year 1994-95 which were required to be laid on the Table of the House by 31st December, 1995, were actually laid on 18th March, 1997 i.e. after a delay of about 15 months. These documents for the preceding year 1993-94 were laid after a delay of about 4 months. Thus, the delay in laying the documents on the Table of the House had the increasing trend.

31st December every year. For this purpose, the Committee recommend that the Ministry in coordination with the Corporation should prepare a time schedule for completion of work at each stages i.e. compilation of accounts, handing over of accounts to the auditors, auditing of accounts by Auditors, placing them before Annual General Meeting, translation/printing of Annual Reports and Audited Accounts and sending them to the Ministry for laying on the Table of the House. The Committee also recommend that some officers, at sufficiently higher level in the Corporation as well as in the Ministry, should be entrusted with the work of monitoring each stages so that the Annual Report and Audited Accounts of the Corporation could be laid on the Table of the House within the prescribed period of nine months.

[Para 5.8 of the First Report (12th Lok Sabha)]

Reply of the Government

The recommendations of the Committee have been noted and as per Directions of the Committee a Committee of higher officers in the Ministry and in the Corporation have been formed to monitor the each stage of action in laying the Annual Report and Audited Accounts of the Corporation on the Table of the House within the prescribed period of 9 months. A time schedule has also been framed for each stage in the compilation of Accounts.

[Vide Ministry of Food & Consumer Affairs O.M.No. 7/6/97-HVOC dated 15.10.1999]

Recommendation

The Committee, however, note with satisfaction that the Ministry have laid the Annual Report and Annual Accounts for the year 1995-96 on 20.12.1996 i.e. within the stipulated period of nine months from the close of the accounting year.

[Para 5.9 of First Report (12th Lok Sabha)]

Reply of the Government

Noted.

[Vide Ministry of Food & Consumer Affairs O.M.No. 7/6/97-HVOC dated 15.10.1999]

Recommendation

The Committee note with dissatisfaction that despite the assurance given by the Ministry to the Committee on 6th May, 1997 the Annual Report and the Audited Accounts for the year 1996-97 have not been laid on the Table so far. The Committee hope that the Annual Report and Audited Accounts for the year 1996-97 will be laid on the Table of the House without further delay.

[(Para 5.10 of First Report (12th Lok Sabha)]

Reply of the Government

The Annual Report and Audited Accounts were prepared for laying on the Table of both the Houses during the Winter Session of 1997 but due to adjournment of the Houses *sine-die* at an early stage, followed by the prorogation of the Rajya Sabha and dissolution of the Lok Sabha, the action of the Ministry could not be materialised. However, these were laid on the Table of the House in the Budget Session 1998.

[Vide Ministry of Food & Consumer Affairs OM. No. 7/6/97-HVOC dated 15.10.1999]

Recommendation

The Committee regret to note that the Annual Report and Audited Accounts of the Central Council of Homoeopathy, New Delhi, for the year 1994-95 which were required to be laid on the Table of Lok Sabha by 31.12.1995 were laid on the Table of the Lok Sabha on 19.12.1996, i.e., after a delay of about 12 months.

[Para 6.5 of the First Report (12th Lok Sabha)]

Reply of the Government

The reasons were given in the delay statement and the Ministry of Health & Family Welfare assures the Committee that steps have been taken to re-entrust the audit to the C&AG before time to avoid such delays in future. The Council has also been asked to submit statement of action it initiated in the preparation of Annual Report and Audited Statement of Accounts and this statement has been made mandatory before granting the instalment of grants in aid to the Council.

[Vide Ministry of Health & Family Welfare (Deptt. of ISM & Homoeopathy) O.M. No. H-11013/L/99-HD dated 31 August, 1999]

Recommendation

The Committee are unhappy to note from the information furnished by the Ministry on 20.3.1997 that the Annual Reports and Audited Accounts of the Council for the years 1991-92, 1992-93 and 1993-94 were laid on 28.4.1993, 3.5.1994 and 18.5.1995, i.e., after a delay of about 4 months in each year. The documents for the year 1995-96 were laid on 17.3.1997, i.e. after a delay of about 2 months.

[Para 6.6 of the First Report (12th Lok Sabha)]

Reply of the Government

The Ministry of Health & Family Welfare further informs the Committee that the activities involved in the preparation and submission of annual report and audited statement of accounts have been included in the annual action plan of individual autonomous bodies and statutory bodies and due dates for each activity have been prescribed. The Council has

been instructed to adhere to the time schedule and the follow up on this is being done at the level of Joint Secretary in the Ministry.

[Vide Ministry of Health & Family Welfare (Deptt. of ISM & Homoeopathy) O.M. No. H-11013/1/99-HD dated 31 August, 1999]

Recommendation

The Committee find that the Council approached the audit authorities for appointment of auditors as late as on 3.10.94 and as such the auditors were appointed as late as on 4.1.1996 i.e. after about 9 months of the close of the accounting year. This led to delay in completing all other formalities i.e. auditing of accounts by auditors, their approval by the General Body/ Executive/Finance Committee of the Council, translation, printing and sending them to the Ministry for laying on the Table of the House. The Committee feel that much of the delay could be avoided had the Council approach the audit authorities much in advance of the close of the accounting year to see that auditors were appointed before accounts were completed.

[Para 6.7 of the First Report (12th Lok Sabha)]

Reply of the Government

The Ministry of Health & Family Welfare have instructed the Council to keep the fact in mind and take action sufficiently in advance in order to have the audit of their accounts on time. The audit of the accounts of the Council entrusted to the C&AG has come to an end in 1998-99 and the Department has already sent a request to the Ministry of Finance for re-entrustment of audit of the accounts of the Council for another five years from 1999-2000 during the month of July, 1999.

[Vide Ministry of Health & Family Welfare (Deptt. of ISM & Homoeopathy) O.M. No. H-11013/1/99-HD dated 31 August, 1999]

Recommendation

The Committee are not satisfied with the reply furnished by the Ministry with regard to the delay which occurred at various stages of finalisation of the documents. The Committee are of the opinion that the Ministry and the Council should take seriously the recommendations of the Committee made in their First Report (Fifth Lok Sabha) and 16th Report (Sixth Lok Sabha) wherein the time-bound schedule for each stage involved in finalising the documents had been recommended. The Committee feel that the recommendation should be strictly adhered and pursued vigorously at each stage by the Council and the Ministry to avoid the delay in future.

[Para 6.8 of the First Report (12th Lok Sabha)]

Reply of the Government

The Council has been instructed scrupulously adhere to the time schedule and to submit the annual report and audited statement of accounts for laying the same on the Table of the House before the due

date. The progress of the stages involved in finalising the documents is being monitored by the Joint Secretary in the Department of ISM & H.

