AUDIT WING

Sr.#	Description	Circular/ Notification No.	Page
1.	Standard Operating Procedures (SOPs) for maintenance of Account and Record for conduct of Internal Audit and External Audit (District Judiciary).	Letter No. 2919/Audit, dated 06.03.2025 to all the Districts.	1
2.	Annual verification of Accounts of Civil Courts.	Circular No. 5556/Audit /LHC, dated 09.05.2025.	4
3.	Standard Operating Procedures (SOPs) for maintenance of Accounts and Record for conduct of Internal Audit and External Audit (Principal Seat & Benches).	Letter No. 7940/Audit, dated 21.06.2025.	5

LAHORE HIGH COURT, LAHORE

No. 2919 /Audit

From

The Registrar,
Lahore High Court,
Lahore.

To

1) All the District & Sessions Judges (DDO's), in the Punjab.

2) All the Senior Civil Judges (DDO's), (Civil Division) in the Punjab.

Dated, Lahore, the 06 - 03 /2025.

SUBJECT: **STANDARD OPERATING PROCEDURES (SOP'S) FOR MAINTENANCE OF ACCOUNT AND RECORD FOR CONDUCT OF INTERNAL AUDIT AND EXTERNAL AUDIT.**

Dear Sir,

I am directed to refer to the above cited subject and to forward herewith a copy of Standard Operating Procedures (SOP's) approved by the Hon'ble Admin. Judge Audit (District Judiciary) for maintenance of accounts and conduct of Internal Audit and External Audit for strict compliance by all the concerned.

Yours faithfully,

Inamullah

(MIRZA INAM ULLAH BAIG)
ADDITIONAL REGISTRAR (AUDIT)
FOR REGISTRAR

Encl. As above.

STANDARD OPERATING PROCEDURES (SOP'S) FOR MAINTENANCE OF ACCOUNT AND RECORD FOR CONDUCT OF INTERNAL AUDIT AND EXTERNAL AUDIT.

(1) **Audit Record:-** *The Drawing & Disbursing Officers (DDOs) should complete their record of accounts by the end financial year to avoid any inconvenience during the course of audit. The auditable record (if applicable) is listed below:*

i) *Administrative Approval of the scheme.*
ii) *Technical Sanction of Estimates.*
iii) *Contract Agreements duly signed by parties.*
iv) *Notice Inviting Tender/ Quotations.*
v) *Tender Sale Register.*
vi) *Tender Opening Register.*
vii) *Comparative Statement.*
viii) *Bill of quantities with detail specifications.*
ix) *Annual demand of articles with detail specifications.*
x) *Budget Control Register.*
xi) *Acceptance Letters.*
xii) *List of Assets.*
xiii) *Utility Bills.*
xiv) *General Ledger.*
xv) *Investment Files.*
xvi) *Annual Financial Statements duly certified by chartered Accountants.*
xvii) *Damage Charges in case of late supply.*
xviii) *Press Advertisements.*
xix) *Material at Site Register.*
xx) *PC-I, II, III & IV.*
xxi) *Completion Certificates.*
xxii) *Measurement Books.*
xxiii) *Final Bills.*
xxiv) *Security Release Bills.*
xxv) *Stock Register/ Stock Accounts with certificate of verification.*
xxvi) *Submission of Performance/Addl. Performance Securities.*
xxvii) *Cash Book (up-to-date) duly signed and Reconciled with Accountant General Punjab/ Districts Officer Concerned.*
xxviii) *Log books of official vehicles.*
xxix) *Misc. PW Advance Register.*
xxx) *Auction Files.*
xxxi) *Feasibility Study Files.*
xxxii) *Deposit Register.*
xxxiii) *Interest Bearing Security Register.*
xxxiv) *Monthly Accounts/ Vouchers in chronological order.*
xxxv) *Personal Files of Officers/ Officials.*

2) **Production of Auditable Record during Audit:**

i) *Incidence of non-production of auditable record is an indicative of bad administration and should not go unchecked.*

ii) *In accordance with Section 14 of the Auditor General of Pakistan Ordinance 2001, non-production of record is an act of creating hindrance in the performance of audit functions and an official found responsible for non-production of record must be proceeded against under the relevant Rules.*

iii) *Non-production of record to Audit, on time, for its verification shall be considered as a malafide act and disciplinary action may be taken against the concerned Drawing & Disbursing Officer (DDO) under the relevant Rules.*

