

## **2 – Powers and Duties of Officers and Employees**

This department acts under the overall administrative control of Additional Chief Secretary (Finance) to the Govt. of H.P.

**Director-cum-Examiner, State Audit Department:** Special Secretary (Finance) holds the charge of the post of Director-cum-Examiner, H.P. State Audit Department. He is also the Head of the Department.

### ***OFFICERS/OFFICIALS POSTED IN H.Q. OFFICE OF THE STATE AUDIT DEPARTMENT :***

**Additional Director:** He is the Head of Office of the department as well as the Controlling Officer of the employees of the department who are subordinate to him.

**Deputy Director-I:** He is the incharge of the Technical Section. He is also responsible for vetting the Audit Reports of all the six Universities, HIMUDA, Urban Local Bodies, Educational Institutions and audit reports of Panchayati Raj Institutions pertaining to District Shimla, Solan, Kinnaur and Sirmaur and other work as allotted by higher authorities.

**Deputy Director-II:** He is responsible for vetting the audit reports of Board of School Education Dharamshala, HP Marketing Board Shimla, all Market Committees, Temple Trusts, E-Governance, Technical Education Board Dharamshala and audit reports of Educational and Panchayati Raj Institutions pertaining to the District Chamba, Una and Kangra and other miscellaneous institutions and any other work allotted by higher authorities.

**Assistant Director:** He is Drawing and Disbursing officer of the department and the incharge of Establishment and Accounts Section. He is also responsible for vetting of Audit reports of all Govt. Schools/ Colleges, ITI's/ Polytechnical and Panchayati Raj Institutions pertaining to the District Kullu, Mandi, Bilaspur, Hamirpur, Lahul-Spiti, other smaller miscellaneous institutions and other work allotted by higher authorities from time to time .

**Section Officer (Establishment):** He is holding the charge of the Establishment and Accounts Section of Headquarter office.

**Section Officer (Technical Section):** He is holding the charge of the Technical Section of the H.Q. Office.

**Jr. Auditors:** They work as dealing Assistants of Accounts, Establishment and Technical Sections in the H.Q. Office of the State Audit Department.

**Clerks :** They type the drafts and compare the Audit Notes. They also function as Diarist and Despatcher etc.

***THE OFFICERS POSTED IN THE RESIDENT AUDIT SCHEMES:***

Joint Controller/ Deputy Controller/ Assistant Controller and Section Officers are the incharge officers of the Resident Audit Schemes in the case of Universities, H.P. Board of School Education, Marketing Board and Market Committees. These Officers work under the pre-audit system and exercise the supervision work over the subordinate staff posted there.

***JUNIOR AUDITORS POSTED IN RESIDENT AUDIT SCHEMES:***

Junior Auditors posted in Resident Audit Schemes conduct the pre-audit/post audit in the Resident Audit Schemes.

***OFFICERS/OFFICIALS POSTED IN THE CIRCLES:-***

The Assistant Controllers/Section Officers and Junior Auditors posted in the Audit Circles conduct the post audit of the institutions under auditorial jurisdiction of the State Audit Department. The work of these officers/officials is inspected by the Additional Director/Deputy Director/Assistant Director (HQ) from time to time.