

PARLIAMENT OF THE REPUBLIC OF FIJI

STANDING COMMITTEE ON JUSTICE, LAW AND HUMAN RIGHTS

Consolidated Review Report on the:

Office of the Prime Minister Annual Report 2013

and

Office of the Prime Minister Annual Report 2014



PARLIAMENT OF THE REPUBLIC OF FIJI Parliamentary Paper No. 39 of 2019

TABLE OF CONTENTS

CHAIR'S FOREWORD	3
1.0 INTRODUCTION	5
2.0 COMMITTEE DELIBERATION AND FINDINGS	5
3.0 GENDER ANALYSIS	6
4.0 RECOMMENDATION	6
5.0 CONCLUSION	6

CHAIRPERSON'S FOREWORD

The Office of the Prime Minister is driven by the vision of having a better and mordernised Nation State achieved through strong and robust leadership and fair development for all.

The Standing Committee on Justice, Law and Human Rights of the last term of Parliament was referred the Office of the Prime Minister Annual Report 2013 and the Office of the Prime Minister Annual Report 2014. The same reports had been reinstated in this new Parliament and have been referred to the current Standing Committee on Justice, Law and Human Rights. Just as the previous Committee, the current Committee was mandated by Parliament to review these reports and report back to Parliament on its findings.

The Committee took note of and deliberated on the previous Committee's concise work and deliberation done on the mentioned reports. This Report will reiterate the work done by the previous Committee in highlighting issues from the Office of the Prime Minister reports and the discussions held by the Committee with the Office on these.

Consideration was also given to the requirements of the Standing Orders of Parliament with respect to the principles of gender equality. As part of the discussion with the Office of the Prime Minister, it was encouraging to note that the principles of gender equality was reflected in the Offices' human resource, which is the most vital part of any institution.

The discussions held also gave the Committee an indication of the great work already being carried out by the Office of the Prime Minister and the plans and efforts being put in place for the way forward for the Office. The issues noted by the Committee were given adequate responses thus the Committee does not have any contentious matters to bring to the attention of this August House. It is worth noting that in 2013 and 2014 the Office of Prime Minister attained landmark achievements such as a new Constitution for Fiji and the commitment towards a democratic Election.

At this juncture I would like to acknowledge the Members of the Standing Committee on Justice, Law and Human Rights of the last term of Parliament for their effort and input, which our Committee also relied on during the review process and in formulating this report. My Committee utilised the salient information noted from the previous Committee to assist it in the direction for its review.

I would also like to thank the Honourable Members of the Justice, Law and Human Rights Committee, Hon Rohit Sharma (Deputy Chairperson), Hon. Ratu Suliano Matanitobua, Hon. Salik Govind and Hon. Mosese Bulitavu, for their deliberations and input, the alternate members who made themselves available when the substantive members could not attend, the secretariat and the officials from the Office of the Prime Minister who had assisted in the Committee work.

I, on behalf of the Committee, commend the Committee's Report on the Office of the Prime Minister Annual Report 2013 and the Office of the Prime Minister Annual Report 2014 to the Parliament and request all the members of this August House to take into consideration its content.



Hon. Alvick Avhikrit Maharaj Chairperson



1.0 INTRODUCTION

The Standing Committee on Justice, Law and Human Rights of the last term of Parliament, was referred the Office of the Prime Minister Annual Report 2013 and the Office of the Prime Minister Annual Report 2014 ("the Reports") for review on February 12, 2015 and February 9, 2016, respectively. The same reports had been re-instated in this new Parliament and had been referred to the current Standing Committee on Justice, Law and Human Rights. Just as the previous Committee, the current Committee was mandated by Parliament to review these reports and report back to Parliament on its findings.

In reviewing the Reports, the previous Committee resolved to that it would be appropriate to have a consolidated report since the Annual Reports were for the same institution. It conducted its own deliberation and invited the Office of the Prime Minister to clarify issues pertaining to the Reports

This review outlines the findings and recommendation by the Committee.

The Office of the Prime Minister

The Office of the Prime Minister is responsible for providing high quality service and support to the Head of Government, the Honourable Prime Minister. The support provided is given with the aim of ensuring that all activities, engagements and policies that the Hon. Prime Minister contributes to or is involved in is in line with the Constitution, the laws of Fiji and for the betterment of all Fijians.

The Office of the Prime Minister Annual Reports 2013 and 2014 covers information on the type of work of the Office of the Prime Minister in the year 2013 and 2014.

