



No. JACW 1(1)/2022-23

Date:

21 FEB 2024

AUDIT COORDINATION WING

CIRCULAR

Sub: **Transaction Audit** on the Accounts of JIPMER for the year 2022-23 by Accountant General (Central), Chennai - Reg.

Ref: Letter No. PDA (CENTRAL)/CE/VI/01-01/TP/2023-2024 Dated: 24/01/2024

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Intimation has been received from the Office of the Principal Director of Audit (Central), Chennai that the Transaction Audit on the Accounts of JIPMER will be taken up by an Inspection Party of 3 members headed by **Shri. N Sridhar-II**, Assistant Audit Officer from **27.02.2024**. Hence, all the Departments/Officers-in-charge of Ancillary Services/ Sections/Units/ Wards/ OPDs/ OTs/ Hostels are requested to cooperate with the Transaction Audit Party during the period of Audit and nominate one staff member who is working under their control for production of all the financial and accounting records maintained in their departments/sections. Dealing Assistant /support staff who is nominated by the Head of concerned department/section for this purpose should physically be available during the period of Audit for production of any other records/documents required by them immediately.

The following particulars/records may be made available to the inspection Party immediately on its arrival.

- i) A complete list of all fields of activity in your office including the schemes executed and the list of your subordinate offices.
- ii) All the financial and accounting records maintained in your office for the year mentioned above may be collected and kept ready. Failure to produce necessary records/documents will draw adverse audit remarks.

Further, all stakeholders are requested to ensure whether financial and accounting records such as Advance Register, Cash Book, Cheque delivery register, Petty cash register, Intramural and Extramural funds etc., Indent book, Breakage & Condemnation register, Stores receipt book (SRB), Stock register/Fixed Assets register pertaining to Chemical, drugs equipment's, furniture etc. and Service books and also all other records/files maintaining in their department/sections have been updated as on today.

This is issued with the approval of the Director.

SENIOR ACCOUNTS OFFICER

वरिष्ठ लेखा अधिकारी

Senior Accounts Officer

जिपमेर / JIPMER

**धन्वंतरी नगर / Dhanvantri Nagar,
पुदुच्चेरी / Puducherry - 605 006.**

To

All Departments/ Ancillary Services/ Sections/ Units/Wards/OPDs/OTs
Hostels/College of Nursing /Hospital Office/ JIRHC/JIUHC

Copy to:

1. The Director
2. The Deputy Director (Admin.)
3. The Medical Superintendent
4. The Senior Administrative Officer
5. The Project Coordinator/ Estate Manager
6. The Accounts Officers/Asst. Accounts Officers
7. The Officer in-charge of HISU-with a request to upload this circular on official website