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To

Sh. Anil Dutt Sharma,  
Public Information Officer-cum-Additional Director,  
Local Audit Department,  
H.P.Shimla-9.



**Subject:- Request for information under RTI Act, 2005.**

Sir,

Most respectfully I humbly state that the Annual Performance Appraisal Report/ACR for the year 2009-10 has not been communicated to me. You are requested to provide the copy of above Annual Performance Appraisal Report/ACR for the year 2009-10 under RTI Act-2005. I am hereby enclosing the requisite fee in the shape of IPO amounting to Rs. 10.00.

— Yours faithfully,

Encls: IPO No.31F 216353 worth Rs. 10.00

*OK 11/1/2016*  
(Baldev Raj Sharma)  
Deputy Controller (Audit)  
Resident Audit Scheme,  
CSKHPKV, Palampur.

*7/5/16*  
*AD*  
*Scd (A)*  
*2*  
*APR 2016*  
*A/A-I*

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I-515/2005 Fin (LA) Vol-6 - 131-  
Government of Himachal Pradesh,  
Local Audit Department

From:

Director,  
Local Audit Department,  
Himachal Pradesh Shimla-171009

To

Shri Baldev Raj,  
Deputy Controller,  
Resident Audit Scheme,  
CSK, Himachal Pradesh Krishi Vishwavidhyala,  
Palampur, District Kangra, H.P

Dated : Shimla -9 the.....08 JAN 2016

Subject: Request for Information under RTI Act, 2005

Sir,

I am to refer to your RTI application dated 02.01.2016 (received in this office on 07.01.2016) and to say that the information as required by you consists of 10 (Ten) A-4 size pages and can be supplied on deposit of additional fees of Rs.57 (in case you desire the information via registered mail) or Rs. 40 (via ordinary mail) worked out as under:

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		<u>Ordinary Post</u>	<u>Registered Post</u>
Application Fees		Rs.10	Rs.10
Fees for information		Rs.20/- (10 pages @ Rs.2)	Rs.20/- (10 pages @ Rs.2)
<u>Postage Charges</u>			
For this letter <u>(Ordinary post)</u>	-	5	5
For subsequent communication via <u>Ordinary post</u>	15	15	----
For subsequent communication via <u>Registered post</u>	32	----	32
<u>Total Fees</u>		50	67
<u>Less</u>			
Fees already paid Rs.10		10	10
<u>Fees now payable</u>		<u>40</u>	<u>57</u>

Yours faithfully,

Public Information Officer-  
Cum- Additional Director  
Local Audit Department,  
H.P.Shimla-171009

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To

Sh. Anil Dutt Sharma,  
Public Information Officer-cum-Additional Director  
Local Audit Department,  
H.P.Shimla-9.



**Subject:- Request for information under RTI Act, 2005.**

Sir,

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In reference to your office letter No. 1-515/2005-Fin(LA)Vol-6-131 dated 08.01.2016 on the subject cited above, please find enclosed herewith requisite fee in the shape of IPO amounting to Rs. 60.00.

Yours faithfully,

Encls: 1. IPO No 88G-090347 worth Rs. 50.0  
2. IPO No. 31F-216488 Worth Rs. 10.00

*[Signature]*  
15/1/2016  
(Baldev Raj Sharma)  
Deputy Controller (Audit)  
Resident Audit Scheme,  
CSKHPKV, Palampur.

2  
12/01

Sd/LA

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NATURE

SE IPO RULES

Registered

No. I-515/2005 -Fin (LA)-Vol-6 - 493  
Government of Himachal Pradesh,  
Local Audit Department.

From;

The Director  
Local Audit Department  
Himachal Pradesh, Shimla-171009.

To

Shri Baldev Raj,  
Deputy Controller,  
Resident Audit Scheme,  
CSK, Himachal Pradesh Krishi Vishwavidhyala,  
Palampur, District Kangra, H.P

Dated, Shimla-171009, the, **21 JAN 2016**

Subject:- **Request for information under the RTI Act, 2005.**

Sir,

With reference to your RTI application No. Nil dated 02.01.2016 (received in this office on 07.01.2016) and subsequent deposit of Rs.60/- against the demand of Rs.57/- on account of additional fees by you vide your letter No. Nil dated 15.01.2016 (received in this office on 19.01.2016), find enclosed herewith the information as requested by you consisting of 10 No. (A-4 size) pages.