2.0 COMMITTEE DELIBERATION AND FINDINGS

As part of its review the Committee read and deliberated on the Report and identified a few issues. Some of the main issues noted were;

- the general aspects of aid and grants provided to the OPM, such as the China-Aid;
- the monitoring of projects that had been funded by aid such as the China-Aid and so forth;
- the aspects of small grant schemes (SGS), mainly that concerning its monitoring and;
- the functions of certain Units in the OPM such as the Private Office (PO); and
- certain discrepancies in the Financial Statements of the Report.

These issues were then brought to the attention of the Office of the Prime Minister ("the OPM") for clarification.



From the discussion with the representatives from the Office of the Prime Minister, the Committee was satisfied with the clarification provided on the issues raised about the Reports.

Copies of the submission and relevant discussion documents are attached to this Report as Appendix A.

3.0 GENDER ANALYSIS

Additionally as part of its deliberation, the Committee is bound by Fiji Parliamentary Standing Order 110(2) which provides as follows:

"Where a committee conducts an activity listed in Clause (1), the committee shall ensure that full consideration will be given to the principle of gender equality so as to ensure all matters are considered with regard to the impact and benefit of both men and women equally".

Therefore, the Committee sought clarification on how the principle of gender equality was implemented in the Office of the Prime Minister. The OPM representatives clarified by stating that the gender equality policy is implemented through one of the most vital part of the Ministry, which is the human resource—whereby the percentage of men and women employed is equal.

4.0 RECOMMENDATION

After reviewing the Office of the Prime Minister Annual Report 2013 and the Office of the Prime Minister Annual Report 2014, the Committee has no contentious matters to bring to the attention of the House. The Committee recommends that the House take note of its Report.

5.0 CONCLUSION

The Standing Committee on Justice, Law and Human Rights has fulfilled its mandate approved by Parliament, which is to examine and review the *Office of the Prime Minister Annual Report 2013* and the *Office of the Prime Minister Annual Report 2014* with due diligence.

The Committee's review findings showed no contentious matters and this was reflected in its recommendation.

The Committee through this Report commends the Office of the Prime Minister Annual Report 2013 and the Office of the Prime Minister Annual Report 2014 to the Parliament.

SIGNATURES OF THE MEMBERS OF THE STANDING COMMITTEE ON JUSTICE, LAW AND HUMAN RIGHTS

Hon. Alvick Maharaj	Hon. Rohit Sharma
(Chairperson)	(Deputy Chairperson)
Hon. Ratu Suliano Matanitobua	Hon. Salik Govind
(Member)	(Member)
Hon. Mosese (Membe	
(Date)	

APPENDICE:

APPENDIX A: COPIES OF RELEVANT DISCUSSION DOCUMENTS



22 June 2017

Parliament
Standing Committee
Justice, Law and Human Rights
P O BOX 2352
Government Buildings.

Dear Sir,

Re: BRIEFING ON THE OFFICE OF THE PRIME MINISTER ANNUAL REPORTS 2013/2014

I refer to your letter dated 20 June 2017 on the above-mentioned subject.

Attached is the Office of the Prime Minister's response to the clarifications sought for the Annual Reports 2013/2014.

Penisna Lalabalavu

for Permanent Secretary, Office of the Prime Minister

OFFICE OF THE PRIME MINISTER RESPONSE TO THE STANDING COMMITTEE ON JUSTICE, LAW AND HUMAN RIGHTS

QUESTION 1

With regards to grants such as aid received, for e.g. China Aid, do these aid funds cover the full cost of a particular project? Page 13 of the OPM AR 2013.

OPM Response

Yes, The Aid funds cover the total cost of the projects which includes the following:

- 1. Contract sum to the contractor (Contract awarded in China);
- 2. Project materials;
- 3. Labour cost (Chinese Technical Team and local); and
- 4. Logistics (China to Fiji).

The Fiji Government is responsible for the land acquisition, provision of water, electricity and access roads.

QUESTION 2

What is the status and outcome of the projects that had been funded by aid such as the Chine-Aid and so forth?