[Vide Ministry of Health & Family Welfare (Deptt. of ISM & Homoeopathy) O.M. No. H-11013/1/99-HD dated 31 August, 1999]

Recommendation

The Committee note from the Information furnished by the Ministry during evidence that the remedial steps to eliminate the delay have been initiated by the Ministry and the Central Council of Homoeopathy, New Delhi to ensure timely completion, finalisation and laying the documents on the Table of the House.

[Para 6.9 of the First Report (12th Lok Sabha)]

Reply of the Government

Monitoring of the progress at each stage involved in the activity has been at the level of Joint Secretary in the Department of ISM & H. The activity and its various stages and the due dates have been included in the Council's Annual Action Plan. A clause has been included in the sanction of the grant in aid being given to the Council that unless the Council submits a detailed statement in regard to the progress made in the preparation of annual report and audited statement of accounts the cheque/draft will not be prepared for the grant-in-aid amount.

[Vide Ministry of Health & Family Welfare (Deptt. of ISM & Homoeopathy) O.M. No. H-11013/1/99-HD dated 31 August, 1999].

Recommendation

The Committee recommend that for timely finalisation of the documents, some senior officers, at an appropriate level, both in the Ministry and the Council should be entrusted with the Job to oversee the progress made and timely finalisation of the documents for laying them on the Table of the House within the stipulated period of 9 months after the close of the accounting year.

[Para 6.10 of the First Report (12th Lok Sabha)].

Reply of the Government

This recommendation has been implemented and the Joint Secretary in the Department of ISM & H has been monitoring this work and the Registrar cum Secretary of the Council is responsible for overseeing and completion of this job in the Council.

[Vide Ministry of Health & Family Welfare (Deptt. of ISM & Homoeopathy) O.M. No. H-11013/1/99-HD dated 31 August, 1999]

Recommendations

The Committee regret to note that the Annual Report and Audited Accounts of the Voluntary Health Services, Madras for the year 1994-95 which were required to be laid on the Table of the House by 31.12.1995

were actually laid on the Table on 3.12.1996 i.e., after a delay of about 11 months. The Committee also note that the documents for the year 1995-96 were laid on 18.3.1997 after a delay of 2½ months.

The Committee are displeased to find from the subsequent information furnished by the Ministry of Health & Family Welfare on 7 March, 1997, that the delay had occurred almost at all the stages right from the initiation of action for appointment of auditors upto the stage of laying the documents on the Table of the House.

The action for appointment of Auditors was initiated by Voluntary Health Services as late as on 12.9.1995, i.e. after 6 months of the close of the accounting year. The Committee feel, had the Voluntary Health Services taken an advance action for appointment of Auditors much of the delay would have been avoided. The Committee observe that the auditing of accounts was completed on 21.10.1995 and the Annual Report was finalised on 31.10.95, the Voluntary Health Services took 7½ months in getting approval of the Annual Report and Audited Accounts from the Programme Management Committee on 19.6.1996. The Committee feel that this type of delays at the level of the organisation should be avoided in future. The Committee also hope that the Voluntary Health Services would take earnest steps to remove the procedural delays as stated in the 'Delay Statement' laid on the Table and efforts would be made to streamline the accounting procedure.

The Committee take a serious view of the fact that the Ministry of Health & Family Welfare took four months after receipt of the documents from Voluntary Health Services on 31.7.1996 in laying them on the Table of the House.

The Committee recommend that the Voluntary Health Services in consultation with the Ministry of Health & Family Welfare should chalk out a time bound schedule for each and every stage involved right from the appointment of Auditors to the stage of laying the documents on the Table of the House and scrupulously adhere to the same so that the Annual Reports and Audited Accounts are laid on the Table of the House within prescribed time of nine months of the close of the accounting year in future. For this purpose some senior officers in the Voluntary Health Services as well as in the Ministry of Welfare should be entrusted with the job of monitoring the time schedule.

[Paras 7.7 to 7.11 of First Report (12th Lok Sabha)]

Reply of the Government

- (a) A Senior Officer of the rank of Joint Director in National AIDS Control Organisation (NACO) has been directed to act as a nodal officer for monitoring the Laying of Annual Report and Audited Accounts hereafter. The present incumbent is Dr. P.L. Joshi.

- (b) A Time Schedule for submission of Annual Report and Audited Accounts on APAC Project has been finalised in consultation with the Voluntary Health Services, Madras. A copy of the same is attached. The Voluntary Health Services, Madras have also been directed to ensure that they adhere to this Schedule positively with effect from the next financial year, i.e., 1998-99.

**Time Schedule for submission of Annual Report
and Audited Accounts of APAC Project**

S. No.	Activity	Time Schedule
1.	Appointment of Auditor	By 15th September of the Financial year.
2.	Preparation of Accounts and its submission to auditor.	Within two months of the close of financial year.
3.	Drafting of Annual Report.	By 31 May.
4.	Approval of Annual Report.	By 30th June.
5.	Completion of audit by the concerned audit authorities.	By 31 July.
6.	To obtain copies of the audited accounts and audit report (English and Hindi versions from audit authorities).	By 15th August
7.	Printing of copies of English and Hindi versions of the Annual Report.	By 31st August.
8.	Approval of audited accounts and audit report.	By 15th September
9.	Despatch of requisite number of copies of the Annual Report and Audited Accounts (English and Hindi versions) to the Ministry.	By 30th September
10.	Authentication of requisite number of copies of Annual Report and Audited Accounts by the Minister.	By 15th October
11.	Despatch of requisite number of copies to Lok Sabha/Rajya Sabha Secretariats.	By 1st November

[Vide Ministry of Health & Family Welfare, National AIDS Control Organisation O.M. No. M.18015/4/95-NACO dated 19 March, 1999]

Recommendation

The Committee note that the accounts for the year 1994-95 were sent to the Auditor-General, U.P., Allahabad for auditing on 4.8.1995. The Institute received the final Audit Report from them on 26.2.1996. About six months were taken in auditing of accounts which includes audit objections and their removals/replies. The Committee need hardly stress that if the Audit Report anticipated to be delayed, the Ministry or the organisation concerned should immediately take up the matter with the Audit Authorities and if there are audit objections, they must be responded quickly so that there is no delay on this account.

[Para 8.12 of the First Report (12th Lok Sabha)]

Reply of the Government

The observations of the Committee have been noted for guidance/compliance.

[Vide Ministry of Labour O.M. No. G.25012/1/95-ESA(NLI)/Vol.II dated 11 August, 1999]

Recommendations

The Committee are unhappy to note that the Institute finalised its Annual Report on 10.9.1996 taking about 17½ months after close of the accounting year instead of six months as recommended by the Committee. The Committee do not see any reason why these 17½ months have been taken in finalising the Annual Report which does not involve auditing of accounts. The reasons advanced by the Ministry for this delay are not convincing. The Committee feel that the work of finalising the Annual Report have been taken up casually and nobody bothered for early finalisation of the Annual Report so that documents could be laid on the Table of the House within 9 months after the close of the accounting year.

