

CIRCULAR No. 03/2010

Sub:- Audit – Audit of Kerala Co-operative Milk Marketing Federation/Regional Milk Producers' Unions and Primary Milk Producers' Co-operative Societies organised under Anand Pattern (APCOS) – Powers, Duties and functions of Auditors – Modified – Orders issued.

Ref:- (1) Circular No.5/83 dated 17-2-1983 of Registrar of Co-operative Societies.

(2) Circular No.1/91 dated 5-1-1991 of Registrar of Co-operative Societies.

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The audit of Kerala Co-operative Milk Marketing Federation Limited, its affiliated Regional Unions such as Thiruvananthapuram Regional Co-operative Milk Producers Union Ltd., Ernakulam Regional Co-operative Milk Producers Union Ltd and Malabar Regional Co-operative Milk Producers Union Ltd. and Primary Milk Producers' Co-operative Societies organised under Anand Pattern (APCOS) in the State is now being conducted as per the procedure laid down in Registrar's Circular 1st and 2nd cited by a separate wing of the department headed by a Deputy Director/Concurrent Auditor, Four Assistant Director/Concurrent Auditors and Senior and Junior Concurrent Auditors posted from time to time under Rule 156 Part I Kerala Service Rules. The Audit wing constituted as stated above is with the object of timely completion of audit in a more effective manner. In order to achieve the above object, modification of the existing powers, duties and functions of the above mentioned Auditors are found necessary. In this circumstance, the following work arrangements are ordered.

1. Powers, Duties and functions of the Deputy Director/Concurrent Auditor

In addition to the overall supervision, control, periodical review of the progress of the entire audit wing attached to the Federation, the Deputy Director/Concurrent Auditor will have the following powers, duties and functions.

- (i) Approval of advance tour programme and tour diaries of Assistant Director and Auditors of Kerala Co-operative Milk Marketing Federation Limited and their Units and commercial auditors of regional unions and verification of the same.
- (ii) Sanctioning of Casual Leaves of Assistant Director/Concurrent Auditors and Concurrent Auditors of KCMMF.
- (iii) Passing of the T.A. Bills of Assistant Director/Concurrent Auditors and Concurrent Auditors mentioned in para 1(i).

- (iv) Audit of Kerala Co-operative Milk Marketing Federation and its units, through the Concurrent Auditors under the control of him/her.
- (v) Monthly review of the progress of audit of APCOS and Commercial units of Federation and Regional Unions.
- (vi) Monthly review of the work done by Assistant Director/Concurrent Auditors of the Regional Unions.
- (vii) Preparation and submission of the monthly progress report and D.O. narrative report to the Director of Co-operative Audit promptly.
- (viii) Conduct test audit in commercial units of Regional Unions and APCOS.
- (ix) Conduct inspection in the office of the Assistant Director/Concurrent Auditors of the Regional Unions.
- (ix) Timely writing of the confidential records (performance appraisals) of Assistant Director and Senior Auditors directly working under him and forwarding the same to the Additional Director of Co-operative Audit for review.
- (x) Review of the confidential records written by the Assistant Director and forwarding the same to the concerned Joint Director of Co-operative Audit for safe custody.
- (xi) Calculation of Audit cost and ensuring realisation of the same in advance as instructed by Government and maintenance of the registers and records relating to the same and timely submission of application for continuous sanction of posts under R. 156 Part I KSR.
- (xii) Submission of duty certificate of Auditors, working directly under his/her control to the Joint Director of Co-operative Audit of the District where the establishment matter of Auditors is vested.
- (xiii) Other works, if any, allotted from time to time by the Additional Director of Co-operative Audit, Director of Co-operative Audit and Registrar of Co-operative Societies.

2. Powers, Duties and functions of the Assistant Director/Concurrent Auditor, KCMMF Ltd.

- (i) To assist the Deputy Director /Concurrent Auditor in the audit of the KCMMF-Head Office and its units such as Training Centre, Thrissur and Milk Powder Factory, Punnapra
- (ii) Further the AD/CA should attend the works/duties allotted by the Deputy Director/Concurrent Auditor from time-to-time.