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**In case you are not satisfied with this information you may prefer an appeal before Shri Rajesh Sharma, Director, Local Audit Department, H.P. Shimla-9-the designated appellate authority within next 30 days.**

Yours faithfully,

  
Public Information Officer-cum-  
Additional Director,  
Local Audit Department,  
HP Shimla-9.

Encl. As above (Page 1 to 10)

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## FORM OF CONFIDENTIAL REPORT ON GAZETTED OFFICERS OF LOCAL AUDIT DEPARTMENT, H.P.

Ministry/Department/Office of Local Audit Dept. H.P.  
 Report for the year/period from 1.4.2009 to 31.3.2010

### Part-I-Personal Data (To be filled by the Ministry/Department/Office)

1. Name of Officer .... Sh. Baldev Raj
2. Date of Birth .... 5.8.1959
3. Designation/Post held .... Assistant Controller
4. Date of continuous appointment to the present grade 22.1.2004
5. Whether Permanent/Quasi-Permanent/Temporary .... Permanent
6. Section/Circle/Resident Audit Scheme in which served during the year/period under report and the period of service in each .... Audit of ULB
7. Professional Qualifications .... B.A.S (LAD)
8. Period of absence from duty on leave, training etc. during the year/period under report  
 .... EL-15.5.09 to 23.5.09  
 .... 20.7.09 to 25.7.09, 23.12.09 to 31.12.09  
 .... Commuted leave -13.7.09 to 19.7.09

### Part-II

#### 1. Brief description of duties (in 30 words):-

Conduction of Post audit of Institutions allotted by Head office and drawing of audit reports thereof.

#### 2. Details of Audit/Post Audit conducted during the period from 1.4.2009 To 31.3.2010 (for Resident Audit Scheme/Audit Circles)


No. of Institutions/Deptt./ Out stations allotted for audit/ Post audit.	No. of units audited.	Reasons for shortfall in Target (if any).

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Information supplied under RTI Act to:

Name of the applicant: Sh. Baldev Raj

Whether BPL or not: N/O

  
**PIO-cum-Additional Director,**  
**Local Audit Department,**  
**H.P., Shimla-171005**

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3. Brief resume of the work done by the Officer reported upon, during the period from 1.4.2009... To 31.3.2010... bringing out any special achievement during the period. (The resume may be furnished in maximum of two pages)

on Separate Sheet

Date.....

Signature.

**Part-III(A) – Assessment by the Reporting Officer**  
( For Resident Audit Schemes and Audit Circle Staff only)

1. Do you agree with the resume of work as indicated?  
by the officer in Part-II of the report and in particular  
regarding the special achievement, if any, mention  
by the officer? If not, indicate briefly the reason for  
disagreeing with it and the extent of your disagreement
2. State of Health:  
Please indicate whether-  
(a) The officer physically energetic, and  
(b) Mentally alert

**NOTE: - ASSESSMENT UNDER COLUMNS 3 TO 13 BELOW SHOULD NOT BE INDICATED BY TICK MARKING BUT SHOULD BE CLEARLY EXPRESSED IN SUITABLE WORDS.**

3. Promptness in achieving the targets fixed for the audit of accounts/review of performance:
  - (a) Very prompt in achieving the targets assigned quarterwise as well as for whole of the year by saving the time allotted for the conduct of the audit of institutions.
  - (b) Reasonably prompt in achieving the targets assigned quarterwise as well as for whole of the year.
  - (c) Is slow and not able to achieve the targets assigned quarterwise as well as for the whole of the year.

Information supplied under RTI Act to :

Name of the applicant : Sh. Baldev Raj

Whether BPL or not : No

PIO-cum-Additional Director,  
Local Audit Department,  
H.P., Shimla-171001.



## Brief Resume of work for the year 2009-10

Audit of the following institutions was conducted during the year 2009-10.