The Committee note that the Ministry received the Printed Report from National Labour Institute on 4.10.1996 but the delay Statement & Review were prepared on 18.11.1996, i.e., after about 1½ months. The Committee feel that the administrative Ministry should avoid such unjustified delays and must be vigilant and prompt to lay these documents on the Table of the House.

[Paras 8.13 and 8.14 of the First Report (12th Lok Sabha)]

Reply of the Government

The Annual Report and Audited Accounts are laid on the Table of House only when the House is in session. At the time of receipt of the report from National Labour Institute the House was not in Session. The Annual Reports, Annual Accounts, Review Report and Delay Statements laid on the Table of the House require authentication by the Union Labour Minister. Necessary action in this regard was initiated as and

Reply of the Government

Noted for compliance in future.

[Vide Ministry of Labour O.M. No. G. 25012/195-ESA(NLI)/Vol. II dated 11 August, 1999]

Recommendation

The Committee also note that the Ministry of Labour have prepared a time schedule so that Annual Reports and Audited Accounts are laid on the Table of the House in time. In the said time schedule the submission of Reports to the Ministry is shown as 10 December and the laying of the documents on 31 December. The Committee feel that the Ministry have drawn up this time table in haste. Before writing the laying dates of 31 December the Ministry should have seen the history or the earlier dates about the ending of the winter session every year. Generally the winter Session ends in the third week of December. Furthermore, if the printed copies of the documents are received in the Ministry on 10th of December, after that Ministry have to scrutinise the documents in all respects, to prepare review and then the documents are to be authenticated by the Minister. The Committee feel that these two dates should be looked into by the Ministry again and set such target dates so that the Annual Reports and Audited Accounts of the Institute are laid on the Table of the House within nine months from the close of the accounting year.

[Para 8.16 of the First Report (12th Lok Sabha)]

Reply of the Government

A revised time schedule for preparation of accounts, audit of accounts and completion of other formalities for laying of the annual report and audited accounts as under has been drawn up with a view to ensure that the report is laid on the Table of the House within the specified period:—

S. No.	Item	Target date
1.	Date of finalising or Annual Accounts for sending to AG, UP, Allahabad.	15th June
2.	Completion of Audit of Accounts by AG, UP, Allahabad	16th August
3.	Reply to Audit Paras	1st September
4.	Receipt of final report from AG, UP, Allahabad	1st October
5.	Holding of ECGC meeting	31st October
6.	Printing of Annual Report	20th November
7.	Submission of report to Ministry of Labour	30th November
8.	Laying of the Report	20th December

[Vide Ministry of Labour O.M. No. G. 25012/195-ESA(NLI)/Vol. II dated 11 August, 1999]

STATEMENT SHOWING ACTION TAKEN BY GOVERNMENT ON THE RECOMMENDATIONS/OBSERVATIONS OF THE COMMITTEE ON PAPERS LAID ON THE TABLE CONTAINED IN THEIR SECOND REPORT (TWELFTH LOK SABHA)

Recommendation

The Committee note that the National Minorities Development Finance Corporation, New Delhi initiated the action for appointment of auditors as late as on 31.3.1995, *i.e.*, on the last day of the close of the accounting year and the Auditors were appointed on 12.7.1995, *i.e.*, after about 3 $\frac{1}{2}$ months of the close of the accounting year. The Committee also note that though the accounts were compiled and ready for being handed over to the Auditors on 15.4.1995 and auditors were appointed on 12.7.1995, but these documents were actually handed over to Auditors in the last week of September, 1995 taking 2 $\frac{1}{2}$ months time after the appointment of auditors in handing over the accounts for auditing. The Committee do not see any reason why the corporation kept the accounts with it for 2 $\frac{1}{2}$ months. The Committee do not appreciate this type of working of the Corporation. The Committee feel that had the Corporation taken timely action for appointment of Auditors much of the delay could have been avoided. The Committee considered it a serious lapse on the part of the Corporation and hope that due care would be taken in future to eliminate such lapse. Further the Auditors took a long period of six months in auditing the accounts. The Committee do not see any instance where auditors were reminded by the Corporation for early auditing the accounts. The Committee feel that once the accounts are handed over to Auditors for auditing they must be vigorously pursued for early auditing of the accounts.

[Para 1.12 of the Second Report (12th Lok Sabha)]

Reply of the Government

Noted for compliance

[Vide Ministry of Social Justice and Empowerment O.M. No. 12596-MC dated 15.2.1999]

Recommendation

The Committee also note that 12 months were taken by the Corporation in finalising their Annual Report though it should have been finalised within six months of the close of the accounting year. The Committee appreciate the Corporation's efforts that the Annual Report was finalised on 26.3.1996 and they got the approval of Annual Report and Audited Accounts by the General Body in Annual General Meeting held in the

same month. Immediately after approval, these documents should have been taken up for translation and printing but the Corporation took about 2 months in taking up the job of translation, *i.e.*, it was taken up in May, 1996. Not only this, but after printing of the documents, the Corporation took 2 months in forwarding these documents to the Ministry. The Committee are not happy over the manner in which the work of translation, printing and forwarding of these documents to the Ministry by the Corporation has been handled. The Committee hope that the Corporation would be more vigilant and would not allow to recur such lapse in future.

[Para 1.13 of the Second Report (12th Lok Sabha)]

Reply of the Government

Noted for compliance.

[*Vide* Ministry of Social Justice and Empowerment O.M. No. 12/596-MC dated 15.2.1999]

Recommendation

The Committee take a serious view of the fact that the Ministry took an unduly long period of about 5 ½ months in laying these documents on the Table of the House. The Committee feel that if the administrative Ministry is doing their work in such a go slow approach how the Corporation can be enthused for timely laying of these documents.

[Para 1.14 of the Second Report (12th Lok Sabha)]

Reply of the Government

The Ministry will be more vigilant in future.

[*Vide* Ministry of Social Justice and Empowerment O.M. No. 12/596-MC dated 15.2.1999]

Recommendation

The Committee do not appreciate the ignorance shown by the representative of the Ministry of Welfare about the laying provision made by the Committee in para 4.16 of their Second Report (Fifth Lok Sabha). The Committee regret to observe that such an important recommendation of the Committee has lost sight of the Ministry. The Committee, therefore, reiterate their said recommendation for information and future compliance by the Ministry of Welfare.