(3) **Procedure for the Conduct of Audit and Remedies for Settlement of Audit Observations/Paras:**

a) **Prompt Response to Observations of Audit during the Course of Audit:**

i) *Earnest efforts should be made during the course of audit to reduce the number of audit observations by way of appointing the Focal Person. This would steer up the process of conduct of audit smoothly.*

ii) *Focal persons should make arrangements for the expeditious disposal of audit observations on the spot with a view to reducing the quantum of preliminary audit objections and only important/gross financial irregularities should go for printing in the audit reports.*

b) **Following should be avoided at all cost:**

i) ***Excess payments***- *Expenditure made in excess of the budgetary allocations or without allocation.*

ii) ***Savings***- *Non-surrendering/retaining the allocations beyond requirements or non-utilization of funds demanded during a financial year.*

iii) ***Mis-classification***- *not charging the expenditure to its proper and specific object of expenditure.*

iv) ***Irregular Re-appropriation***- *Re-appropriation made inconsistent to the Delegation of Financial Powers Rules, 2016*

v) ***Incompetent Sanctions***- *According sanctions beyond Punjab Delegation of Financial Powers Rules, 2016.*

vi) ***Advance Drawls***- *Drawl of Funds without sanction of Finance Department.*

vii) *Deductions of Income Tax not made.*

viii) *Sales Tax not paid.*

LAHORE HIGH COURT, LAHORE

CIRCULAR

In order to ensure accuracy and transparency in the Civil Courts Accounts and maintenance of the accounts as required by Chapter 8, Volume-II of the Lahore High Court Rules and Orders, it is hereby directed that annual verification of the accounts shall be conducted before end of a financial year by Team(s) deputed by the Lahore High Court, Lahore. The Team(s) shall examine the total inflows, disbursements, and balances of the Civil Courts Accounts and submit a comprehensive report by highlighting the irregularities or discrepancies, if observed.

02. The Controlling Judicial Officers shall also inspect and verify the accounts periodically as required by Part-A, Chapter 8, Volume-II of the Lahore High Court Rules and Orders and forward their reports to the High Court regularly.

(AMJAD IQBAL RANJHA)
REGISTRAR

No. 5556 **/Audit/LHC** **Dated Lahore:** 9-05-2025

Copy forwarded for information and necessary action to: -

1. *The Secretary/Private Secretary-I to the Hon'ble Chief Justice, Lahore High Court, Lahore.*
2. *The District & Sessions Judge (HR-DJ), Lahore High Court, Lahore*
3. *The Director General, Directorate of District Judiciary, Lahore High Court, Lahore*
4. *The Director General, Judicial & Case Management, Lahore High Court, Lahore*
5. *All the District & Sessions Judges in the Punjab.*
6. *All the Senior Civil Judges in the Punjab.*
7. *All the Additional Registrars, Deputy Registrars and Assistant Registrars, Lahore High Court, Lahore.*
8. *The Staff Officer to worthy Registrar, Lahore High Court, Lahore*
9. *Office record.*

REGISTRAR

LAHORE HIGH COURT, LAHORE

No. 7940 /Audit

From

The Registrar,
Lahore High Court,
Lahore.

To

1) *The Senior Additional Registrars, Lahore High Court,*
(i). Rawalpindi Bench (ii). Multan Bench
(iii). Bahawalpur Bench

2) *All the Additional Registrars,*
Lahore High Court, Lahore (Principal Seat)

Dated, Lahore, the 21 /June/2025.

SUBJECT: ***STANDARD OPERATING PROCEDURES (SOP'S) FOR MAINTENANCE OF ACCOUNTS AND RECORD FOR CONDUCT OF INTERNAL AUDIT AND EXTERNAL AUDIT.***

Dear Sir,

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Yours faithfully,

(MIRZA INAM ULLAH BAIG)
ADDITIONAL REGISTRAR (AUDIT)
FOR REGISTRAR

Encl. As above.

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