



केन्द्रीय विद्यालय संगठन(मु.)
KENDRIYA VIDYALAYA SANGATHAN(HQ)
18 - संस्थागत एरिया, शहीद जीत सिंह मार्ग
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F No. 110225/66/2014-KVS(HQ)/Audit

Dated : 08.10.2018

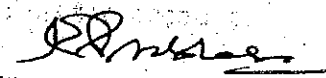
OFFICE ORDER

In accordance with relevant codal provisions, the Internal Audit on the accounts and financial transactions of Regional Offices/ZIETs is mandated to be taken up by the Officers of Finance Division. The tentative Audit Schedule for 2018-19 is attached herewith as Annexure-I (overleaf). The said Internal Audits are to be completed by 31.3.2019 positively.

The respective Officers may submit tour programme to their controlling officers for approval of actual dates/period of Internal Audits, along with the names of two officials, being nominated by the respective team leaders, for a duration of 3 days for covering the period of Audit of a year and/or a part thereof, with an additional day for every incremental period of audit beyond a year. In case, the team member/(s) is/are nominated from an office other than the office of the team leader, the said official/(s) shall be relieved by the concerned controlling authority accordingly.

This issues with the approval of the **Commissioner, KVS.**

Hindi version follows.


(Dr. E. Prabhakar)
Joint Commissioner (Trg/Fin)

Distribution:

1. The PS to Addl Commissioner(Adm), KVS Hqrs for information.
2. The Dy Commissioner/Director, KVS, All Regional offices/ZIETs for information and with the instructions to keep all the records ready including the Audit/ Hindi Rajbhasha Questionnaire for submission to audit team on the first date.
3. The Individual Officer concerned. A copy of tour programme may be submitted to KVS Hqrs.
4. The Finance Officer, KVS, all Regional Offices for necessary action.
5. The Assistant Commissioner (Estt-I)/(Estt-II & III), KVS Hqrs for information.
- ✓ 6. The Assistant Commissioner (EDP) Cell, KVS (HQ) with the request to firstly upload this order on KVS web-site under "Announcement" and move it to "Circular-Accounts", thereafter.

Distribution:

Annexure-I**Details of Regional Offices/ZIETs to be internally audited by the nominated Officers of the Finance Division of KVS during 2018-19**

Sl. No.	Name of Region/ZIET	Audit completed upto	Name of Officer nominated for conducting Internal audit during 2018-19 (by 31.3.2019 positively)
1	Ahmedabad	Aug'17	Sh Sanjay Kumar, AC(Fin), KVS Hqrs
2	Bangalore	Oct'16	Sh Manoj Rawtani, FO, KVS Hqrs
3	Bhopal	Dec'16	Smt Shivani Suneja, FO, RO Delhi
4	Chandigarh	Feb'18	Smt Sukhraj Kaur, FO, RO Gurugram
5	Chennai	Jan'17	Sh MP Singh, FO, RO Varanasi
6	Dehradun	Feb'17	Sh AK Srivastava, AC(Fin), KVS Hqrs
7	Delhi	Mar'17	Sh Sumer Chand, FO, RO Ahmedabad
8	Ernakulam	Jun'17	Sh AK Srivastava, AC(Fin), KVS Hqrs
9	Guwahati	Oct'16	Sh Sanjay Kulshresth, FO, RO Jaipur
10	Gurugram	Jan'17	Sh G. Somaiyya, FO, RO Hyderabad
11	Hyderabad	May'15	Sh MP Singh, FO, RO Varanasi
12	Jabalpur	Nov'17	Sh Sanjay Kulshresth, FO, RO Jaipur
13	Jammu	May'17	Sh G. Somaiyya, FO, RO Hyderabad
14	Kolkata	Nov' 16	Sh OS Sheoran , FO, KVS Hqrs
15	Lucknow	April'17	Sh Sanjay Kumar, AC(Fin), KVS Hqrs
16	Mumbai	Aug'17	Sh OS Sheoran , FO, KVS Hqrs
17	Patna	June'17	Sh Manoj Rawtani, FO, KVS Hqrs
18	Raipur	July'17	Sh Sumer Chand, FO, RO Ahmedabad
19	Ranchi	Jan'17	Sh R. Daniel, FO, RO Chennai
20	Silchar	Oct'14	Sh OS Sheoran , FO, KVS Hqrs
21	Tinsukia	Oct'16	Sh Sanjay Kumar, AC(Fin), KVS Hqrs
22	Varanasi	Feb'17	Sh AK Srivastava, AC(Fin), KVS Hqrs
23	ZIET Bhubaneswar	July'17	Sh GP Vishwanath, FO, RO Raipur
24	ZIET Chandigarh	Feb'18	Smt Sukhraj Kaur, FO, RO Gurugram
25	ZIET Mumbai	June'17	Sh OS Sheoran, FO, KVS Hqrs
26	ZIET Mysore	Dec'17	Sh Manoj Rawtani, FO, KVS Hqrs

Note: The names of some ROs/ZIETs not reflected in the above table, have been omitted, since the same have already been audited during the current FY 2018-19.


Joint Commissioner (Trg/Fin)