“4.16.....where it is not possible for the Government to lay the Report of any Company within that period they should lay on the Table a statement explaining the reasons for not laying the Reports within 30 days from the expiry of the period of nine months and if the House is not in Session at that time, the statement should be laid on the Table within 7 days of re-assembly of the House.....”

[Para 1.15 of the Second Report (12th Lok Sabha)]

Reply of the Government

Noted for compliance.

[Vide Ministry of Social Justice and Empowerment O.M. No. 125/96-MC dated the 15.2.1999]

Recommendation

The Committee are unhappy to note that the Annual Report and Audited Accounts of the Corporation for the year 1995-96 were laid on 6.5.1997 i.e., after about 4 months of the close of the accounting year.

[Para 16 of the Second Report (12th Lok Sabha)]

Reply of the Government

An action plan has been prepared for compliance so as to avoid any delays in future in laying the Annual Report and Audited Statement of the Corporation.

[Vide Ministry of Social Justice and Empowerment O.M. No. 12/5/96-MC dated 15-2-99]

Recommendation

In order to avoid delays, the Committee recommend that the Ministry of Welfare in consultation with the Corporation should draw up a time bound programme for completion of each and every stage involved in laying the documents on the Table of the House, right from the appointment of auditors upto the stage of laying these documents on the Table of the House. For this purpose, some senior officer at an appropriate level, both in the Ministry and in the Corporation should be entrusted with the job for monitoring the progress made at each stage so that these documents would be laid on the Table of the House within stipulated period of nine months from the close of the relevant accounting year.

[Para 1.17 of the Second Report (12th Lok Sabha)]

Reply of the Government

In order to avoid delays, as per recommendation of the august Committee on Papers Laid on the Table (Lok Sabha) a time bound programme has been drawn up by the Corporation in consultation with the Ministry of Social Justice and Empowerment for completion of each and every stage involved in laying the Annual Report and Audited Statement of Accounts on the Table of the House and to ensure timely submission to the Ministry for laying it on the Table of the House within the stipulated

period of nine months from the close of relevant accounting financial year. A copy of the Action Plan for timely submission of Annual Report and Audited Accounts of the Corporation so drawn up is enclosed.

Action Plan for timely submission of Annual Report

Critical Activities	Time Schedule
1	2
1. APPOINTMENT OF AUDITORS	Latest by March ending
(a) Statutory auditors are appointed for three years by CLB and from 1997-98 Statutory auditor has been appointed by CLB for a period upto 1999-2000. After 1999-2000 matter is to be followed up with CLB for timely appointment of Statutory Auditor.	
(b) The Board of Directors has to be kept informed regarding the appointment of Statutory Auditors before handing over the audit work.	
2. ACCOUNTS TO BE KEPT READY	
(a) For Internal Audit for the Q.E. March.	Upto 15th April
(b) Completion of Internal audit.	Upto 20th May
3. HANDING OVER ACCOUNTS TO STATUTORY AUDITOR	
(a) Alongwith Internal audit reports for each quarter.	Latest by 25th May
(b) Govt. auditors be kept informed that Statutory audit is in progress and tentative time to be taken by Statutory Auditors.	Latest by 5th June
(c) Obtaining Statutory audit report.	
4. HANDING OVER ACCOUNTS TO GOVT. AUDITORS AFTER ADOPTING THE SAME IN THE BOARD MEETING	Latest by 10th August
(a) A Special Board Meeting is to be convened for adoption of accounts.	Latest by 10th August
(b) Govt. Auditors may take approx. ONE MONTH for audit.	Latest by 10th September
(c) Liaisoning with Member Audit Board-III for obtaining comments.	Latest by 25th September

1	2
(d) Arrange for printing of Annual Report	Latest by 25th September
5. Convening of Board Meeting & AGM.	Latest by 30th September
6. Handing over printing/translation work to Printer/Translator.	Latest by 4 October
(a) Printing of Annual Report.	Upto 25 October
7. Submitting Copies of Annual Report to MSJ & E.	Upto 31st October
8. Processing by the Ministry for laying on the Table of both Houses of Parliament.	Upto 30th November
9. Laying of the Report in Lok Sabha/ Rajya Sabha	Upto 31st December

NOTE

- (a) *CS is the overall responsible office for the timely execution of the action plan.
- (b) *AM (F. Audit) is the coordinator for the activities mentioned above.
- (c) Manager (P&A) is responsible for the activities listed at 4 (d) & 6.
- (d)*AD (MC) is responsible for activities listed at 8 and 9.
- *CS-Company Secretary
 AM (F Audit) —Assistant Manager.
 (Finance Audit)
 AD (MC) — Assistant Director,
 Minority Cell

[Vide Ministry of Social Justice and Empowerment O. M. No. 12/5/96-MC. dated 15.2.1999]

Recommendations

The Committee note that the Annual Report and Audited Accounts of NBCFDC for the year 1993-94 were received by the Ministry on 1.8.95 for being laid on the Table of the House but the Ministry sent back these documents to the Corporation on 31.10.95 for verification of figures. After due verification the Corporation resubmitted these documents to the Ministry on 18.12.1995. The Committee note that the Ministry of Welfare took three months in sending back these documents to the Corporation for verification of figures and the Corporation also took 1 1/2 months in verification of figures. The Committee feel that undue period of about 4 1/2 months was taken in verification of figures while no outside agency was

involved in this process. Thereafter, the Ministry took inordinately long period of about 2 ½ months in preparing review and delay statement. The Committee feel that if the administrative Ministry is doing their work in such a lackadaisical manner, what sort of control they would have on the Corporation in making them to lay the documents on the Table of the House in time. The Committee feel that this type of approach should be discouraged in future. The Committee suggest that such verifications could be expedited through personal contacts/visits in spite of entirely depending upon the protracted correspondence involving various channels which results in unjustified delays.

The Committee displease to note that their recommendations are not being paid due attention both in the Ministry of Welfare as well as in the Corporation by not implementing them in letter and spirit.

[Paras 2.10 & 2.11 of the Second Report (12th Lok Sabha)]

Reply of the Government

The delay involved in laying the report and accounts of National Backward Classes Finance & Development Corporation for 1993-94 is deeply regretted and all concerned including the Corporation have been advised to be careful in future. The suggestion of the Committee that "verifications could be expedited through personal contacts/visits in spite of entirely depending upon the protracted correspondence involving various channels which results in unjustified delays", is noted for compliance and necessary action to avoid delays.

[Vide Ministry of Social Justice & Empowerment O.M. No. 1201/93/98-BCC dated 19.2.1999]

Recommendation

The Committee need hardly stress that in order to give timely information to Parliament about the working and performance of the Corporation it is the duty of the Administrative Ministry to see that the Corporation's Annual Report and Audited Accounts are laid within 9 months of the close of the accounting year as recommended by the Committee in para 4.16 of their Second Report (Fifth Lok Sabha).

