

Powers and Duties of its Officers and Employees :

The department functions under the overall administrative control of Principal Secretary (Finance) to the Govt. of H.P.

Director-cum-Examiner, Local Fund Accounts Special Secretary (Fin.-Exp.) holds the charge of the post of Director-cum-Examiner, Local Fund Accounts, H.P., Shimla. He is the Head of the Department too.

OFFICERS/OFFICIALS POSTED IN H.Q. OFFICE OF THE LOCAL AUDIT DEPARTMENT :

Additional Director/Joint Director: He is the Head of the Office as well as Controlling Officer for Class-I,II, III & IV employees of the department, subordinate to him.

Deputy Director –I: - He is looking after the working of Marketing Board, Shimla and all Market Committees, Vetting of Audit Reports of all the three Universities, Board of School Education, Temple Trusts, Govt. Colleges and other misc. institutions.

Deputy Director-II: - He is the Branch Officer of the Technical Section. He is also responsible for conduct of audit of HIMUDA and vetting of audit reports of Govt. schools.

Assistant Director: - He is branch Officer of Administrative and Accounts Section of the Headquarters Office of the Local Audit Department. He also supervises the Audit parties as and when special audit of any institution is assigned to this department.

Section Officer (Monitoring Cell):- He is functioning as DDO besides holding the charge of the Administration and Accounts Section and monitoring cell.

Section Officer (Technical Section): Functioning as incharge of the Technical Section of the H.Q. Office.

Jr. Auditors: - Functioning as dealing Assistants of Accounts, Establishment and Technical Sections in the H.Q. Office of the Local Audit Department.

Jr. Asstt./Clerks :- Typing work of Audit Notes and drafts, also function as Diarist and Despatcher etc.

THE OFFICERS/OFFICIALS POSTED IN THE RESIDENT AUDIT SCHEMES:

Joint Controller/Deputy Controller/Assistant Controller and Section Officers are functioning as incharges of the Resident Audit Schemes in the case of Universities, H.P. Board of School Education, Marketing Board and Market

Committees respectively. The function of these Officers is to conduct the pre-audit and supervision of the work of the subordinate staff posted there.

JUNIOR AUDITORS: Conduct the pre-audit/post audit in the Resident Audit Scheme.

OFFICERS/OFFICIALS POSTED IN THE FIELD:-

Section Officers: Section Officers and Junior Auditors have been posted in the field audit circles to conduct the post audit of the institutions under Auditorial Jurisdiction of the Local Audit Department. Besides, Deputy Controller/Assistant Controller also supervises the Audit Parties while conducting the audit of HIMUDA and any other special audit of the major institutions assigned by the department.