<u>S No</u>	<u>Name of Institution</u>
1.	H.P. and Himachal Pradesh Par. Panchayat Municipal
2.	Municipal Council, Hamirpur
3.	Hogar Panchayat Rewalsar
4.	Hogar Panchayat Dehra
5.	Hogar Panchayat Jasolanpur
6.	Hogar Panchayat Madaur
7.	Hogar Panchayat Suranpur
8.	Municipal Council, Parnahar

During the course of audit, cases of overpayments, double payments, irregular expenditure, short realization etc were detected and these have been highlighted through the audit reports of the concerned institutions. Audit of the above institutions was completed well before the time allotment fixed by Head Office and hence, time allotment was also saved. Audit reports of the above institutions have been submitted to the Head Office well in time.

Information supplied under RTI Act to:

Name of the applicant: Sh. Baldev Raj

Whether BPL or not: NO

PIO-cum-Auditor  
Local Audit Department  
H.P., Shimla-171001



(BALDEV RAJ SHARMA)

Assistant Controller (Audit)

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4. (For Resident Audit Schemes only)  
Has any of the Institutions audited by him have become C & AG para?
5. Knowledge of rules, codes, manuals, related instructions and their application in the audit of accounts of various institutions:
- (a) Has an exceptionally good grasp of the rules, codes, manuals and related instructions and their application in the examination of accounts of the institutions as well as in drafting of audit reports and audit requisitions.
  - (b) Has a good grasp of the rules, codes, manuals and Related instructions and their application for conducting the audit of accounts as well as drafting of audit reports and audit requisitions
  - (c) Just enough.
  - (d) Not good enough.
6. Reporting/writing ability :-
- (a) Presentation of audit reports is balanced, in content, clear and suggestions brought out are conclusive.
  - (b) Audit reports give evidence of thorough and comprehensive examination, covering all aspects of transactions/contracts etc.
  - (c) Audit report contains all relevant/pertinent information.
  - (d) Objection/irregularities pointed out in audit reports are well supported with rules and regulations.
7. Promptness/timely submission of audit reports:
- (a) Very prompt in drafting /submission of audit reports/audit requisitions within the time period specified by the office for audit of bigger/smaller institutions.
  - (b) Reasonably prompt.
  - (c) Is slow and tends to delay in drafting the audit reports/audit requisitions and its submission to the Headquarters' office as well as to the concerned institutions.
8. Analytical ability:
- (a) The Officer has an excellent ability to scrutinize the accounts of the institutions and to comment upon the shortcomings as well as to suggest the ways to overcome the defects/shortcomings.
  - (b) The Officer has good ability to scrutinize the accounts of the institutions and to comment upon the shortcomings as well as to suggest the ways to overcome the defects/shortcomings.
  - (c) Just able to scrutinize the accounts and to comment upon the shortcomings.

Good

Good

Reasonably prompt

Very good

Information supplied under RTI Act to :

Name of the applicant: Sh. Baldev Raj

Whether BPL or not :- No

PIO-cum-Additional Director  
Local Audit Department  
H.P. - Shimla - 171001



9. Interpersonal relation and teamwork:

Maintains very cordial relations with his superior

colleagues and subordinates appreciate to his point of view and has exceptional ability to promote team spirit and to optimize the output of his subordinates.

- (a) Maintains cordial relations and has very good ability to promote team spirit and to optimize the output of his subordinates.
- (b) Maintains cordial relations with his superiors and subordinates and good ability to promote team spirit and to optimize the output of the subordinates.
- (c) Just able to maintain the relations and ability to promote team spirit is also just satisfactory.

having cordial  
relations with  
the staff & employees

10. Intelligence and Understanding:

- (a) Exceptional and has clear grasp of any accounts however complicated may be.
- (b) Is intelligent and has good grasp of accounts
- (c) Shows a barely adequate grasp.
- (d) Very slow and often misses the point.

Has good  
grasp of accounts

11. Initiative in para settlement:

- (a) Shows an exceptional initiative for settlement of paras of audit reports/audit requisitions.
- (b) Shows reasonable initiative for settlement of paras of audit reports/audit requisitions.
- (c) Shows barely adequate initiative.
- (d) Shows no initiative.

