



STANDARD OPERATING PROCEDURE
FOR INSPECTION -AUDIT PARA

Government of Tamil Nadu

IFHRMS GO-LIVE ACTIVITIES

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STANDARD OPERATING PROCEDURE
COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU



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1. : Introduction

1.1.: Purpose of the Document

The purpose of this document is to provide a Standard Operating procedure that are to be followed by Treasury/PAO Officials of various offices for Schedule a New Inspection from Auditor and Record the Inspection Observations, Responses from Auditee Locations. A Standard Operating Procedure for this purpose is detailed below.

1.2.: Intended Audience

This document is intended for the Treasury/PAO staff/Officer who are responsible for handling the Inspection cell in Auditor locations and Auditee locations responders.

1.3.: Project Background / Scope

As part of Go-live activities there are various activities that need be validated by Treasury/PAO Officials at each office before they start working on the Kalanjiam (IFHRMS) application.

1.4.: References

Following templates referred during the business requirements:

- Functional Requirements which are part of contract
- Requirement gathering sessions.
- Various documents, templates (reports, notes) shared by Business Users.

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1.5.: Abbreviations

Abbreviation	Expansion
PAO	Pay and Accounts Officer
AG	o/o the Principal Accountant General (A&E), Tamil Nadu
DTO	District Treasury Office
STO	Sub Treasury Office
RJD	Regional Joint Director of Treasury.
CTA/DTA	Directorate/Commissionerate of Treasuries and Accounts Department
ASS	Assistant Superintendent of Stamps



2. : Standard Operating Procedure

2.1.: Inspection – Audit Para.

- Inspection and Audit Para involves the Auditor and Auditee locations.
- Auditors are from CTA/AG/RJD/DTOs, Auditees are RJD/DTOs, PAOs, STs, ASS.

Auditors	Auditees
DTA/CTA/AG	RJDs/DTOs/STs/PAOs/ASS
RJDs	DTOs/PAOs/STs/ASS
DTOs	STs

- Auditors are scheduled to conduct a new inspection at an Auditee's location, which may be arranged as either a Scheduled or Surprise Inspection.
- Once arranged, Auditors will visit the Auditee's location to examine office records, including all sections such as the Strong Room, Pension, Deposits, Accounts, etc.
- After the inspection is complete, the Auditors will note their observations and record them against the inspection parameters that were planned/scheduled. These recorded parameters are then sent for internal review at the Auditor's office.
- Following the completion of the review at the Auditor's location, the inspection parameters are forwarded to the Auditee's location for their response to any pending items.
- The various sections at the Auditee's location will address the pending inspection items relevant to their section and submit them for internal review at the Auditee's location.
- Once the internal review at the Auditee's location is finished, the responses to the inspection are submitted for the Auditors' review.
- The Auditors will evaluate the responses from the Auditee's location and, if the responses are satisfactory, they will resolve the pending items. Otherwise, they will return them to the Auditee's location for further action.



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- During the final review, each pending para item is examined one last time, and those that are deemed satisfactory are resolved with accompanying comments.
- An inspection is '**Dropped/Settled**' only when each pending item in the inspection para has been addressed and resolved.

2.2.: Schedule a New Inspection.

- Login as Auditor Inspection cell user and navigate to e-Services → Inspection Audit.

The screenshot shows the 'Inspection Audit' web application. The header includes the user name 'Purushothamaraju C' and the user ID '16020133385'. The main content area is titled 'View Inspection Audit Details' and features a search bar with filters for Region, District, and Treasury. A 'Schedule New Audit' button is prominently displayed in the top right corner of the main content area.

- Click **Schedule New Audit** button. Select the required details.
- Auditor Type: For CTA/DTA can select **CTA Audit/AG Audit**. RJD user can select as **RJD Audit**, DTO user can select as **DT Audit**.
- Choose the **Auditee location details** where the inspection needs to be conducted.
- Add attachment if required. Click on **Create** button.

