

OFFICE OF THE CDA CHENNAI-18
CHECK LIST FOR AUDIT OF ADMINISTRATIVE APPROVALS

NAME OF THE UNIT:

NAME OF THE WORK:

ADMIN APPROVAL NO AND DATE:

VALUE OF ADMIN APPROVAL:

SL N O	AUDIT POINT	CHECK BOX
1	Whether the ink signed copy of the Administrative Approval has been received directly from the CFA immediately after the date of administrative approval mentioned therein?	YES / NO Dt. of A/A: Dt. of receipt: Dt. of Audit:
2	What is the nature of work? Whether the categorization as per AA with reference to the value of the Admin Approval is correct?	Major Capital Work / Low Budgeted Capital Work / Revenue Work / Minor Work / Ordinary Repairs / Special Repairs If Major Capital Work or Low Budgeted Capital Work Whether included in the AMWP of the service or Annual Low Budgeted Works Programme of the Command concerned? YES / NO
3	Whether the CFA has accorded sanction under inherent powers or in consultation with IFA? Note: If Sanction has been accorded in consultation with IFA go to Sl. No. 20	UNDER INHERENT POWERS / IN CONSULTATION WITH IFA (Strike out the inapplicable part)
4	Is the work covered by Scales of Accommodation ?	YES / NO If Yes Para reference to SOA 1983:
5	Whether the conditions and	YES / NO

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	restrictions given in the SOA have been adhered to to qualify as Authorized Work ?	<p>If No</p> <p>(i)Who is the CFA for the total value of the Work taking it as Special Work?</p> <p>(ii)Whether the manner of exercising of financial power by CFA is incorrect warranting cancellation of the Admin Approval? (Indicate authority and quote the CFA powers with / without IFA Concurrence)</p> <p>YES / NO:</p> <p>AUTHORITY:</p>
6	In case of Special works, whether sanction of Special Work is justified with reference to Rule Para 6(b) of DWP 2007?	YES / NO
7	In case of Authorized Works, whether the Approximate Estimate includes Special items of Work?	<p>YES / NO</p> <p>If Yes</p> <p>(i) Whether the acceptance in principle of the CFA has been obtained before including the Special items in the Approximate Estimates?</p> <p>YES / NO</p> <p>(ii)Whether the CFA has been determined with reference to the total cost of Special Items (with / without IFA concurrence)?</p> <p>YES / NO</p>
8	Whether Statement of Case and Board Proceedings are enclosed?	<p>YES / NO</p> <p>If Yes</p> <p>(i) Whether there is prima facie justification for the work?</p> <p>YES / NO</p>

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		(ii)Whether the Board has been convened by the Competent Authority and the Bps are countersigned by the Competent authority YES / NO
9	Whether Engineer Appreciation has been attached?	YES / NO If Yes (i)Whether the same has been prepared by the Competent Engineering authority? YES / NO (ii)Whether the Engineering Report is in agreement with the items of work identified in the Board Proceedings? YES / NO
10	Whether the AE s have been prepared in the prescribed proforma and checked by the Competent Engineering Authorites as per Annexure E of MES Standing Orders 1995?	YES / NO
11	Whether the items catered for in the AEs are confined to the scope of work listed out in the Board Proceedings and Engineer Appreciation?	YES / NO
12	Whether the SSR reference made to authorized items are correct?	YES / NO
13	Whether items with remarks “MR” (market rates) / “ASSESSED RATES” are supported by quotations / calculation sheet?	YES /NO If yes Whether the figures arrived at are correct? YES / NO
14	Whether the MV/DCS percentage applied (only for SSR items) is correct?	YES / NO Percentage applied :

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15	Whether latest ED rates have been adopted for E/M items wherever available?	YES / NO
16	Whether Escalation has been claimed in the AEs and is admissible with reference to the PDC?	YES / NO
17	Whether the calculations made in AE part II are correct and are correctly reflected in AE Part I	YES / NO
18	Whether the value of Special items is correctly shown in AE Part I	YES / NO Value of Special Items:
19	Whether the PDC given is reasonable and is within two years?	YES / NO PDC (in weeks):
20	Whether Funds have been allotted to correct code head?	YES / NO
21	If the CFA has accorded sanction with IFA concurrence, whether the U.O No. of IFA concurrence has been mentioned in the Admin Approval?	YES / NO If yes Whether the U.O No. conveying IFA concurrence received from IFA has been linked? YES / NO
22	Page No. and Sl. no of entry made in Register of Approval to Works (I.A.F.W 1816)	
23	Whether same or similar work has been executed in the recent past to suggest the possibility of splitting of sanction and whether this aspect has been checked in detail from the Register?	YES / NO
24	Whether objections have been raised on audit of the Administrative	YES / NO

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	Approval?	<p>If yes</p> <p>(i) No. of date of the letter through which and name of the addressee to whom objections have been conveyed</p> <p>Page No. of the APR in which entry has been made</p>

CFA who has accorded sanction:

CFA as determined after audit of Administrative Approval (with reasons if different from the CFA who has accorded sanction):

AUDITOR/SA

AAO/SO(A)

AO(E)

GO(E)