[Para 2.12 of the Second Report (12th Lok Sabha)]

Reply of the Government

The Government has taken necessary steps including directing the Corporation for completion of accounts and audit as well as preparation and printing of Annual Report well within the stipulated time.

[Vide Ministry of Social Justice & Empowerment O.M. No. 12011/93/98-BCC dated 19.2.1999]

Recommendation

The Committee recommend that the NBCFDC in consultation with the Ministry of Welfare should devise some mechanism for regular internal audit and internal control procedure in the Corporation so that the accounts are handed over to the Auditors free from basic defects and the time could be saved on account of such audit objections.

[Para 2.13 of the Second Report (12th Lok Sabha)]

Reply of the Government

As suggested, Internal Auditor have been engaged by the Corporation and a time frame has been laid by the Corporation for completion and submission of their Report. All efforts are being made to ensure submission of report and accounts well in time.

[Vide Ministry of Social Justice & Empowerment O.M. No. 12011/93/98-BCC dated 19.2.1999]

Recommendation

The Committee also feel that creation of a monitoring cell jointly by the Ministry and NBCFDC to keep a close watch over the progress and timely completion of various stages for timely laying of Annual Report and Audited Accounts on the Table of the House can also help to avoid such delays in future.

[Para 2.14 of the Second Report (12th Lok Sabha)]

Reply of the Government

A monitoring Cell has been created in the Ministry consisting of Under Secretary (BC) and Company Secretary of the Corporation to keep a close watch on the progress and timely completion of various stages for timely laying of Annual Report and Audited Accounts on the Table of the House to avoid delays in future. Besides, the Joint Secretary in the Ministry and the Managing Director in the Corporation have also been taking stock of the position from time to time to ensure timely submission of the report amongst other things.

The Report of the Corporation for the year 1997-98 has been laid before the two Houses of Parliament on dates indicated before each:—

Due Date	Lok Sabha	Rajya Sabha
31.12.1998	15.12.1998	14.12.1998

[Vide Ministry of Social Justice & Empowerment O.M. No. 12011/93/98-BCC dated 19.2.1999]

Recommendations

The Committee regret to note that in spite of the assurance given by the Ministry of Health & Family Welfare for meticulous compliance of the recommendations of the Committee, the same is not being done with seriousness.

The Committee note that the accounts of Council for the year 1994-95 were compiled in January, 1996 *i.e.* after about ten months of the close of the accounting year. Thereafter, the Auditors took about three months in auditing the accounts, final Audited Accounts from the DACR were received after about three months of having answered the points raised by the Audit. The Annual Report was prepared on 18.10.1995 *i.e.* after about six months of the close of the accounting year; the Hindi version of the Annual report was prepared on 7 August, 1996 *i.e.* after about nine months of the preparation of the English version of the Annual Report. The Annual Report and Audited Account in both the versions were sent by the Council to the Ministry of Health and Family Welfare on 9.10.1996 *i.e.* after about 2 months of the preparation of the Hindi version of the Annual Report. The Committee do not appreciate the justification of the Ministry of Health and Family Welfare that the post of two Accountants was vacant from December, 1993 to December, 1994. The Committee observe that had the Council and the Ministry of Health and Family Welfare filled up the vacant post without loss of time that the delay in compilation of the accounts could be avoided. The Committee also do not appreciate the contention that the Council is small body having three or four officers of the rank of Secretary, Additional Secretary, Asstt. Secretary and Accountant-cum-Cashier. The Committee are bound to observe that these high ranking officers did not move in the matter with the required seriousness. The Committee also do not appreciate the ignorance shown by the Ministry about the laying provision made by the Committee in Para 3.5 of their Report (5th Lok Sabha). The Committee regret to observe that such an important recommendation of the Committee has lost the sight of the Ministry.

The Committee reiterate their said recommendation for information and future compliance by the Ministry of Health & Family Welfare (Department of Health):—

“3.5 The Committee are of the opinion that normally the Annual Report and Audited Accounts of autonomous organisations should be presented to Parliament together to enable the House to have a complete picture of the working of the body. This decision should not be taken to imply that laying of reports and accounts could be delayed to any length of time. The Committee recommend that the Annual Report together with the audited accounts and audit report thereon for a particular year should be laid on the Table within 9 months of the close of the accounting year unless otherwise stipulated in the Act or Rules under which the organisation has

been set up. To comply with this requirement proper time schedule should be laid down for compilation of Annual Report and accounts and their auditing. The Committee feel that normally a period of 3 months would be sufficient for compilation of accounts and their submission to audit; the next 6 months might be given for auditing of accounts; for printing of the report and sending it to Government for laying. If for any reason the report, audited accounts and audit report cannot be laid within the stipulated period of nine months, the Ministry should lay within 30 days of expiry of the prescribed period or as soon as the House meets, whichever is later, a statement explaining the reasons why the report and accounts could not be laid within the stipulated period."

The Committee hope that henceforth the Ministry of Health and Family Welfare (Department of Health) and the Council would make sincere efforts to lay Annual Reports & Audited Accounts on the Table of the House within prescribed period of nine months after the close of the accounting year. To eliminate the recurrence of such delays, the Ministry and the Council would work as per the recommendation made by the Committee on Papers Laid on the Table in Para 3.5 of first Report (Fifth Lok Sabha) and some senior officers would be made responsible both in the Ministry and the Council to ensure the strict adherence of the said recommendation of the Committee.

[Paras 3.12 to 3.15 of the Second Report (12th Lok Sabha)]

Reply of the Government

The President of the Indian Nursing Council has been requested *vide* this Ministry's D.O. letter No.H.11019496-PMS dated 11.2.99 to rearrange the activities of the Council so that priority is given to the audit of the accounts in first quarter of financial year. The Council has been further requested to prepare an action programme for timely submission of the report. Three Senior Officers, one from Ministry (*i.e.* Director, PMS), one from Dte. G.H.S. *i.e.* Nursing Adviser and third from INC (*i.e.* Secretary, INC) have been made responsible to ensure strict adherence to the recommendation of Committee.

[*Vide* Ministry of Health & Family Welfare O.M. No. 11019496-PMS dated 31.3.99]

Recommendation

The Committee regret to note that the Annual Reports and Audited Accounts of the Indian Council of Agricultural Research for the year 1991-92 to 1994-95 were laid on the Table of Lok Sabha after delays ranging from 4 to 11 1/2 months.

[Para 4.9 of the Second Report (12th Lok Sabha)]

Reply of the Government

The factual position mentioned in the para is agreed to. However, to ensure the timely submission of accounts and its laying down on the Table of both the Houses a Committee has been constituted.