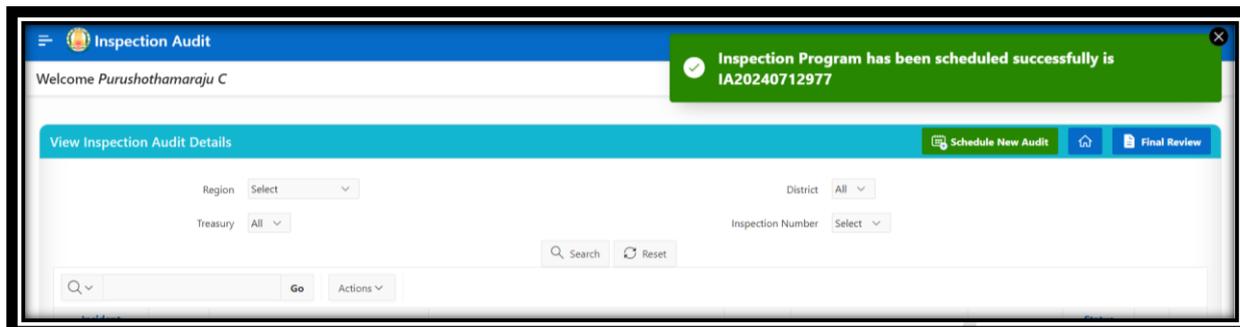
The screenshot shows the 'Schedule New Inspection/Audit' form. The form is divided into two main sections: 'Auditor Office Details' and 'Auditee Office Details'. The 'Auditor Office Details' section includes fields for Audit Type (Schedule Inspection), Status (Open), Employee Id (16020133385), Subject Name (Annual Inspection ST Tindivanam), Auditor Type (CTA Audit), Priority (Normal), Auditor Office (DIRECTORATE/COMMISSIONERATE OF TREASURIES AND ACCOUNTS), and PDL Number (PDL 056 Dated 10-Jul-2024). The 'Auditee Office Details' section includes fields for Region (CHENNAI), District (VILLUPPURAM), Treasury (ST VILLUPPURAM), Inspection Covering Start Date (01-Jul-2023), Inspection Covering End Date (31-Dec-2023), Inspection Start Date (01-Jan-2024), and Inspection End Date (30-Jun-2024). The form has 'Cancel', 'Add/View Attachment', and 'Create' buttons at the bottom.



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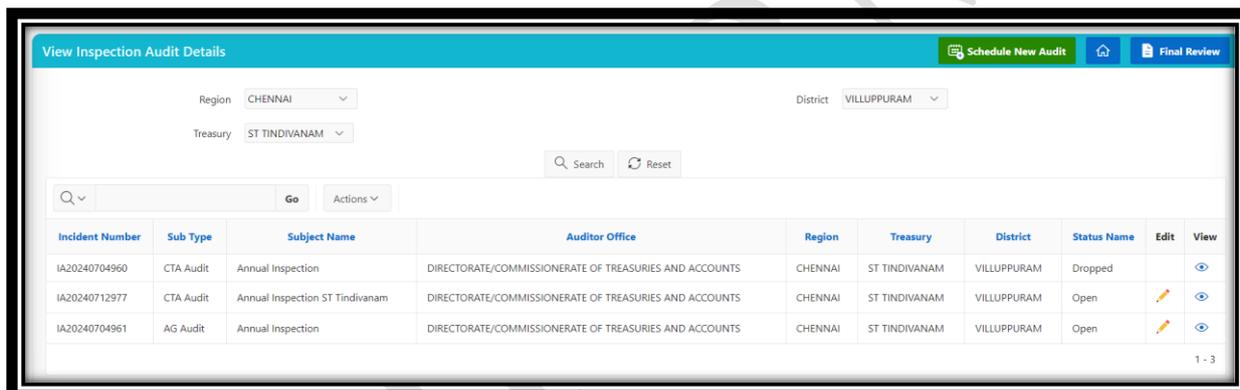
COMMISSIONERATE OF TREASURIES & ACCOUNTS, TAMIL NADU

- A confirmation of the successfully scheduled Inspection Program will be displayed along with an inspection number.

