

**CIRCULAR**

Sub:- Audit by various agencies - Furnishing of replies to - Reg.

Ref :- Audit notes and audit paras issued by various government auditing agencies

Several communications are received, without proper references to audit queries or audit notes, both as responses to audit paras and otherwise.

It is difficult to locate the para concerned from these letters as details regarding the proper para is not made available

It would be helpful if departments/sections concerned forward the **appropriate reply specifically written with reference to the para pending** as mentioned in the audit report, rather than merely forwarding copies of communications sent in response to audit notes, which contain replies to a bunch of audit note paras, which in most cases would not be relevant to the query forwarded by the Finance Officer. This creates a lot of chaos, as the time to respond to the audit reports once issued, is limited as 2 months from the date of receipt in the University and the volume of data handled for consolidation of reports is in tune of many hundreds of communications.

In view of the above, the following be strictly adhered to:

1. All Audit Notes be replied to properly, precisely and aptly within the time limit confirmed so that the notes once replied to do not make its way to audit reports, thus reducing work related with audit paras.
2. **All registers including the E-Grants Register has to be kept up-to-date and handed over to the Audit team when requested.**
3. All departments / sections should exercise due diligence and utmost care in responding to audit paras/notes communicated by any auditing agency.

**Santhi S \***

Deputy Registrar

\* This is a computer generated document. Hence no signature is required.