

EMPLOYEES' PROVIDENT FUND ORGANISATION, HEAD OFFICE,  
BHAVISHYA NIDHI BHAVAN, 14, BHIKAJI CAMA PLACE,  
NEW DELHI-110066.

No. Audit/17(1)09/IAP/Cir/

Dated: 18-11-2009

To

18 नवम्बर  
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01. All the Additional CPFCs of Regional Zones.
  02. All Regional Provident Fund Commissioners of the Regions.
  03. All OICs of Sub Regional Offices.
  04. The RPFC (ASD) in Head Office.
  05. All OICs of Zonal Training Institutes.
  06. The Registrar, The EPF Appellate Tribunal.
  07. The Director, NATRSS.

Sub: Format for furnishing the Replies to the AG Audit Reports and Internal Audit Reports and the forwarding letters.

Sir,

It is informed that frequently statistical information on the No. of Paras Outstanding, No. of Paras newly added during the current financial year, No. of Paras settled and the No. of Paras still Outstanding in respect of the Accountants General Audit Inspection Reports and the Internal Audit Reports are required to be furnished to the Ministry for their review.

02. With a view to extract these details easily and for effective monitoring of timely sending of replies and for pursuing the Final Action Taken replies in respect of the Paras still Outstanding, the following requirements may please be got complied with:

- (i) The Replies may please be furnished in a Separate statement form in the A-4 Sheet in a Horizontal format in the following manner:

Statement containing the Final Action Taken Replies to the Accountant General Audit Inspection Reports.

Name of the Office:

Sl. No.	Audit Inspection Report for the Year:	Part No. and Para No.	Para Heading	Final Action Taken Replies
(01)	(02)	(03)	(04)	(05)

- (ii) The forwarding letter to the AG Audit replies should contain the letter No. and Date of the latest Audit Inspection Report necessarily in all the communications for easy linking with a copy of the forwarding letter only being

endorsed to the Head Office duly indicating the Head Office reference No. and Date wherever available without fail. The forwarding letter also should contain the following format for easy identification of the Paras to which replies are sent and for extracting the details of Paras still outstanding.

Sl. No.	Audit Inspection Report for the Year:	Part No. and Para No.	Para Heading
(01)	(02)	(03)	(04)

- (ii) There is no necessity to reproduce the contents of entire Para containing the detailed observation and it is enough if the Para Heading alone is furnished in the reply Statement.

03. The following requirements may please be complied with in respect of Internal Audit Reports.

- (a) The Replies may please be furnished in a Separate Statement in A-4 size paper in a Horizontal format in the following manner:

Statement containing the Final Action Taken Replies to the Internal Audit Reports..

Name of the Office: -----

Sl. No.	Internal Audit Report for the Year:	Para No.	Para Heading	Final Action Taken Replies
(01)	(02)	(03)	(04)	(05)

- (b) Forwarding letter to the above Statement with the following Table may please be sent to the Head Office.

Sl. No.	Internal Audit Report for the Year:	Para No.	Para Heading
(01)	(02)	(03)	(04)

- [c] There is no necessity to reproduce the contents of entire Para containing the detailed observation and it is enough if the Para Heading alone is furnished in the reply Statement.

04. It may also please be ensured that interim replies or Part replies are not furnished and only final replies specific to the point and after removing all the deficiencies pointed out with supporting documents wherever necessary are sent. The supporting documents in support of actual compliance of the observations may also be kept ready for verification by the Audit Team during their next visit and for recommending the dropping of these Paras without necessitating further correspondence.

05. The replies are required to be furnished with the approval of RPFC of the Region under the signature of RPFC (F&A) and by the OICs in respect of Sub-Regional Offices.

(This issues with the approval of FA & CAO)

Yours faithfully,

*K.S. Rajan*  
(K.S. RAJAN) 18.11.09

DEPUTY DIRECTOR (AUDIT)

Copy to:

01. All Officers in Head Office
02. All Internal Audit Parties
03. All Deputy Directors (Vigilance)
04. All Deputy Directors (Audit)
05. PS to Chief Engineer
06. PS to CVO
07. PS to FA & CAO
08. PS to CPFC
09. All Sections in Head Office
10. Deputy Director (OL) for issuing Hindi version.
11. The RPFC, NDC for placing in the Web Site.

*K.S. Rajan*  
(K.S. RAJAN) 18.11.09

DEPUTY DIRECTOR (AUDIT) &  
RPFC (WSU)