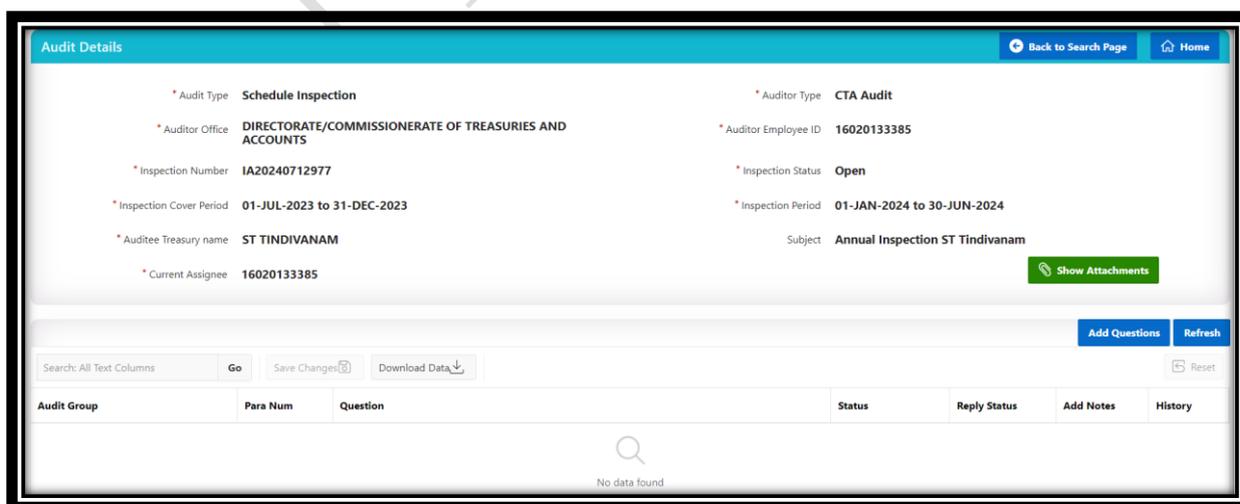


2.3.: Add Questions to the Scheduled Inspection.

- To incorporate the questions and observations noted during the inspection, search for the Scheduled Inspection number.



- Click **Edit Pencil** icon.



- Verify the selected inspection and Click **ADD QUESTIONS** button to add the para questions from the Question Master.

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The screenshot shows the 'Questions Master' interface. At the top, there is a search bar and a 'Go' button. Below that, there are buttons for 'Primary Report', 'Download Report', 'Actions', 'Edit', 'Save', and 'Add New Question'. A table lists questions with columns for 'QUEST', 'Para No', and 'Question'. The 'Save' button is highlighted in blue.

- Select the questions and click **ADD FOR INSPECTION** button. Selected questions added to the inspection successfully message will be shown.
- Click **Refresh** Button to view the inspection para questions. Click **Add notes** pencil icon.

2.4.: Add Observations to Para Questions.

2.4.1. : Add Observations to Para Questions (other than 99c).

The screenshot shows the 'Add Notes' page for an inspection. At the top, there are fields for 'Inspection Number', 'Inspection Status', 'Inspection Cover Period', 'Inspection Period', 'Auditee Treasury name', 'Subject', and 'Current Assignee'. Below these fields, there are buttons for 'Add Questions' and 'Refresh'. A table lists questions with columns for 'Audit Group', 'Para Num', 'Question', 'Status', 'Reply Status', 'Add Notes', and 'History'. The 'Add Notes' column contains a pencil icon for each question.

- For Inspection Para other than 99c, Add Notes page shown as below.
- User can select Note Status and Response type from the List of values.
- Response can be entered in Notes field. Attachment can also be added if required.



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- Click Add to record the notes for the para point.

2.4.2. : Add Pensioner recovery details of 99C Para.

- For 99C Inspection Para, 99c region will be shown as below to add the sub para to the inspection.

Sub Para No	Inspection Number	PPO Number	Pensioner ID	Name	Gist Of Objective	Total Amount	Recovered Amount	Balance Amount	Para Status	Responsibility1	Re
	IA20240712977						0		Pending		

- Click **Add row** to Add the pensioners for whom recoveries are pending. For multiple records, click **Add row** and add the details and click **Save button**.
- Once Data saved, attachment region and Notes region will be enabled.