OPM Response

Status of China Aided Projects

No.	Project Name	Estimated Cost	Implementing Agency	Status and Outcome as at 21/6/17
2	New Navua Hospital, Namelimeli, Navua	RMB 12.5m	Ministry of Health	 (a) Construction commenced in 21/12/11 and completed in June 2014. (b) Technical team arrived in May 2016 to conduct repair and maintenance and provide training on medical equipment usage. Technical team commenced with
2	Somosomo Mini Hydro Fower Station, Taveuni, Cakaudrove	RMB 46.91m	Ministry of Works, Transport and	the work. (a) Commenced in September 2013 and completed in 21/4/16.
3	Vanua Levu Rice Industry Development	RMB 25m	Public Utilities Ministry of Agriculture	and handed over to FEA on 3/3/17. (a) Commenced in December 2013 and completed in December

	Project			2016. (b) Project proposal on training of farmers submitted to Chinese Embassy for funding on 29/11/2016. (c) Chinese Government is considering budget.
4	Mushroom Project, Leqaleqa, Nadi	RMB 8.2m	Ministry of Agriculture	 (a) Commenced in November 2014 and completed in September 2016. (b) Letter of Exchange has been signed and Chinese Technical Team is expected to arrive end of July 2017.
5	Rural Sports Complexes Vunidawa, Korovou & Seaqaqa	Amount not established yet	Office of the Prime Minister	 (a) The administration of the Sports complexes has been transferred to Ministry of Youths and Sports in 2015. (b) Vunidawa Sports Complex - Chinese side did not agree with the previous site because of the high cost (hill side) and prone to flooding. Ministry of Youth and Sports is
				coordinating the identification of the new site. (c) Korovou/Seaqaqa - Discussion on two projects will commence once Vunidawa is completed. (d) Chinese Government is considering budget.
6	Reconstruction of the Stinson Parade and Vatuwaqa Bridges	RMB 91m	Office of the Prime Minister and Fiji Roads Authority	(a) China team commenced with the construction of the two bridges in 2015 and is expected to be completed on 15.5.2018

OUESTION 3

With regards to Small Grant Schemes (SGS), can the OPM explain how much grants are actually utilized? Page 19 of the AR 2013 and page 25 AR 2014.

OPM Response

Year	2013	2014
Budget	\$3m	\$3m
Utilized	\$2,997,077.48	\$2,781,166.83
Balance	\$2,922.52	\$218,833.17
Projects Funded	74	30
Education:	49 projects - \$2,323,848.15	13 projects - \$2,
 Construction / renovation 		286,953.79
 School access roads 		
 Furniture's/equipment's 		
Village/Settlement	17 projects - \$600,941.63	4 projects - \$35,565.26
Development		
Integrated Development	8 projects - \$67,455.23	13 projects -
TITIERANIEO DEAGIODMENI	6 projects - \$67,455.23	\$458,647.78

OUESTION 4

How are sectors of projects that had received grants under the SGS determined? Page 19 of the OPM AR 2013 and Page 26 of OFM AR 2014

OPM Response

- 1. Small Grants Scheme projects are identified by the Hon. Prime Minister during his official tour to the Divisions through face to face discussion with communities/villages/settlements/institutions on issues affecting their development. Through this discussion critical arrears of needs are identified which the Hon. PM will take note of and consider after further consultations are taken with Permanent Secretaries and Divisional Commissioners.
- 2. Divisional Commissioners office are consulted on these needs and a verification process is undertaken with ail relevant stakeholders (Education/Water Authority of Fiji/Rural Local Authorities/Land Resource Water Management and other state institutions concerned in a particular project). Divisional Commissioners endorses the project and submits to the Office of the Prime Minister.
- OPM desk officers undertake further assessment and verification in accordance with the standard procedures ensuring compliance (Financial Regulation and Procurement Regulation) e.g. submission of competitive quotations, submission of standard building plans and tender documents.

4. Submission is provided to the Hon. Prime Minister when the above processes are met for his decision.

OUESTION 5

It was also noted that with regards to grants, majority of the grant was utilized in the education sector, thus the Committee is seeking clarification on the rationale for this specifically with regards having two (2) Government entities, OPM and the Ministry of Education, catering for single sector. Page 19 of the OPM AR 2013 and Page 26 of the OPM AR 2014

OPM Response

The school projects that were funded by the Office of the Prime Minister have been verified and confirmed that they were not listed under the Ministry of Education Budget for 2013 and 2014. These projects are those that have been based on the needs submitted to the Hon. Prime Minister and which have followed the processes as stated in Question 4.