[*Vide* Ministry of Agriculture (Department of Agricultural Research & Education) (ICAR) O.M.No. (1)96-Cdn. (Tech.) dated 12.5.1999]

Recommendation

From the information furnished by the Ministry of Agriculture (Department of Agricultural Research and Education), the Committee find that the Council compiled and handed over the accounts to Auditors for auditing on 29.8.1995, *i.e.*, after about 5 months from the close of the accounting year. The Committee feel that all out efforts are not made to ensure that compilation of accounts etc. are completed well in time according to a pre-determined schedule. The Committee recommend that the Council in consultation with the Ministry of Agriculture and the Council should devise some sort of concurrent audit system so that much of the time is saved in compilation of accounts after the close of the accounting year.

[Para 4.10 of the Second Report (12th Lok Sabha)]

Reply of the Government

Council consolidates its Accounts on the basis of annual accounts statements furnished by its more than 90 Institutes/NRCs/PDs etc. which are located all over India. The annual accounts are required to be finalised by 30th June each year. The Council has also requested the office of the Principal Director of Audit (Scientific Department) (Audit office of C&AG of India), New Delhi *vide* letter No. 6(1)95-IU dated 18.3.1999 for arranging timely audit of annual accounts of Council/DARE so that the annual accounts could be laid in the Winter Session of Parliament.

[*Vide* Ministry of Agriculture (Department of Agricultural Research & Education) (ICAR) O.M.No. 1(1)96-Cdn.(Tech.) dated 12.5.1999]

Recommendation

The Committee also find that the accounts were submitted to the auditors for auditing on 29.8.1995 but the auditors started the auditing on 16.8.1995 and completed on 13.10.1995. The Committee fail to understand how the Audit started before handing over the documents to Auditors. The Committee are not satisfied with the moulded information furnished by the Ministry of Agriculture (Department of Agricultural Research and Education) *vide* their office Memorandum dated 21.5.1998 that the Auditors, prior to handing over the documents, scrutinised the accounts and allied records of Indian Council of Agricultural Research Headquarters. The Committee feel that scrutiny of records etc., on the basis of which the accounts are prepared, is the soul of Auditing and hence

it cannot be separated from the actual audit. The Committee advise to the Ministry of Agriculture to avoid giving such twisting replies in future.

[Para 4.11 of the Second Report (12th Lok Sabha)]

Reply of the Government

Observation noted, please.

[Vide Ministry of Agriculture (Department of Agricultural Research & Education) (ICAR) O.M.No.1(1)96-Cdn.(Tech.) dated 12.5.1999]

Recommendation

The Committee further note that Auditors took about 5 months in furnishing their final Report to Indian Council of Agricultural Research *i.e.* on 6.2.1996. The Committee see that such a long time taken is just because of imperfect accounts handed over to auditors for auditing which gave birth to a number of objections by the auditors. The Committee feel that ICAR will make all out efforts to maintain their accounts in such a way that minimum objections might be raised by the audit authorities while auditing the accounts.

[Para 4.12 of the Second Report (12th Lok Sabha)]

Reply of the Government

The Council is doing its best to maintain the accounts in such a way that minimum objections are raised by auditors. The advice of the Committee is noted, please.

[Vide Ministry of Agriculture (Department of Agricultural Research & Education) (ICAR) O.M.No.1(1)96-Cdn.(Tech.) dated 12.5.1999]

Recommendation

The Committee regret to take note that the Audited Accounts were approved by the General Body of the Council at its Annual General Meeting held on 9.3.1996 and the approved accounts were sent to the Ministry after about 9 months *i.e.* on 10.12.1996 for being laid on the Table. The Committee fail to understand why the Council withheld the documents and took 9 months in forwarding them to the Ministry. The Committee do not appreciate the casual approach of the Council with which the whole matter has been dealt with. The Committee are bound to presume that the Ministry of Agriculture also did not pursue the matter with the Council at any stage and worked leisurely which led to inordinate delay in laying these documents on the Table of the House. The Committee desire that the Ministry of Agriculture and the Council should discourage such attitude to eliminate delay in future.

[Para 4.13 of the Second Report (12th Lok Sabha)]

Reply of the Government

The advice of the Committee noted for future compliance.

[Vide Ministry of Agriculture (Department of Agricultural Research & Education (ICAR) O.M. No. 1(1)/96-Cdn. (Tech) dated 12.5.1999]

Recommendation

The Committee find that the Council sent the Audited Accounts to the Ministry of Agriculture for being laid on the Table on 10.12.1996 and the delay statement was prepared by the Ministry on 29.11.1996 and the same was got authenticated by the Ministry on 4.12.1996. The Committee do not understand how the delay statement was prepared and got authenticated prior to receipt of Audited Accounts from the Council. The Committee hope that the matter will be looked into by the Ministry seriously.

[Para 4.14 of the Second Report (12th Lok Sabha)]

Reply of the Government

Noted please.

[Vide Ministry of Agriculture (Department of Agricultural Research & Education (ICAR) O.M. No. 1(1)/96-Cdn. (Tech) dated 12.5.1999]

Recommendation

The Committee regret to note that the Annual Report of ICAR for the years 1994-95 and 1995-96 was combined and laid on the Table on 17.12.1996. The Committee are not convinced with reply furnished by the Ministry in this regard that the Annual Report for the year 1995-96 also contained achievements of ICAR for the year 1994-95. On perusal of the Annual Report for the year 1995-96, the Committee do not find any specific mention that this Report also contain the achievements of the Council for the year 1994-95. The Committee feel if it was so, this fact would have been categorically mentioned in the Annual Report for the year 1995-96. The Committee desire that this matter may be looked into thoroughly and in future Annual Report together with Annual Accounts should be laid on the Table of the House for each year separately.

[Para 4.15 of the Second Report (12th Lok Sabha)]

Reply of the Government

Noted please.

[Vide Ministry of Agriculture (Department of Agricultural Research & Education (ICAR) O.M. No. 1(1)/96-Cdn. (Tech) dated 12.5.1999]

Recommendation

The Committee note that the Annual Report for the year 1995-96 was laid within stipulated time, *i.e.* on 17.12.1996 but the annual accounts for the same year were laid on the Table on 6.5.1997, *i.e.* after a delay of

about 4 months. The Committee feel that the manner in which the documents laid on the Table of the House do not present the realistic picture of the performance of the Council. The Committee, therefore, feel that this fact should be realised in right perspective and efforts should be made to lay the Annual Report and Audited Accounts together in future.

[Para 4.16 of the Second Report (12th Lok Sabha)]

Reply of the Government

Noted please.