Of Objective	Total Amount	Recovered Amount	Balance Amount	Para Status	Responsibility1	Responsibility2	Responsibility3	Para Comments	attachment	Add Note	History
	1000	0	1000	Pending				1000 yet to recover	+		
	987655	9876	97779	Pending				pending has to recover	+		

- Click on **Add note pencil icon**, page redirected to the Notes page. User can add the notes to the sub para point.
- Click on **History eye button** to view the sub para point history.

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Of Objective	Total Amount	Recovered Amount	Balance Amount	Para Status	Responsibility1	Responsibility2	Responsibility3	Para Comments	attachment	Add Note	History
	1000	0	1000	Pending				1000 yet to recover	+		
	987655	9876	977779	Pending				pending has to recover	+		

Sub Para No	Inspection Number	Ppo Number	Name	Gist Of Objective	Total Amount	Recovered Amount	Balance Amount	Para Status	attachment
324	IA20240712977	7004	PEN0443613	go989	1000	0	1000	Pending	+

Purushothamaraju C-16020133385 - Pending
Sub Para Number: 324

General Remarks
12-Jul-2024 03:07:33 PM: Pending

- After entering user responses for the 99C, click the “Submit for 99C” button to proceed to the inspection details page.

2.5.: Submit the Inspection for Auditor Office internal review.

- Select Next level office (Auditor Office) and select next level username.

Select Next Level User

* Office Name: ST Tindivanam

* User Name:

E Office Number:

- Upon the generation of the E-Office number, proceed to input the E-office number.



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Select Next Level User

* Office Name: DIRECTORATE/COMMISSIONERATE OF TREASURIES AND ACCOUNT

* User Name: 16020131665-Elumalai K (Senior Superintendent) [302211]

E Office Number: E Office No. 190 Dt 10Jul24

Comments: Annual Inspection completed details

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[Submit to Next Level](#)

2.5.1. : Submit the Inspection for Next Level.

- Login as Next level user.
- Navigate to e-Services → Inspection Audit → Inspection Search → Search the Inspection. Click on Edit.

Inspection Audit

Welcome Elumalai K

[Back to Search Page](#) [Home](#)

Audit Details

* Audit Type: **Schedule Inspection** * Auditor Type: **CTA Audit**

* Auditor Office: **DIRECTORATE/COMMISSIONERATE OF TREASURIES AND ACCOUNTS** * Auditor Employee ID: **16020133385**

* Inspection Number: **IA20240712977** * Inspection Status: **Open**

* Inspection Cover Period: **01-JUL-2023 to 31-DEC-2023** * Inspection Period: **01-JAN-2024 to 30-JUN-2024**

* Auditee Treasury name: **ST TINDIVANAM** Subject: **Annual Inspection ST Tindivanam**

* Current Assignee: **16020131665** [Show Attachments](#)

[Add Questions](#) [Refresh](#)

Search: All Text Columns Go Save Changes Download Data Reset

Audit Group	Para Num	Question	Status	Add Notes	History
Audit Type: Accounts Para					
ACCOUNTS (RECEIPTS & CHARGES)	para1	new para 09Jun	Open		
ACCOUNTS (RECEIPTS & CHARGES)	150E	Are the totals in the Sub Treasury posting registers carried over to the District Treasury (Main) posting register?	Pending		
ACCOUNTS (RECEIPTS & CHARGES)	9c2	why this locaotn	Open		
ACCOUNTS (RECEIPTS & CHARGES)	139B	Are the particulars required by the heads properly stated?	Pending		

- Review the inspection details, View the history details and submit to the next level user.
- If Auditee Location is an STO, it needs to be routed through corresponding DTO. So, select next level office as DT office and submit to the DT Office user.