OUESTION 6

Could there be clarification on the Ministry of Finance approval in writing-off of unverified accounts? (Page 54 of the OPM AR 2014)

OPM Response

The write off was done with the approval of the Ministry of Economy to clear unverified balances carried forward from previous years. It was found out during the reconciliation of Accounts that there are unverified balance sitting in the various accounts resulting in the unreconciled reconciliation. The transaction was passed to correct the Accounts.

QUESTION 7

Could there be clarification of certain discrepancies found in the AR 2013, AR 2014 and also the PSC AR 2014? These discrepancies are as follows:

- a) Comparison of the 'Financial Statements' in the OPM AR 2014 with the PSC AR 2014, there are discrepancies in the dates in the PSC Report on page 31; This question is to be referred to the Ministry of Civil Service.
- b) Comparison of OPM AR 2013 (page 47) and OPM AR 2014 (page 55), shows discrepancy in the amounts stated in the closing balance for the Chinese Grant Fund Account.

OPM Response

(b) The discrepancies highlighted were resulted in the changes in the revenue figures of \$5,578,403 for 2013 in the 2014 AFS. It leads to the change in closing balance of \$4,891,393 for that particular period. That was why the figures differ in the two reports.

QUESTION 8

Which accounting system does the OPM use; accrual or cash base accounting?

OPM Response

During 2013 and 2014 the whole of Government was using the Cash Basis of Accounting.

OUESTION 9

Could there be clarification on why there are no notes on certain accounts, for e.g. page 55 of the 2014 OPM AR, under the Chinese-Aid account?

OPM Response

This format of reporting structure has always been used in our previous years AFS and this had been approved by the Ministry of Finance then.

OUESTION 10

Could there be clarification on why revaluations of assets are not stated in the account notes in the financial statements of the OPM 2013/2014 AR's?

OPM Response

The Office has not prepared such Accounts before since the accounting system (cash basis) in use does not focus on such reporting of revaluation of assets.

QUESTION 11

With regards to the PSC financial statements stated in the 2013/2014 AR's, could there be clarification provided on why recovery of scholarship loans is not listed or stated in any of the accounts?

OPM Response

This is for Ministry of Civil Service to report on.

QUESTION 12

With regards to the Private Office (PO), it has been noted that it is the Unit responsible for numerous tasks for the Office including the writing of the PM's speeches. As stated in the AR's, there is a significant number of speeches that were written by the PO; could there be clarification on whether these speeches were carried out solely by the PO or was there assistance from any other person or Unit?

OPM Response

The Private Office is responsible in coordinating the writing of the Hon. Prime Minister's speeches with the assistance of the Policy Division and Development Cooperation & Facilitation Office.





MINISTRY OF ECONOMY

P.O Box 2212, Government Buildings, Suva, Fiji; Tele: (679) 3307011, Fax: (679) 3308654
Webslte: www.economy.gov.fj Email: EconomyInformation@economy.gov.fj
Ro Lalabalavu House, 370 Victoria Parade, Suva

9 November, 2017

The Chairperson,
Parliament Standing Committee on Justice, Law and Human Rights,
Parliament,
Suva.

Dear Sir,

RE: QUESTIONS ON THE OFFICE OF PRIME MINISTER ANNUAL REPORTS 2013 AND 2014

The Ministry of Economy has responded to each of the questions and issues raised in your letter dated 1 November 2017 as follows:

1. Could there be clarification as to how such a substantial amount was written off?

The write-off exercise of unsubstantiated balances in various accounts were due to repetitive issues raised in the WOG Audit report especially for financial year 2012 and 2013. It was noted that 70% of the overall Audit Issues were results of unverifiable general ledger balances. The unverifiable balances came about as a result of:

- 1. Incorrect inputs/postings by Ministries and departments
- 2. Users failing to pass postings even though the cash payment/receipt by/to government have taken place to settle obligations or receivables respectively;
- 3. Source documents not being located as evidence of existence or completeness of the various account areas.

Sir, unless the general ledger adjustment is undertaken, the Whole of Government Financial Statements will continue to be flawed with unverifiable accounts and balances and will lead to ongoing qualification of the Financial Statement.

Tabulated below were the different accounts approved for write-off (adjustment) including the balances requested by the ministry and the ones identified by MOE due to the nature of the transactions and their age.

