



KENDRIYA VIDYALAYA SANGATHAN (HQ)

18-संस्थागत एरिया, शहीद जीत सिंह मार्ग

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Date : 25.10.2022

The Deputy Commissioner,
Kendriya Vidyalaya Sangathan,
All Regional Offices

E-mail/Post

Sub : Conduct of Special Internal Audit of 50 Kendriya Vidyalayas during FY 2023-24-reg

Madam/Sir,

This is in continuation of letter of even reference dated 27.12.2021 vide which it was conveyed on the modalities of strengthening of Internal Audit protocol in KVS stipulating that in addition to the existing mandate of Audits as prevalent in KVS, the Special Internal Audit of certain identified KVs under each RO will be conducted on yearly rotation basis by the officers to be directly nominated by KVS Hqrs. Accordingly, 50 KVs were listed for such special internal audit during previous year 2022-23.

2. In this continuity, the Special Internal Audit of 50 KVs will be conducted during current FY 2023-24 by the Finance Officers so nominated as per the detailed list attached herewith as Annex-1. The list indicates the name of KVs to be audited alongwith the name of nominated officers as Team Leader. However, the names of members of the said teams will be intimated separately in due course.

3. The said audit for the transaction periods as mentioned in the list will be completed by the nominated officers within the duration of a 4-6 working days depending on size of transactions of 2 years audit, with a margin of 1-2 days for 3rd year audit wherever applicable. However, after such audit, the said KV will not be further subjected to Internal audit again by the RO for the transactions of the same period as covered under such audit.

4. On the last day of such audits, apart from the discussions with the auditee unit, a mini orientation/handholding workshop will also be organized by the team leader in the said KV including the staff of nearby KVs if feasible, to sensitize the Principal(s)/VPs/PGTs, Office staff and other related functionaries, on the mandated provisions of GeM, public procurement, generalized financial violations, DDOs' codal responsibilities and the financial propriety as a whole. Such orientation on last day may also be joined by an officer from Finance Divisions of Hqrs, as nominated in the list.

5. Such *Special Internal Audit* will mainly, aim on the detailed scrutiny of compliances as a theme, in terms of GFR provisions on GeM Procurement of Goods & Services, EPF/Minimum Wage compliance, Management of VVN fund as per financial Ceilings/powers, Drawl of money from the public fund and all other financial activities as considered to deem fit at site. The detection of fraud and unearthing of any misappropriation/embezzlement of public funds, if any, will be considered as a duty of the audit team. All the auditable documents shall be liable to be produced to the auditor for scrutiny as provided codally in respect of internal audits.

6. The report of such audit will be prepared in three parts viz (a) Brief details of para (b) Observations of audit with rules/regulations/codal provisions that have been flouted/violated by the officers while quantifying the potential loss wherever possible, (c) Specific suggestions/recommendations of audit. The report will directly be submitted to JC(Fin) KVS Hqrs within 7 days of its completion, with a copy sent to DC of RO concerned for seeking the replies on the paras/observations from the concerned Principal and submit the same with his/her comments to Hqrs for necessary processing of the report as per extant codal provisions on the matter. No unnecessary xerox copies of vouchers be bundled/attached with the report **except** attested copies of such documents related to cases of embezzlement/fraud/ misappropriation/potential losses etc.

This issues with the approval of Commissioner, KVS. Hindi version follows.

Yours sincerely,

(Satya Narain Gulia)

Joint Commissioner(Finance)

Copy to ;

1. The PS to Commissioner, KVS for kind information of the Commissioner, KVS.
2. The Joint Commissioner(Adm-1)/(Admn)/(Pers)/(Trg)/(Acad), the Divisional Heads, KVS Hqrs for necessary information.
3. The Directors, all the ZIETs, KVS for information.
4. The DC(EDP), KVS Hqrs for uploading the letter on KVS-website for general information of the concerned.