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ACCOUNTS (Receipts & Charges)	139A	properly?	Open
Audit Type: Pension Para			
PAYMENT MADE THROUGH MONEY ORDER & BY BANK	99C	Whether excess / short payments have been noticed? if so, give details.	Open

1 rows selected

Select Next Level User

Office Name: DT Viluppuram

User Name: 16020131739-Mathimalar S (Superintendent) [300819]

E Office Number: E Office No. 190 Dt 10Jul24

Comments: Forward to ST

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[Submit to Next Level](#)

Action History

From User	To User	From Office	To Office	Date	Comments
16020133385(Purushothamaraju C)	16020133385(Purushothamaraju C)	CTA/DTA,Chennai	CTA/DTA,Chennai	12-JUL-2024 11:23AM	New
16020133385(Purushothamaraju C)	16020131665(Elumalai K)	CTA/DTA,Chennai	CTA/DTA,Chennai	12-JUL-2024 04:06PM	Annual Inspection completed details

Total 2

2.6.: Login as Auditee Office District user for review.

- Login as DT office user.
- Navigate to e-Services → Inspection Audit → Inspection Search → Search the Inspection. Click on Edit.
- Review the inspection details, View the history details and submit to the next level user Internal to DT office.
- Once DTO review completed, DT office user, select next level office as ST office and submit to the ST Office user.

Inspection Audit

Welcome Mathimalar S

Select Next Level User

Office Name: ST Tindivanam

User Name: 16020131640-Abdul Karim S (Sub Treasury Officer) [301507]

E Office Number: E Office No. 190 Dt 10Jul24

Comments: respond to queries

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[Submit to Next Level](#)



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2.7.: Auditee Office users – responding to the Inspection para.

- Login as Any Auditee Office user (RJDs/DTs/STs/PAOs).
- Navigate to e-Services → Inspection Audit → Inspection Search → Search the Inspection. Click on Edit.
- Review the inspection details, View the history details and submit to the next level user Internal to ST (Auditee) office.
- For Inspection Para other than 99c, Add Notes page shown as below.

- User can select Note Status and Response type from the List of values.
- Response can be entered in Notes field. Attachment can also be added whenever required.
- Click Add to record the notes for the para point.
- For 99C Inspection Para, 99c region will be shown as below to add the sub para to the inspection.
- To update the recovery details of pensioners in the sub para, user can either click the **Edit** button or **double-click on the table cell**. For updating multiple records, repeat this process and then click the **Save** button to ensure your changes are stored.

ber	PPO Number	Pensioner ID	Name	Gist Of Objective	Total Amount	Recovered Amount	Balance Amount	Para Status	Responsibility1	Responsibility2	Re
<input checked="" type="checkbox"/>	7058	PEN3445333	ALEXANDER A	GO 345	1000	1000	0	Dropped			
<input type="checkbox"/>	7202	PEN1258629	Appavu P	GO46	98765	98765	0	Dropped			
<input type="checkbox"/>	7092	PEN1232181	Annammal M	go89	8979	0	8979	Pending			

- Once Data saved, attachment region and Notes region will be enabled.



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- Dropped para cannot be editable.
- Click on **Add note pencil icon**, page redirected to the Notes page. User can add the notes to the sub para point.
- Click on **History eye button** to view the sub para point history.

Sub Para No	Inspection Number	Ppo Number	Name	Gist Of Objective	Total Amount	Recovered Amount	Balance Amount	Para Status	attachment
332	IA20240609930	7092	PEN1232181	go89	8979	0	8979	Pending	+

Total 1

Purushothamaraju C-16020133385 - Pending
Sub Para Number: **332**

No
19-Jul-2024 12:07:19 AM: no

- After entering user responses for the 99C, click the “Submit for 99C” button to proceed to the inspection details page.
- Once all para response updated, inspection can be submitted to Auditor Office through DT office.

Select Next Level User

* Office Name: DIRECTORATE/COMMISSIONERATE OF TREASURIES AND ACCOUNT

* User Name: 16020133385-Purushothamaraju C (Superintendent) | 303548

E Office Number:

Comments: Review the response

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Submit to Next Level

2.8.: Auditor Office users Review and shall Drop the Inspection para points.