Account	Description	Amount written-off	MOE Comments
1021010209957301	Advances- PSPMO	-9,673	This amountwes submitted by the Ministry to be written-off as were the edvance taken under PSPMO between July and December 2013. Whinistry would be in a better position to verify/explain why this amount were not recovered on time. Ref: Memo dated 30th January 2015.
	Brought forward bakence from previous years.	-82,718	This amountwes brought forward from previous years and the ministry submit proposal for adjustment. Rof: Hemo deted 14th Junuary 2015.
	Total	-92,361	
10210302999530301	Drawings	-6,378,311	The amount was recommended by the FMIS team as it has been showing as unsubstantiated in OPM's reconciliation for some years. This was the differences between the cash betance and the GL with no evidence. In order to balance the cash at bank with the GL, the journal voucher was raised to adjust the amount and clean the account.
90210102999520401	Chinese Grant TF	-857,292	This was the amount recommended by the FMIS team after reconciling the Trust bank belance against the GL bank belance. After taking into account the bank belance (which is taken to be the true reflection of the movement of cash), the differences was adjusted in the GL to belance the two account it was noted that the GL was not updated correctly hence the differences.
10230102999530301	Drawings – PSC	-79,982	This amount was the differences between the cash at bank and the

2. Could there be clarification on this approved form of Account Statements and why there's a difference in the formats used in different accounts?

Clause 71 (1) of the Finance Instructions states that each agency must include the following statements in its annual financial statements:-

- a) A statement of receipts and expenditure;
- b) A profit and loss statement for each trading and manufacturing activity (where applicable);
- c) An appropriation statement;
- d) A statement of assets and liabilities for each trading and manufacturing activity (where applicable);
- e) Notes to the statement of assets and liabilities for each trading and manufacturing activity (where applicable);
- f) A statement of losses;
- g) A trust account statement of receipts and payments.

Normally the account statements are the ones stipulated above. However, the account in question, Chinese-Ald Account, forms parts of the notes to the Annual Financial Statements. The notes to the AFS form valid material information (at the Agency's discretion) that the Agency thinks fit should be included in order to provide more reliable and relevant data. The Ministry of Economy does not specify which accounts to be put in the notes because the Ministry in their own respective capacities are in a better position to determine which information is significant and needs to be

provided in the notes. The notes is not the AFS but are accompanying information to the AFS. The Ministry of Economy determines the format of the AFS but not necessarily the notes.

3. Could there be clarification on such formats or use of such accounting systems, since revaluation of assets is a vital aspect of account statements?

Clause 71 (1) determine the financial statements that form the Annual Financial Statement of the Ministry. It needs to be highlighted that Government uses cash accounting at the moment whilst Trading and Manufacturing Accounts do report some accrual information. This is one of the reasons why government does not capture and record fixed asset data in the Financial Management Information System. Secondly, in order to pursue revaluation of data, we will need information on the value of the asset, the life of the asset, depreciation value over the life of the asset, etc. As Government's accounting system is on cash basis, these information could possibly be difficult to retrieve. However, plans to transit to accrual accounting have been established. At the moment, the Ministry of Economy, through the National Asset Management Framework, look into ways of capturing asset data information and recording this in the financial management system.

4. Could there be clarification on the recovery of scholarship loans?

As announced in the 2017/2018, the Fiji Revenue & Customs Service (FRCS) will be responsible for the recovery of the Public Service Commission Scholarship Loans Scheme. This is given that they are better positioned to effectively track recipients through their TIN activities/returns. The Ministry of Economy is in the final stages of this handover where we have been able to validate over 5,000 files. The amounts owing following this validation stands at \$8,119,043.45 for the two categories as depicted below:

			. / 1/2
Govt Paid	Repaid	Balance	1/ /
\$9,597,322.36	\$2,088,438.88	\$1,110,668.57)	7506, 883. 48
\$8,426,242.47	\$1,417,867.59	\$7,008,374.88	
\$18,023,564.83	\$3,506,306.47	\$8,119,043.45	
	\$9,597,322.36 \$8,426,242.47	\$9,597,322.36 \$2,088,438.88 \$8,426,242.47 \$1,417,867.59	\$9,597,322.36 \$2,088,438.88 \$1,110,668.57 \$8,426,242.47 \$1,417,867.59 \$7,008,374.88

Key	
CSS	Cost Sharing Scheme where the recipient is required to repay 1/3rd of the cost
SLS	Student Loan Scheme where the recipient is required to repay the full amount

Submitted for your information and consideration.