Shows reasonable  
initiative

12. Promptness in realization of audit fee from the institutions:

- (a) He is very prompt in getting the audit fee realized/deposited from the institutions during the period of audit.
- (b) Reasonably prompt in getting the audit fee realized/deposited.
- (c) Shows barely adequate sense of responsibility for realization/deposit of audit fee.

Reasonably  
prompt

13. Control and management of staff: -

- (i) Guidance in the performance of tasks to his subordinates, review of performance enforcing discipline:
  - (a) Excellent
  - (b) Very good
  - (c) Good
  - (d) Average
  - (e) Poor

Good

Information supplied under RTI Act to:

Name of the applicant: Sh. Baldev Raj

Whether BPL or not: No

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DIO-cum-Auditor, District  
Local Audit Department  
4-P, Shri Ganga Nagar, 8

(ii) Ability to inspire confidence and to get the best out of staff:

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

*Good*

(iii) Capacity to train, help and advise the staff and ability to handle his subordinates: -

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

*Good*

14. Punctuality and attendance: -

*He is punctual and regular.*

**Part-III(B)-Assessment by the Reporting Officer**  
(For Headquarters' Office staff only).

1. Do you agree with the resume of work as indicated? by the officer in Part-II of the report and in particular regarding the special achievement, if any, mention by the officer? If not, indicate briefly the reason for disagreeing with it and the extent of your disagreement .....

2. State of Health:  
Please indicate whether-  
(a) The officer physically energetic, and  
(b) Mentally alert

**NOTE: - ASSESSMENT UNDER COLUMNS 3 TO 13 BELOW SHOULD NOT BE INDICATED BY TICK MARKING BUT SHOULD BE CLEARLY EXPRESSED IN SUITABLE WORDS.**

3. Intelligence and Understanding:  
(a) Exceptional and has clear grasp of any matter however complicated may be.  
(b) Is intelligent and grasps a point covering with reasonable speed.  
(c) Shows a barely adequate grasp.  
(d) Very slow and often misses the point.

Information supplied under RTI Act to:

Name of the applicant: *Sh. Baldev Raj*

Whether BPL or not: *No*

*[Signature]*  
PIO-cum-Additional Minister  
(Genl Audit)  
*[Signature]*



4. Knowledge of rules, functions, Regulations, manuals, related instructions and their application in the field of work assigned to the officer:

- (a) Has an exceptionally good grasp of the rules, codes, manuals and related instructions and their application in the work of branch and office as whole; also while scrutinizing the paras drafted in the audit reports of the various institutions under auditorial jurisdiction of the department.
- (b) Has a good grasp of the rules, Regulations, manuals and Related instructions and their application in the office procedures and also while scrutinizing the paras drafted in the audit report.
- (c) Just enough.
- (d) Not good enough.

5. Analytical ability:

- (a) Has an exceptional ability to analyse the pros and cons of the cases any typical may be and has an ability to solve the problems and to indicate/proposed the decision to be taken.
- (b) Has very good approach to analyze the pros and cons of the cases and knowledge to solve the problems and indicate decision to be taken.
- (c) Is just able to analyze the pros and cons of the cases and to solve the problems to some extent.

6. Communication skills:

- (a) The officer has an exceptional ability to communicate the matters of the office with brevity, clarity and accuracy both orally as well as in writing, also very competent to draft notes, briefs for presentation to the superior officers as well as for meetings.
- (b) Is bale to communicate the matters clearly and accurately both orally and in writing also has good skill to draft notes, briefs.
- (c) Just satisfactory skill to communicate.

7. Attitude to work:

- (a) Exceptional in realising his sense of responsibility and always shows willingness to learn and systematize his work.
- (b) Shows reasonable sense of responsibility and willingness to learn and systematize his work.
- (c) Shows barely adequate sense of responsibility and willingness to learn and systematize his work.
- (d) Very slow and often lacks sense of responsibility and willingness to systematize his/her work.

