

Annexure -D

Format for reporting Audit Observations -Regional Office

Audit Period (For the Period) –

Sl. No.	Activities covered under Scope of Audit	Sub Activity	CA Firm's observations (General/*Significant) with brief narration	<i>Certification of Regional Chief (Agree/Disagree with Auditor's observation and timeline for compliance of outstanding observations)</i>
1.	Loan Projects			
2.	Loan Niwas			
3.	Cash and Bank			
4.	Assets			
5.	Fixed Assets			
6.	Liabilities			
7.	Borrowings			
8.	Income			
9.	Expenses			
10.	Payroll			
11.	Human Resource			
12.	Statutory Compliance			
13.	Information Technology			
14.	Legal			
15.	IFC Controls			
16.	Others			

* Details of significant observations with specific deviation and supporting documents to be furnished to IA Wing (HO).

Name of Audit Team Member

1 Name of Partner.

2 Name of CA –

3. Name of Assistant –

Certification Date & Signature of Regional Chief

Note: (i) Strict compliance of above format to be ensured by the Regional Chief.

- (ii) The CA firms be informed to review outstanding Audit paras from earlier quarterly reports and its compliance status as on date.
- (iii) CA firm should ensure submission of Quarterly Audit Reports of RO latest by 7th of the end of the quarter along with relevant Annexures
- (iv) The CA firm is expected to undertake the review of monthly transactions in the 1st week of succeeding month and report in case of significant observation to IA wing urgently.
- (v) The CA firm should ensure compliance of latest Office Order/guidelines/Office Memorandum while submitting the Audit Report.
- (vi) Payments to CA firms shall be released on receipt of above completed format only **on quarterly basis.**

Annexure -D

Format for reporting Audit Observations- HSMI

Audit Period (For the Period) –

Sl. No.	Activities covered under Scope of Audit	Sub Activity	Internal Auditor's observations (General/*Significant) with brief narration	Certification of Head HSMI (Agree/Disagree with Auditor's observation and timeline for compliance of outstanding observations)
1.	Cash and Bank			
2.	Assets			
3.	Fixed Assets			
4.	Liabilities			
5.	Income			
6.	Expenses			
7.	Payroll			
8.	Human Resource			
9.	Statutory Compliance			
10.	Information Technology			
11.	Training			
12.	HUDCO Chair			
13.	Research and Development			
14.	Hostel			
15.	Library			
16.	IFC Controls			
17.	Others			

* Details of significant observations with specific deviation and supporting documents to be furnished to IA Wing (HO).

Name of Audit Team Member

1 Name of Partner.

2 Name of CA –

3. Name of Assistant – R

Certification Date & Signature of Head -HSMI

Note: (i) Strict compliance of above format to be ensured by Head HSMI.

- (ii) The CA firms be informed to review outstanding Audit paras from earlier quarterly reports and its compliance status as on date.
- (iii) CA firm should ensure submission of Quarterly Audit Reports of RO latest by 7th of the end of the quarter along with relevant Annexures
- (iv) The CA firm is expected to undertake the review of monthly transactions in the 1st week of succeeding month and report in case of significant observation to IA wing urgently.
- (v) The CA firm should ensure compliance of latest Office Order/guidelines/Office Memorandum while submitting the Audit Report.
- (vi) Payments to CA firms shall be released on receipt of above completed format only **on quarterly basis.**