Asinate Taukeinikoro for Permanent Secretary for Economy



Phone: 3211513 Fax: 3317620

OFFICE OF THE PRIME MINISTER Memorandum

From:

Permanent Secretary, Prime Minister's Office

To:

Permanent Secretary, Ministry of Finance & National Planning

Date:

30th January, 2015

Re:

SUBMISSION OF WRITE - OFF PROPOSAL

Please find attached the approval to write - off the amount of \$9,673.60 under the Revolving Fund Account.

Submitted for your necessary action.

Blimilano

Litiana Volitikoro

for Permanent Secretary, Prime Minister's Office

us Apper Japen Japen Japen 30/01

DAMESTIFIABLE AMOUNT - \$2.673.60 : REVOLVING FUND ACCOUNT

The above amount is the advance for July 2013 and move to December 2013 and still outstanding as at 31/12/14.

The account was for the accountable advances that were taken by the staff and have not retired. The amount to be written off is \$9,763.60. (refer attached).

The Ministry of Finance is undertaking a write-off process and have recommended to write off all outstanding amount thus the request.

Submitted for your kind consideration to write off the unjustifiable outstanding accountable advances.

L.Volitikoro

AAO - Accounts

600 Belance aş,) 7 7 Acid Debit

i

.

 \approx

Atunaisa N. Balelmatuku

Frons:

Atunaisa N. Balelmatuku

Tuesday, February 03, 2015 9:52 AM

ro: Litiana L.

Subject:

Litlana L. Volitikoro RE: RFA Write off Allocation

Madam,

This is noted.

May thanks,



Atunaisa N. Baleimatuku Senior Accounts Officer

Ministry of Finance - FMIS Unit | Level 7 West Wing, Ro Lalabalavu House | P.O Box 2212 Gc Phone: (679) 3307011 Ext. 382026 DID: (679) 3221126 | Fax: (679) 3305074 | Estail: alunai:

Vision: Prudent Stewardship of Government Finances; Mission: Sound management of gov achieve financial stability and build a better Fiji for all; Values: Integrity, Professionalism, Qu

From: Litiana L. Volitikoro

Sent: Tuesday, February 03, 2015 9:50 AM

Yo: Atunaisa N. Baleimatuku

Subject: RE: RFA Write off Allocation

Sir,

The proposed write off amount of \$9673.60 is to be undertaken from 10210102999570301.

Vinaka

l įti

From: Atunaisa N. Baleimatuku Sent: Tuesday, February 03, 2015 9:04 AM Tes Litiana L. Volitikoro Subject: RFA Write off Allocation

Bula Liti,

Please could you specify the RFA Allocation where your proposed write off of \$9,673.60 has to be undertaken.

Regards,



Phone: 3211513 Fax: 3317620

OFFICE OF THE PRIME MINISTER Memorandum

From:

Permanent Secretary, Prime Minister's Office

To:

Permanent Secretary, Ministry of Finance & National Planning

Date:

14th January, 2015

Re:

SUBMISSION OF WRITE - OFF PROPOSAL

Please find attached the approval to write - off the amount of \$82,717.59 under the Revolving Fund Account.

Submitted for your necessary action.

Litiana Volitikoro

for Permanent Secretary, Prime Minister's Office

uss A/Des aroud from March Ougas of the Can

Uss A/PAO aroud from March Ougas of the Can

What Folget France acar been und to of

14/01 grat - partice. Record for your

UNIUSTIFIABLE AMOUNT - \$82.717.59 : REVOLVING FUND ACCOUNT

Since 2006 until to-date the Revolving Fund Account has a debit balance which the Accounts staff can not verify and to clear the outstanding amount.

The account was for the accountable advances that were taken by the staff and have not retired. A list could not be provided because most of the accountable advance were payable to PS-PM's Office. The amount to be written off is \$82717.59 as end balance from 2012 (refer attached).

The Ministry of Finance is undertaking a write-off process and have recommended to write off all outstanding amount, thus the request.

Submitted for your kind consideration to write off the unjustifiable outstanding accountable advances.

L.Velitikore

AAO - Accounts

G651001_66

+ RUN DATE: 04/03/2013 AT 09:38 BUSINESS DATE: 04/03/2013

TOTAL FOR: 10210102999570301 **ACCOUNT TOTAL: ACTA B-BAL E-BAL

GL ORG G/L DETAIL/SUMMARY LEDGER

121,176,26 83,227,59 ACTA NET

37,948.67-37,948.67~

5,078.00

43,026.67

PAGE: 000003 G651001

ALIENS OF

şļ.

