



JAIPUR VIDYUT VITRAN NIGAM LIMITED
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प्रभास्मि शशि सूर्ययोः

No. JPD/Admn./Enq./FC- Misc /D.

1554 dated 12.06.18

CIRCULAR

It has been observed that internal audit is got conducted by the Audit Wing and on the basis of audit report containing lapses/short comings, disciplinary action is recommended against the defaulters. Accordingly, necessary disciplinary action is initiated. While examining the replies to the explanations/show cause notices/ charge sheets furnished by the concerned officer/official, the Audit Wing generally reports their replies as satisfactory for one or other reason.

It is significant that audit is a valued resource to help in better management of activities and it is expected that their audit reports & subsequently fact verification report & comments on the replies in the matter of disciplinary action, must correlate with the responsibilities, work environment & circumstances and support each other.

It is, therefore, enjoined upon all concerned that a structured and systematic approach to the auditing process be followed and audits should be integrated into corporate objectives. The goal of an internal audit is to ensure that organizational policies and procedures are followed and also to alert the management of gaps in policy compliance. The standards and practices be followed by auditors consistently in carrying out their work. Further, an improvement plan should be developed for areas that have gaps in practice compliance. The Unit officers shall be bound to ensure availability of relevant record and extend cooperation to the Audit Party. On detecting the lapses/short comings during the course of internal audit, first of all, the head of the Internal Audit Party may serve a memo containing the deficiencies to explain the position within a suitable period. On receipt of the explanation to the said memo, the same be examined quickly and if no explanation to the memo is received within prescribed time limit, the consolidated/final audit report should be submitted accordingly. Comments of concerned SE be taken before recommending the disciplinary action and the CAO(IA), Jaipur shall record that the lapses/short comings so detected are based on the record.

The Director(Fin.)/Chief Accounts Officer(IA), Jaipur are advised to issue necessary detailed instructions envisaging the above directions.

The above instructions be adhered to by all concerned.

(R.G.Gupta)

Managing Director

Copy to the following through E-mail for information and necessary action:-

1. Director(Fin.)/(Tech.), JVVNL, Jaipur.
2. All Chief/Zonal Chief/Addl. Chief Engineers, JVVNL, Jaipur/ Bhartpur/Kota.
3. Chief personnel Officer/Jt.Director(HR)/(JZ), JVVNL, Jaipur.
4. All Chief Accounts Officers, JVVNL, Jaipur.
5. All Superintending Engineers, JVVNL, Jaipur/_____.
6. Add.S.P.(Vig.)/CompanySecretary, JVVNL, Jaipur.
6. All Sr. Accounts Officers/Accounts Officers, JVVNL, Jaipur.
7. All Executive/Assistant Engineers.

Secretary(Admn.)

12/6/18