

PANJAB UNIVERSITY, CHANDIGARH.

MOST URGENT

From
The Deputy Registrar (Accounts)
Panjab University.
Chandigarh-160014

To
**All Heads of the Teaching/
Non-Teaching Deptts./
Branches/offices.**
All Deans/Directors, P.U.
Chandigarh.

No. 3854 /A

Dated 26-06-2019

Subject: Data collection for risk assessment of auditee units.

Sir/Madam,

This has reference to letter no. DGA(C)/CE/AP-10/Audit Plan/2019-20/13 Dated. 24/6/2019 received from the O/o the Director General of Audit (Central) on the subject cited above.

The information required as per enclosed Performa pertains to your Deptt/Office. (Proforma 14 & 17)

Since the information is urgently required by DGA (Central), therefore, you are requested to submit the same to this office on 28/06/2019 by 04-00 p.m., so that same may be compiled and forwarded to quarter concerned.

This may be treated as MOST URGENT .

Yours faithfully,

Rei Marchand

Deputy Registrar (Accounts)

Proforma no. 14

Quality of record maintenance

Name of department/DDO: _____

Name of records/register prescribed and form number.	Whether maintained (Y/N)	Maintained in prescribed form (Y/N)	Maintained but entries are recorded regularly and properly (Y/N)	Whether preserved for prescribed period
(1)	(2)	(3)	(4)	(5)

Note: 1.Documentary evidence in support of entries being made in table 14 may also be collected.
2.The authority for maintenance of the records should also be seen and mentioned.

Proforma 17

Quality control Mechanism

Name of the department/DDO: _____

Whether mechanism for quality testing of supplies/services/works has been put in place in the department/office? (Y/N)	
Whether required no. of tests are being carried out (Y/N)	
Adequacy of manpower (indicate percentage shortage)	
Adequacy of equipment (Y/N)	

Note: Copies of quality test report in support of entries being made in proforma no. 17 may also be collected.