



कर्मचारी भविष्य निधि संगठन

**EMPLOYEES' PROVIDENT FUND ORGANISATION**

श्रम एवं रोजगार मंत्रालय, भारत सरकार / *Ministry of Labour, Govt. of India*

*No. 14, Bhavishya Nidhi Bhavan, Bhikaiji Cama Place*

*New Delhi 110 066.*

No. Audit/23(1)11/DD(A)/2011/

Dated: 18-04-2011

To

4040

through website

29 अप्रैल 2011

The Regional P. F. Commissioner,  
Regional Office,  
\_\_\_\_\_

**Subject: Posting of Deputy Directors (Audit).**

Sir,

Deputy Directors (Audit) have been posted in zones. These officers are of level of RPFC-II and have control over the Internal Audit Parties functioning within the zone assigned. It is therefore, requested that the officer may be provided all basic infrastructure facilities and support staff. The officer will report to Head Office for all functional issues and be stationed at zonal headquarters assigned to them.

Yours faithfully,

21/04/2011

(RAJESH BANSAL)

FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER

Copy to:

Additional CPFCs (Zone) - For kind information.

वॉ. श्याम सुंदर, V. SHYAM SUNDAR  
विदेशक (लेखा परीक्षा)



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Dated: 18-04-2011

**THROUGH WEBSITE**

29 APR 2011

To

All Deputy Directors (Audit),

*Subject:* Duties of Dy. Director (Audit) - Regarding.

Sir,

Consequent upon posting of Deputy Director (Audit) on deputation basis in various field offices, the following duties are assigned. It may be noted that the duties are only indicative and not exhaustive. The Deputy Director (Audit) shall be responsible for all activities of Audit Wing within their jurisdiction and report to the Director (Audit), Head Office.

- i. Will Report to the Director, Audit, Head Office for all functional purposes including sanction of any kind of leave.
- ii. To control, monitor and co-ordinate the function of the Internal Audit Parties.
- iii. To vet and approve the reports of Internal Audit parties and to issue such reports to the office concerned within 15 days of the receipt of reports. A copy of the Internal Audit Report shall be forwarded to the Director, Audit, Head Office simultaneously.
- iv. To follow up with field offices on the pending audit paras of IAP and CAG, examine the replies and forward the same with recommendation to the Head Office.
- v. With the approval of Director (Audit) to visit field offices for discussion of pending audit paras (both statutory and internal) and guide them in preparation of replies.
- vi. Hold meetings with Officers-in-charge of field offices wherever some serious audit observations are made for immediate corrective action. Whenever such serious issues are noticed, a special report of the same shall be made to the Director, Audit, Head Office.
- vii. Lead Audit Parties in special cases under the instructions of Head Office for carrying out any special audit at any field office.
- viii. To attend to queries raised by field offices. However, any matter where Audit Opinion is sought, the Deputy Director, Audit will forward the same with own views/ opinion to the Director, Audit, Head Office for consideration and issue of audit opinion.

- ix. To compile and maintain copies of important orders or circulars and instructions issued by HO from time to time.
- x. To submit annual review on the performance of Internal Audit Party of the preceding year to the Head Office by the end of March each year.
- xi. To follow up with local CAG's office for dropping of audit observations after furnishing replies.
- xii. Maintain punctuality and discipline within the Internal Audit parties including sanction of CL / EL without hampering the normal audit function and the approved tour programmes.
- xiii. To maintain the following registers:-
  - (a) Control Register of Internal Audit as per Annexure I.
  - (b) Control Register of Outstanding Audit Paras for IAP & CAG separately as per Annexure II-A and II-B
- xiv. Any other activities assigned from time to time by Director (Audit).

Yours faithfully,

*wt. 21/04/21*  
**(RAJESH BANSAL)**  
**FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER**

**Copy to:**

All ACCs (Zone)  
All Officer-in-Charge, RO/SRO  
All IAPs

RPFC-II, NDC for upload in website.

*Shyam*  
*18/4/21*  
वी. श्याम सुंदर / V. SHYAM SUNDER  
निदेशक (लेखा परीक्षा)  
Director (Audit)

**Control Register of Internal Audit**

Name of Office

Annexure - I

Sl. No.	Period covered under Audit	Duration of Audit		Audit Report Number and date	Date of forwarding to		Remarks
		From	To		Head Office	Field Office	

**Control Register of outstanding Internal Audit Paras**

Name of Office

Annexure II A

Sl. No.	Period of Audit	No. & Date of Internal Audit Report	No. of Audit paras	Details of Audit Paras dropped		Balance Pending Paras	Remarks
				No. of Audit Paras	Date of dropping		

**Control Register of outstanding CAG Audit Paras**

Name of Office

Annexure II B

Sl. No.	Period of Audit	No. & Date of local CAG Audit Report	No. of Audit paras	Details of Audit Paras dropped		Balance Pending Paras	Remarks
				No. of Audit Paras	Date of dropping		

  
 वी. श्याम सुंदर / V. SHYAM SUNDER  
 निदेशक (लेखा परीक्षा)  
 Director (Accounts)