



Indian Council of Agricultural Research
Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi - 110 001

F. No.: Fin/7-5/2017-IU

Dated: 17.11.2017

CIRCULAR

Sub: - Transaction Audit of ICAR Hqrs. upto March 2017.

It is to inform you that an audit team from the office of Director General of Audit (Central Expenditure), New Delhi will take up the Transaction Audit of the ICAR Hqrs up to March, 2017 w.e.f. 17.11.2017. In order to ensure smooth conduct of audit and to minimize the number of objections, it is requested that the following instructions may be followed strictly:-

- i) The Inspection Unit will function as Liaison Section for the purpose. The Audit Memos given by the Audit Team will be routed through Inspection Unit.
- ii) Branch Heads need to ensure that the desired records are submitted to the audit team without any loss of time and non furnishing of records would be viewed seriously. The records may be sent directly to the Audit Team under intimation to the Inspection Unit. Further, it will be the responsibility of the concerned Section to take back the records immediately after scrutinizing it by the Audit Team.
- iii) The replies to the Audit Memorandum(s) may be sent directly to the Audit Team with a copy to the Inspection Unit (indicating the Audit Memo. No. & Date), for information and records. P.K. Gupta, F&AO (I.U) will be the liaison officer for the purpose.
- iv) Branch Officers/Sections concerned are requested to ensure the settlement of the outstanding objections of the previous years by showing compliance to the Audit Team, during the current audit.

It is requested that full **cooperation and assistance** be extended to the Audit Team and Inspection Unit to enable them to complete this job in time.

(Sanjeevan Prakash)
Director Director (Finance)

Distributions:-

- 1 All Officers and Sections in Krishi Bhavan and Krishi Anusandhan Bhavan-I & II, Pusa New Delhi & NASC Complex
- 2 Sr. PPS to Secretary, DARE & DG, ICAR
- 3 PPS to AS & FA, DARE/ ICAR
- 4 PPS to Addl Secretary(DARE) & Secretary, ICAR