Information supplied under RTI Act to :

Name of the applicant : Sh. Baldev Raj

Whether BPL or not : No

  
P. O. Kum-Additional Director,  
Local Audit Department,  
H.P. Srinagar



8. Judgement:

- (a) His proposals are consistently sound and well thought of.
- (b) Reliable.
- (c) Takes a reasonable view.
- (d) Unreliable, undecided or rigid or superficial or erratic.

9. Initiative:

(Please comment on the capacity and resourcefulness of officer in handling normal as well as unforeseen situations; willingness to take additional responsibility and new area of work and capacity to initiate cases at his own level)

- (a) Excellent.
- (b) Very good.
- (c) Good.
- (d) Average.
- (e) Poor.

10. Ability in noting and drafting:

- (a) Excellent.
- (b) Very good.
- (c) Good.
- (d) Average.
- (e) Poor.

11. Quality of work:

Attend to detail, accuracy in presentation of facts and thoroughness in examination:-

- (a) Most reliable and comprehensive.
- (b) Considers all relevant details.
- (c) Is apt to be over concerned with petty details and loses perspective.
- (d) Inclines to be superficial.

12. Promptness in disposal of work:

- (a) Very prompt.
- (b) Reasonably prompt.
- (c) Is slow and tends to delay.

13. Control and management of staff:

- (i) Guidance in the performance of tasks to his subordinates, review of performance enforcing discipline:

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

Information supplied under RTI Act to:

Name of the applicant: Sh. Baldev Ray

Whether RPL or not: NO

  
PIO-cum-Additional Director,  
Local Audit Department,  
H.P., Shimla-171009. 

(ii) Ability to inspire confidence and to get the best out of staff:

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

(iii) Capacity to train, help and advise the staff and ability to handle his subordinates: -

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

14. Punctuality and attendance: -

### Part-III(C)

(Common for Headquarters' office as well as Resident Audit Schemes and Audit Circle staff).

1. Other observations: -

(This space may be utilised for remarks, which complete Corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the Performance given above which the Reporting Officer considers worth-mentioning, may also be indicated here)

*His overall performance is assessed as good.*

2. Integrity: -

(Instructions contained in Ministry of Home Affairs

O.M.No.51/4/64-Estt.(A), dated 21-6-1965 should be kept in mind).

*nothing has come to my knowledge which may adversely affect his integrity.*

3. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker sections of society.

*Good*

4. Whether officer takes keen interest in using official language (Hindi) in office work.

*Good*

Signature of Reporting Officer

*[Signature]*  
*(L.B. - Good)*  
*Addl Director*

Name in Block letters .....

Designation.....

Date.....

*28-10-10*

Information supplied under RTI Act to:

Name of the applicant: *Sh. Baldev Roy*

Whether BPL or not: *No*

*[Signature]*  
PIO-cum-Additional Director  
Local Audit Department  
H.P., Shimla-171004

Part-IV-Remarks of the Reviewing Officer

1. Length of service under the Reviewing Officer.

One Year.

2. Do you agree with the Reporting Officer in regard to his remarks in the resume of the work done by the officer as contained in part-II of the report? If not, indicate briefly the reasons for disagreeing With the Reporting officer and the extent of your disagreement.

The officer's work was perused & based on the same he is graded as 'Average' & not 'Good'.

3 Overall assessment of performance and qualities.

Average

4 Has the officer any special characteristics and/or any Outstanding merits or abilities which would justify his Advancement and special selection for higher appointment Out of turns? If so, mention these characteristics briefly.

NO

Signature of Reviewing Officer

Akshay Sora

Name in Block letters.....

Designation..... Director (AD)

Date..... 16/11/10

Part-V-Countersignature by the next higher officer with Remarks, if any.

Signature of Countersigning Officer,

Principal Secretary (Finance) to the

Government of Himachal Pradesh, Shimla.

Designation.....

Date... 25.11.10.

\*\*\*\*

राजकीय मुद्रणालय, हि ५०, शिमला-3599-एलओपीओ/2008-14-3-2008-200

Information supplied under RTI Act to :

Name of the applicant : Sh. Baldev Raj

Whether BPL or not : No

PIO-cum-Auditor General Director,  
Local Audit Department,  
H.P., Shimla-171002