3. Powers, Duties and functions of the Assistant Director/Concurrent Auditor in Regional Unions:-

The Headquarters of the three Assistant Director/Concurrent Auditors will be the Offices of the three Regional Unions i.e., at Thiruvananthapuram, Ernakulam and Kozhikode respectively and their jurisdiction will be coterminous with the area of operation of the concerned Regional Unions. The under mentioned powers and duties will be discharged by the Assistant Director/Concurrent Auditors of the Regional Unions.

- (i) Audit of Regional Milk Producers Union and its units through the Concurrent auditors under the control of him/her.
- (ii) Approval of advance tour programmes & tour diaries of Auditors of APCOS and their verification.
- (iii) Sanctioning of Causal Leaves to Auditors working in the regional unions concerned, including commercial auditors.
- (iv) Approval of Audit Reports and issue of audit certificates in respect of APCOS, and their test audit in time.
- (v) Submission of Audit Report of the Regional Co-operative Milk Producers Union to Director of Co-operative Audit, through the Deputy Director/ Concurrent Auditor.
- (vi) Ensuring the realisation of Audit Cost in advance from the Regional Union as instructed by the Government and submission of application for continuous sanction for the post of Concurrent Auditors as per R. 156 Part I KSR.
- (vii) Passing of the T.A. bills of the Auditors of APCOS and maintaining the connected registers and records up-to-date.
- (viii) Maintenance of the registers and records relating to audit.
- (ix) Submission of monthly progress report of audit of APCOS and Commercial Units to the Deputy Director/Concurrent Auditor KCMMF.
- (x) Monthly review of the work done by the Auditors working under the control of Assistant Director/Concurrent Auditor and taking follow-up action.
- (xi) Writing of the confidential records (performance appraisals) of Senior Auditors under his/her control.
- (xii) Submission of duty certificate of Auditors working under his/her control to the Joint Director of Co-operative Audit of the District where the establishment matter of Auditors are vested.
- (xiii) Verification of advance tour Programme & Diary of commercial Auditors of regional unions.
- (xiv) Other works, if any, allotted from time-to-time by the Deputy Director / Concurrent Auditor KCMMF, Director of Co-operative Audit and the Registrar of Co-operative Societies.

4. Establishment Matters:-

The responsibility of drawing and disbursing the salary and allowances of the Auditors and keeping all the registers and records relating to the same and maintenances of service books, sanctioning of leave other than Casual Leave etc: will vest with the respective Joint Director of Co-operative Audit in the Districts where the headquarters of the Concurrent Auditors or the concerned Regional Union is situated. The authority for sanctioning leave (other than Casual Leave) to the Assistant Director attached to the Regional Union will also vest with the Joint Director of Co-operative Audit of the District.

5. The Deputy Director/Concurrent Auditor will closely watch the performance of All Assistant Director/Concurrent Auditors of the Regional Unions and the Additional Director of Co-operative Audit in this office will closely watch the performance of the Deputy Director/Concurrent Auditor, periodically review their work and ensure that the above instructions are followed up promptly.

(The Office Circular No.1/91 dated 05.01.1991 stands modified to the above extent.)

**Sd/-
DIRECTOR OF CO-OPERATIVE AUDIT.**

To

The Deputy Director/Concurrent Auditor, Kerala Co-operative Milk Marketing Federation Ltd., Thiruvananthapuram.

All Assistant Director and Auditors under the control of the Deputy Director/Concurrent Auditor.

Copy to:-

1. Registrar of Co-operative Societies.(with covering letter)
2. All Joint Director of Co-operative Audit in the Districts.
3. The Managing Director, Kerala Co-operative Milk Marketing Federation Ltd, Thiruvananthapuram.
4. Stock File etc
5. Spare

//Forwarded by Order//



Assistant Director of Co-operative Audit