- Login as any Auditor Office user.
- Navigate to e-Services → Inspection Audit → Inspection Search → Search the Inspection. Click on Edit
- Auditor users review the Response of the para points from Auditee Office.



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- Once response is gratified, then Auditor user can provide dropping notes and drop the para point(s).

Welcome Purushothamaraju C

* Auditor Office: DIRECTORATE/COMMISSIONERATE OF TREASURIES AND ACCOUNTS
* Auditor Employee ID: 16020133385
* Inspection Number: IA20240712977
* Inspection Status: Open
* Inspection Cover Period: 01-JUL-2023 to 31-DEC-2023
* Inspection Period: 01-JAN-2024 to 30-JUN-2024
* Auditee Treasury name: ST TINDIVANAM
Subject: Annual Inspection ST Tindivanam
* Current Assignee: 16020131665
[Show Attachments](#)

Search: All Text Columns [Go](#) [Save Changes](#) [Download Data](#) [Reset](#)

Audit Group	Para Num	Question	Status	Add Notes	History
▼ Audit Type: Accounts Para					
ACCOUNTS (RECEIPTS & CHARGES)	para1	new para 09Jun	Open		
ACCOUNTS (RECEIPTS & CHARGES)	150E	Are the totals in the Sub Treasury posting registers carried over to the District Treasury (Main) posting register?	Pending		
ACCOUNTS (RECEIPTS & CHARGES)	9c2	why this locaictn	Open		
ACCOUNTS (RECEIPTS & CHARGES)	139B	Are the particulars required by the heads properly stated?	Replied		
ACCOUNTS (RECEIPTS & CHARGES)	164B	Whether the distribution Registers for vouchers and challans maintained in the input centralization section properly?	Dropped		
ACCOUNTS (RECEIPTS & CHARGES)	139A	Are the moneys credited and debited in to the day book under appropriate heads?	Dropped		
▼ Audit Type: Pension Para					
PAYMENT MADE THROUGH MONEY ORDER & BY BANK	99C	Whether excess / short payments have been noticed? if so, give details.	Dropped		

2.9.: Final Review.

- The Auditor user can proceed to Drop the inspection via Final Review once all paragraph points are deemed ready for dismissal.
- Go to Home page and click Final Review button.

Welcome Purushothamaraju C

[Schedule New Audit](#) [Go to Search Page](#) [Final Review](#)

Total Scheduled Inspections: 12

Total Dropped Inspections: 1

Inspection(s) Pending with Me: 4

- Auditor user Select the Region, District, Treasury Input Parameters search to view the Pending para.

Review Details [Home](#) [Go to Search Page](#)

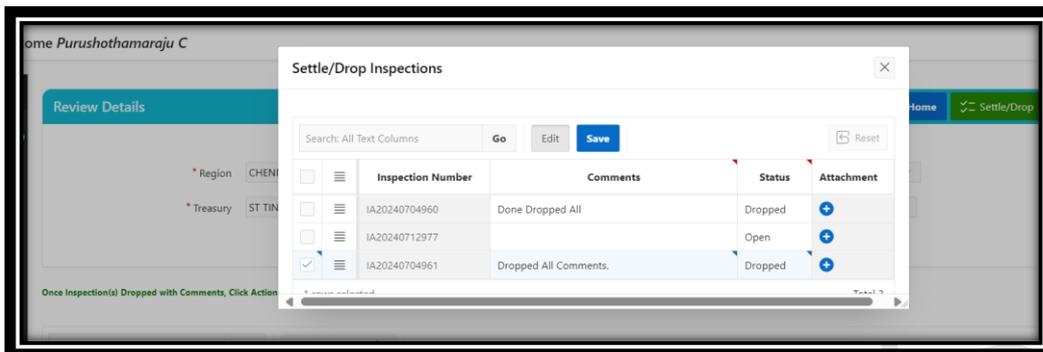
* Region: * District:
* Treasury: Inspection Number:



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- In case all paras are dropped already, then Drop the inspection number through Settle/Drop Button.



- Enter the Final review comments in the **comments** field and select the status as **Dropped**.
- Upon clicking the **Save** button, the inspection status will be updated to '**Dropped**'.



