



**Office of the Pr. Accountant General  
(Audit-I) Gujarat,  
Annexe Building, Racecourse Road,  
Rajkot – 360001  
TEL. No. 0281 2446836-37 (PBX)**

**To,  
Principal,  
Dr. S. S. Gandhi College of Engineering and Technology,  
Surat.**

**Sub: - Intimation regarding Local Audit of the accounts and / or transactions.**

Sir/Madam,

The Local Inspection/audit of accounts of your office/Organization for the period **from Previous Audit to 12/2023** will be conducted by this A.G. Audit Party between **12-01-2024 to 19-01-2024**.

It is, therefore, requested that all the relevant records for the above period may please kept ready and produced to audit for detailed scrutiny. Statement required as per **Annexure** may also be kept ready and produced to audit on the first day itself.

It may please be noted that the scheduled programme of audit will not be possible to be changed/postponed in any circumstances.

The acknowledgement in this regard may please be intimated positively at the following mobile number.

**Shri Mausam Kumar Meena (Assistant Audit Offer), Mob. 9428590735/8700257647.**

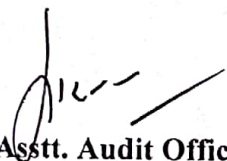
**Yours faithfully,**

**Assistant Audit Officer /AMG-I LAP No - 38**

**STATEMENT TO THE KEPT READY BY THE HEAD OF OFFICE BEFORE  
COMMENCEMENT OF AUDIT**

**ANNEXURE**

1. A statement showing expenditure figures duly totaled (financial year wise) for last three years may be kept ready.
2. A statement showing month wise expenditure on pay allowance on pay allowance of officers pay and allowances of establishments, contingent (sub-head wise) and grant-in-aid (excluding subsidy loan etc ) if any for the period from -----
3. A statement showing the month wise receipts of the office if any (minor head wise) for the period from -----
4. A statement showing the month wise expenditure month from permanent advance sanctioned for the office during the period from -----
5. The amount of permanent advance and the number and the date of sanction order should also be indicated in the statement.
6. A statement showing, the names of officers/persons likely to retire within the next five (5) years and the expected date of retirement.
7. A list of the names of officers in charge of the office during the last three years period covered by Audit for the period from which this hold charge.
8. A statement showing the names and designation of department officers who have respected the accounts during the period covered by audit and the date of their inspection. The relevant inspection reports may also be made available to the Audit party.
9. List of cases of losses of public money and its misappropriation defalcation etc. if any the relevant files may also be produced to audit.
10. List of Service book for the staff members.
11. List of Records maintained in the office.
12. A statement showing the details of Office Address, Telephone No. and FAX No.

  
Asstt. Audit Officer