[Vide Ministry of Agriculture (Department of Agricultural Research & Education (ICAR) O.M. No. 1(1)/96-Cdn. (Tech) dated 12.5.1999]

Recommendation

In view of the recurring delays in laying these documents on the Table of the House, the Committee feel it necessary that the Ministry of Agriculture (DARE) and the ICAR should draw up a time schedule for each stage involved in finalisation and timely laying of these documents. The Committee also desire that officers at sufficiently higher level both in the Ministry of Agriculture (DARE) and in the council should be assigned the responsibility to keep a close watch in ensuring that these documents are completed and laid on the Table within 9 months of the close of the accounting year.

[Para 4.17 of the Second Report (12th Lok Sabha)]

Reply of the Government

In view of the recommendation, the Secretary, ICAR has already constituted a Committee under the Chairmanship of ADG (TC) for timely compilation, finalisation and presentation of documents in the Parliament.

[Vide Ministry of Agriculture (Department of Agricultural Research & Education (ICAR) O.M. No. 1(1)/96-Cdn. (Tech) dated 12.5.1999]

Recommendation

The Committee are of the view that the matter of laying the documents on the Table of the House has not received adequate attention either by the Vidyapeetha or by the Ministry of Human Resource Development (Department of Education). Had the Ministry and Vidyapeetha pursued the matter with the audit authorities for early auditing of accounts much of the delay could have been cut down. The documents for the subsequent year 1995-96 have not yet been laid. The delay is obviously inordinate and inhabits total lack of obligation to Parliament by the concerned authorities both in the Vidyapeetha and the Ministry. The Committee take serious view of the lapse and recommend that immediate remedial steps be taken by the Vidyapeetha and the Ministry *inter alia* by drawing up a time-bound schedule for preparation of Annual Reports and Accounts, their auditing, approval and laying on the Table of the House. For the adherence of the

time schedule so drawn up, some senior officers in the Vidyapeetha and the Ministry should be entrusted with the responsibility of monitoring the progress of each and every stage involved, in finalisation of the Annual Reports and Audited Accounts.

[Pare 5.8 of the Second Report (12th Lok Sabha)]

Reply of the Government

There was delay in laying the Annual Report and Annual Audited Accounts in respect of Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha in the Parliament in the previous years. The Ministry had therefore fixed a time schedule for the Vidyapeetha in the year 1997. As a result of this the Ministry had laid the Annual Report upto the year 1997-98. Only the Annual Audited Accounts for the year 1997-98 in respect of the Vidyapeetha is pending, for which the Ministry is regularly keeping a watch so that it may be laid in coming session.

The instructions of the Committee have been noted for compliance in future. The Ministry has authorised Deputy Educational Adviser (SANSKRIT), Department of Education, Ministry of Human Resource Development and Registrar, Shri Lal Bahadur Shastri Rashtriya Sanskrit Vidyapeetha, New Delhi for monitoring progress of preparation of Annual Report/Annual Audited Accounts of the Vidyapeetha.

[Vide Ministry of Human Resource Development (Department of Education) O.M. No. F. 1-4/96-Skt. II dated 16.9.1999]

Recommendations

The Committee are constrained to note that the Annual Report and Audited Accounts of the Central Council for Research in Unani Medicine, New Delhi for the year 1994-95 were laid on the Table of the House on 3.12.1996 after a delay of about 11 months after close of the accounting year. These documents for the subsequent year 1995-96 which were required to be laid on the Table of Lok Sabha by 31.12.1996 were also laid with a delay of about 4½ months *i.e.* on 12.5.1997.

The Committee find from the delay statement and subsequent information furnished by Ministry of Health and Family Welfare (Department of Indian System of Medicine and Homoeopathy) that 6 months were taken in auditing the accounts by the auditors. The Committee regret to note that six months time recommended by the Committee on Papers laid in para 3.5 of their First report (5th Lok Sabha) for auditing of accounts, for printing of the Report and sending it to the Government for laying on the Table of the House, were consumed by the auditors alone in auditing of the accounts. The Committee feel that the Ministry and the Council failed to pursue the matter with the Auditors for early auditing of account. The Committee also note that after receipt of the Audit report from the Auditors and the finalisation of the Annual report, the Council took about 2 months in getting the approval of these

documents from the General Council. An inordinately longer time of more than 6 months was also taken in translation and printing of the Annual Reports and the Audited Accounts. After translation and printing, the Council took 2 months in forwarding these documents to the Ministry for laying them on the Table of Lok Sabha.

The Committee are unhappy to note that the Ministry of Health and Family Welfare has been failing to lay the Annual reports and Audited Accounts of the Council in time since the last four years, *i.e.*, 1991-92, 1992-93, 1993-94 and 1994-95. The Committee are constrained to observe that the matter was not taken up with a sense of urgency and seriousness which it deserved. A casual approach was adopted which resulted in inordinate delay in laying the document on the table of the House. The Committee, therefore, desire that the Ministry as well as the Council should draw up a time bound schedule for finalisation of Annual Report and Audited Accounts right from the appointment of statutory auditors to the stage of laying them on the Table of Lok Sabha so that in future these documents of the Council are laid on the Table of the House within 9 months of the close of the accounting years. For the adherence of the time schedule so drawn up, some senior officers in the Ministry and in the Council should be entrusted with the responsibility of monitoring the progress of each and every stage involved in finalisation of the Annual Report and Audited Accounts.

[Paras 6.6. to 6.8 of the Second Report (12th Lok Sabha)]

Reply of the Government

It is true that delay had been occurring due to various reasons in laying the Annual report and Audited Accounts of the CCRUM, until 1994-95. However, with the setting up of a separate Department of ISM & H and formation of a separate Desk for Unani System of Medicines, the situation has improved. Though, it has not been possible so far to lay the reports exactly within 9 months from the close of the financial year, but in view of the regular monitoring by the Desk, in the subsequent years, the reports have been laid in the Budget Session of Parliament. The delay in receipt of Audited Accounts from DGACR is one of the constraints in laying the Annual Report within 9 months from the close of financial year. The delay in getting the report translated into Hindi by the Council is another reason for delay. To cut in this delay, the Council have been advised to keep a panel of names available with them so that as soon as the report is finalised, it is got translated within a fortnight. Furthermore, keeping in view the delays occurring in laying the Annual reports of various institutions. JS(ISM&H) has issued detailed instructions including the time

schedule for laying these reports. Regular monitoring is being done as per this time schedule. Efforts are being made to ensure that laying of these reports within 9 months in future.

[Vide Ministry of Health & Family Welfare (Department of ISM & H)
O.M. NO. R. 13016/20/95-UD dated 19.7.1999]

Recommendation

The Committee are distressed to note that the Annual reports and Audited Accounts of Allahabad Museum Society for the years 1992-93 and 1993-94 which, in terms of recommendation of the Committee made from time to time, ought to have been laid before Parliament by 31 December, 1993 and 1994 respectively *i.e.* within 9 months of the close of the accounting year, were actually laid on the Table of Lok Sabha on 3.9.1996. Thus, there were delays of about 32 and 20 months in laying of the documents for the year 1992-93 and 1993-94 respectively.