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2.10. : Old Paras. (Migration Data)

- Login as Auditor/ Auditee user to Monitor/Update the recovery details of Old Paras.
- Navigate to e-Services → Inspection Audit → Left Navigation Bar → 99c Para (Migration). Select **Parameters** and Click **Go** button to view and update the existing record details.

Welcome Purushothamaraju C

Inspection Search

Region: Select RJD District: Select District

TO Code: Select TO Code Para Number: Select Para Num

Sub Para Number

Go Reset

Search: All Text Columns Go Edit Save Reset

Para Details				Pensioner Details			Recovery Details			
Year	Treasury/PAO	Para Number	Sub Para Number	PPO Number	Name	Pensioner ID	Gist Of Objective	Total Amount	Recovered Amount	Balance Amount

- To update the recovery details of pensioners in the old sub para, user can either click the **Edit** button or **double-click on the table cell** and enter the values. For updating multiple records, repeat this process and then click the **Save** button to ensure your changes are stored.

Inspection Audit

Welcome Purushothamaraju C

Region: TIRUNELVELI District: KANYAKUMARI

TO Code: DT NAGERCOIL Para Number: Select Para Num

Sub Para Number

Go Reset

Search: All Text Columns Go Edit Save Reset

Para Details				Pensioner Details			Recovery Details						
Year	Treasury/PAO	Para Number	Sub Para Number	PPO Number	Name	Pensioner ID	Gist Of Objection	Total Amount	Recovered Amount	Balance Amount	Status Remarks	Para Status	Ret
District: KANYAKUMARI													
<input checked="" type="checkbox"/>		ST ERANIEL	1	1	F3213048	Shyam Sundar	Conditional	96338				Pending	
<input type="checkbox"/>		ST ERANIEL	2	1	A300341	S Salamon	Addl pension error	156549				Pending	
<input type="checkbox"/>		ST ERANIEL	3	1	C113856	P Arthur	NQS Error	8723				Pending	

- Since it is old para, Auditor/Auditee users can view their respective location para details and update the recovery completed details.
- Balance Amount shown as per values in Total Amount and Recovered amount.



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- If it is changed manually and saved, then error will be shown.

The screenshot shows the 'Inspection Audit' interface. A yellow error banner at the top right states: '1 error has occurred' and 'Total amount 709512 is equal to Recovered Amount 709512'. Below the banner, there is a search bar for 'Sub Para Number' with 'Go' and 'Reset' buttons. A table displays recovery details for the district of CHENGALPATTU. The table has columns for Year, Treasury/PAO, Para Number, Sub Para Number, PPO Number, Name, Pensioner ID, Gist Of Objection, Total Amount, Recovered Amount, Balance Amount, Status Remarks, and Para Status. The first row is highlighted and has a red box around the 'Balance Amount' cell, which contains '100' with a red 'x' icon. The 'Status Remarks' for this row is 'All recovered' and the 'Para Status' is 'Dropped'.

	Year	Treasury/PAO	Para Number	Sub Para Number	PPO Number	Name	Pensioner ID	Gist Of Objection	Total Amount	Recovered Amount	Balance Amount	Status Remarks	Para Status
<input checked="" type="checkbox"/>	2018	STO Alandur	15		A451726	Subburayan		PUS HM Prior 01/06/1988 para 2(vi)	709512	709512	100	All recovered	Dropped
<input type="checkbox"/>	2018	STO Alandur	14		A835457	Annamalai		Spl.Gr.PET GO.216	551574	100	551474		
<input type="checkbox"/>	2018	STO Alandur	3		210639	Thilagavathi		Conditional	160700				

- Once all recovery completed, Auditor can check and Drop the Para points.
- Once Dropped, then the Para status cannot be changed. So, ensure that Completed Para points are only being Dropped.

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Open and Closed Issues for this Deliverable

██████████

Open Issues

Process Id	Issue	Responsibility	Target Date	Impact Date

██████████

Closed Issues

ID	Issue	Resolution	Responsibility	Completion Date	Remarks

*****End of the Document *****