

**MONTH SELECTION MEMO FOR THE MONTH OF December, 2022.**

(Refer Note – I below Para V.I of the Office Manual)

Audit Staff working in field are directed to select the following months for the detailed check of accounts to be taken up for audit during the month 12/2022. In the event of non-receipt of fresh month selection memo by the end of the month further instruction should be sought from the directorate. If there are solid grounds for taking up the audit of any other months(s), the same may be intimated immediately giving reasons in support thereof, for obtaining orders from the Directorate.

- I. **UNIVERSITIES & BOSE HARYANA (Modified Schemes) the following months may be selected where period of audit is quarter ending.**

Sr. No.	Year	Ist Quarter	IIrd Quarter	IIIrd Quarter	IVth Quarter
1	2009-10	-	9/009	10/2009	1/2010
2	2010-11	6/2010	8/010	12/2010	3/2011
3	2011-12	5/2011	7/2011	11/2011	2/2012
4	2012-13	4/2012	8/2012	10/2012	1/2013
5	2013-14	6/2013	9/2013	12/2013	3/2014
6	2014-15	5/2014	7/2014	11/2014	2/2015
7	2015-16	4/2015	8/2015	10/2015	2/2016
8	2016-17	6/2016	7/2016	12/2016	1/2017
9	2017-18	4/2017	9/2017	11/2017	3/2018
10	2018-19	5/2018	8/2018	10/2018	1/2019
11	2019-20	4/2019	7/2019	11/2019	2/2020
12	2020-21	6/2020	9/2020	12/2020	3/2021
13	2021-22	5/2021	7/2021	11/2021	2/2022
14	2022-23	4/2022	8/2022		

- II. **ZILA PARISHADS, P.S., HRDF ADMINISTRATION BOARD, HRDF MKT. C., HRDF P.S. AND HRDF (XEN) PANCHAYATI RAJ ACCOUNTS (AUDITABLE ANNUALLY):-**

1	Where the period of audit is	4/18 to 3/19	8/18	3/19
2	-do-	4/19 to 3/20	5/19	1/20
3	-do-	4/20 to 3/21	9/20	2/21
4	-do-	4/21 to 3/22	11/21	3/22

- III. **HRDF P.S. AND HRDF (XEN) PANCHAYATI RAJ ACCOUNTS, (AUDITABLE HALF YEARLY).**

1	Where the period of audit is	4/20 to 9/20	4/20	8/20
2	-do-	10/20 to 03/21	9/20	2/21
3	-do-	4/21 to 09/21	6/21	9/21
4	-do-	10/21 to 3/22	11/21	2/22
5	-do-	4/22 to 9/22	4/22	8/22

- IV. **DATES FOR TEST CHECK OF INCOME:- HRDF (MKT C.) 8<sup>th</sup> to 23<sup>th</sup> of the month selected for detailed check.**  
 V. **GRAM PANCHAYAT ACCOUNTS (AUDITABLE ANNUALLY).**

1	Where the period of audit is	2021-2022	8/21	3/22
2	-do-	2020-2021	4/20	2/21
3	-do-	2019-2020	7/19	1/20
4	-do-	2018-2019	9/18	3/19
5	-do-	2017-2018	5/17	2/18
6	Additional Month in case audit period exceed 5 years			1/2017

- VI. **COLLEGES, SCHOOLS, INDUSTRIAL INSTITUTIONS & Other Miscellaneous Accounts (Auditale Biannually).**

1	Where the period of audit is 4/21 to 3/22	8/21 & 2/22
2	Where the period of audit exceed 15 months but does not exceed 18 months	12/20
3	Where the period of audit exceed 18 months but does not exceed 24 months	8/2020

**NOTE:-**

- In case audit period is beyond the period for which months are selected, necessary sanction for selecting other months should be obtained.
- Sometimes Auditors leave the previous periods un-audited because selected months relevant to the period in question are not indicated in the month's selection memo. This is not correct and any such lapse would be viewed seriously.
- Foot notes as per Head Office Order No. XV(16)Vol. II/33 dated 17.01.07 for time allotment may also be adhered to.
- Month Selection Memo also available on office website i.e., localaudithry.gov.in
- All accounts/items not covered in Modified Audit Scheme will be Governed by the provisions of office manual.

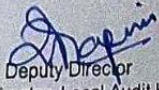
Dated Panchkula  
The 9<sup>th</sup> November, 2022

Endst. No. III(282)LAD/MSM/2022/94

A copy forwarded to the following for information and necessary action:-

- All the JD/DD/RAO/SA and Panchayat Auditors in the State.
- Nodal Officer IT/Supdt. (PR) and all P.A. of Programme Branch in H.O. Panchkula.

Sd/-  
**RAJESH KUMAR GUPTA**  
DIRECTOR  
LOCAL AUDIT HARYANA  
Dated: 11.11.22

  
Deputy Director  
For Director, Local Audit Haryana  
Panchkula