[Para 7.5 of the Second Report (12th Lok Sabha)]

Reply of the Government

The documents could not be laid within the stipulated period due to the non-receipt of the same from the Accountant General (Audit), Uttar Pradesh, Allahabad as the order relating to entrustment of audit of the accounts of the Museum for the year 1992-93 and onwards to the Comptroller & Auditor General of India were issued by Government of India, Ministry of Finance (Department of Economic Affairs Budget Division) on 2.1.1995.

[Vide Ministry of Human Resource Development (Department of Culture)
O.M. No. 16-15/96-M1 dated 23-3-1999]

Recommendation

The Committee find from the delay statement and subsequent information furnished by the Ministry of Human Resource Development (Department of Culture) that much of the delay took place in appointing the statutory auditors *i.e.* 21 months after the close of the accounting year 1992-93. The Committee also note that auditors took 4 months in auditing the accounts; the Society took a long period of 20 months and 16 months in finalising the Annual Reports for the year 1992-93 and 1993-94, respectively and the Ministry took 9 months after receipt of the documents, in laying the Annual reports and Audited Accounts on the Table of Lok Sabha.

[Para 7.6. of the Second Report (12th Lok Sabha)]

Reply of the Government

Necessary instruction to compile the Annual Accounts and Annual Report by 30th June, each year has since been issued to the concerned officials/officers. Concerned efforts will be continued for laying of the Annual Report and Audited Accounts as per the prescribed time frame.

[Vide Ministry of Human Resource Development (Department of Culture) O.M. No. 16-15/96-M 1 dated 23.3.1999]

Recommendation

The Committee further note that the Annual reports and Audited Accounts for the previous 3 years *i.e.* from 1989-90 to 1991-92 were also laid on the Table with delay ranging from 8 to 16 months and the documents for the subsequent years 1994-95 and 1995-96 have not been laid so far.

[Para 7.7. of the Second Report (12th Lok Sabha)]

Reply of the Government

The documents relating Annual Reports and Audited Accounts for the year 1994-95 and 1995-96 have been laid on the Table of both the Houses of Parliament. which is as under:

Year	Lok Sabha	Rajya Sabha
1994-95	16.05.1997	16.05.1997
1995-96	14.08.1997	14.08.1997
1996-97	07.12.1998	04.12.1998

[Vide Ministry of Human Resource Development (Department of Culture) O.M. No. 16-15/96-M.1 dated 23.3.1999]

Recommendation

The Committee recommend that the Ministry of Human Resource Development (Department of Culture) should take seriously, the recurrence of delays in laying the Annual Reports and Audited Accounts of the Society and ensure in future timely finalisation of the Annual Report and Audited Accounts by the Society and prompt submission of replies to queries from auditors. The Committee also recommend that the Ministry in consultation with the Society, should draw up a time bound programme for timely completion of each stage involved in finalisation of the Annual Report and Annual Accounts and in laying them on the Table of the House within the prescribed time limit of nine months of the close of the accounting year, in future.

[Para 7.8 of the Second Report (12th Lok Sabha)]

Reply of the Government

Necessary instructions have been issued to the concerned officers to adhere to the instructions of the Committee/Govt. of India for prompt submission of Annual Report and Annual Accounts to the Table officers of both the Houses of the Parliament, as per the prescribed time frame.

[Vide Ministry of Human Resource Development, (Department of Culture) O.M. No. 16-15/96-M. 1 dated 23.3.1999]

Recommendations

The Committee regret to note that the inordinate delay of 7 months has occurred in auditing of accounts; 5 months were taken in printing of the Annual Report and Audited Accounts; and six months were taken by the Ministry in getting the documents authenticated from the Minister.

The Committee are happy to know that in order to ensure the timely laying of the Annual Reports and Audited Accounts in Parliament, the Ministry has prepared a time bound programme for completion of various stages and has impressed upon the Sangrahalaya to adhere to the time-limit strictly in future.

The Committee recommend that the Ministry of Human Resource Development and the Indira Gandhi Rashtriya Manav Sangrahalaya should adhere to the time bound programme drawn by them. They should assign the responsibility to some senior officers in the Ministry as well as in the Sangrahalaya, for monitoring the progress of each and every stage involved in finalisation of the Annual Reports and Audited Accounts and ensuring their laying on the Table of the House within nine months of the close of the accounting years.

[Paras 8.9 to 8.11 of the Second Report (12th Lok Sabha)]

Reply of the Government

The Annual Report and the Audit Report alongwith Audit Certificate were prepared and laid on the Table of both the Houses of Parliament as follows:—

Year	Date of receipt of Audit Report in the IGRMS	Date of receipt of Annual Report and Audit Report in the Department	Date of Laying
1994-95	03.03.1996	17.04.1997	16.05.97
1995-96	01.02.1997	17.04.1997	16.05.97
1996-97	15.01.1998	15.05.1997	02.12.99
1997-98	09.03.1999	07.12.1999	Being prepared

A time bound programme as at Annexure has been drawn up for completion of the various stages of the preparation of Annual Report.

The responsibility for adhering to the time bound programme has been assigned to Dr. Sujit Som, Joint Director, Indira Gandhi Rashtriya Manav Sangrahalaya.

WORKING SCHEDULE FOR PREPARATION OF ANNUAL REPORT

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|----|--|------------------------------|
| 1. | Finalisation of Annual Report | 1st week of June |
| 2. | Finalisation of Annual Report | End of June |
| 3. | Sending request to A.G., M.P. for conducting Annual Audit | 2nd week of June |
| 4. | Audit by A.G., M.P. (Tentative) | July-August |
| 5. | Receipt of Audit Report from A.G., M.P. (Tentative) | First Fortnight of October |
| 6. | Approval of Annual Account and Report by RMSS (Tentative) | End of October |
| 7. | Translation of Account and Report | First Fortnight of October |
| 8. | Printing of Annual Report | First Fortnight of November |
| 9. | Forwarding of Annual Report & Audited Account for laying in both the Houses of Parliament. | Second Fortnight of November |

Note : Implementation of Sl. No. 4 & 5 depends upon A.G., M.P. because the Audit party as well as Audit Report are sent by them. Sl. No. 6 depends upon the convenience and availability of the Chairman/President and other members of the Council of RMSS.

[Vide Ministry of Human Resource Development, (Department of Culture) O.M. No. F.29-21/99-A&A, dated 10.11.1999]

NEW DELHI;
28 April, 2000

8 Vaisakha, 1922 (Saka)

ARJUN CHARAN SETHI,
Chairman,
Committee on Papers Laid on the Table.