**LIST OF 50 KVs (BOTH SHIFTS) FOR CONDUCTING SPECIAL INTERNAL AUDIT DURING FY 2023-24
ON THE TRANSACTIONS FOR THE PERIOD MENTIONED THEREUNDER**

S N.	Name of RO	Name of KVs	Name of nominated Officer	Nominated Officer for Last day Exit Orientation
1	AGRA	Agra No. 1 AFS	Sh. Gajendra Uniyal, FO	
2	AGRA	Hindan No. 1 AFS	Smt. Shivani Suneja, FO	
3	AHMEDABAD	Ahmedabad Cantt	Sh. Sukrampal, FO	Sh Sanjay Kumar DC(Fin)
4	AHMEDABAD	Gandhinagar Cantt	Smt. Shivani Suneja, FO	
5	BENGALURU	Belagavi No.2 Cantt	Sh. Gajendra Bisht, FO	
6	BENGALURU	DRDO Bengaluru	Sh. Rajnish Saxena, FO	Sh OS Sheoran, AC(Fin)
7	BHOPAL	Bhopal No.1	Sh. Sanjeev Kumar, FO	Sh OS Sheoran, AC(Fin)
8	BHOPAL	Gwalior No. 3	Sh. M.P. Singh, FO	
9	BHOPAL	ITBP SHIVPURI	Sh. A.K. Pathak, FO	
10	BHUBANESWAR	Bhubaneswar No.1*	Smt. Shivani Suneja, FO	
11	BHUBANESWAR	BHUBANESWAR no.2*	Sh. Sanjay Kulshreshtha, FO	Sh OS Sheoran, AC(Fin)
12	CHANDIGARH	PATHANKOT NO. 2	Sh. Sukrampal, FO	
13	CHANDIGARH	SARAIKHAS CRPF	Sh. Gajendra Uniyal, FO	
14	CHENNAI	PONDICHERY NO.1*	Sh. Manoj Rawtani, FO	
15	CHENNAI	PORTBLAIR NO.2	Sh. Sanjay Kulshreshtha, FO	Sh OS Sheoran, AC(Fin)
16	DEHRADUN	IMA, DEHRADUN	Smt. Sukhraj Kaur, FO	
17	DEHRADUN	HALDWANI CANTT	Ms. Akriti Aggarwal, FO	
18	DELHI	Gole Market	Sh. Sumer Chand, FO	Sh Sanjay Kumar DC(Fin)
19	DELHI	Janakpuri *	Sh. P.K. Wallia, FO	
20	DELHI	KHICHRI PUR	Sh. M.P. Singh, FO	
21	ERNAKULAM	K V ERNAKULAM	Sh. K.N. Seshagiri, FO	Sh AK Srivastava AC(Fin)
22	ERNAKULAM	ADOOR	Sh. Gajendra Singh Bisht, FO	
23	GURUGRAM	Ambala No.1	Sh. N.C. Das, FO	Sh AK Srivastava AC(Fin)
24	GURUGRAM	Faridabad No.1	Sh. Manoj Rawtani, FO	
25	GUWAHATI	Khanapara*	Ms. Akriti Aggarwal, FO	
26	GUWAHATI	Maligaon	Sh. N.C. Das, FO	Sh AK Srivastava AC(Fin)
27	HYDERABAD	NO.1, UPPAL*	Sh. N.C. Das, FO	
28	HYDERABAD	TIRUMALAGIRI	Ms. Akriti Aggarwal, FO	
29	JABALPUR	REWA NO.1	Sh. K. Mohana Linga, FO	
30	JABALPUR	BARKUHI	Sh. K. Mohana Linga, FO	
31	JAIPUR	Bikaner No.1*	Smt. Sukhraj Kaur, FO	
32	JAIPUR	Kota No.1	Sh. Sanjeev Kumar, FO	
33	JAMMU	JAMMU NO. 2	Sh. Sumer Chand, FO	Sh Sanjay Kumar DC(Fin)
34	KOLKATA	Barrackpore (Army)	Sh. A.K. Pathak, FO	
35	KOLKATA	Dum Dum (O.F.)	Sh. Gajendra Bisht, FO	
36	LUCKNOW	AMC Lucknow*	Sh. P.K. Wallia, FO	Sh Sanjay Kumar DC(Fin)
37	LUCKNOW	Gomtinagar*	Sh. Rajnish Saxena, FO	Sh OS Sheoran, AC(Fin)
38	MUMBAI	AMBARNATH	Sh. K.N. Seshagiri, FO	
39	MUMBAI	NAGPUR VSN	Sh. K.N. Seshagiri, FO	
40	PATNA	Patna No.2 Bailey Road*	Sh. M.P. Singh, FO	Sh AK Srivastava AC(Fin)
41	PATNA	Danapur	Sh. P.K. Wallia, FO	
42	RAIPUR	DURG	Sh. Sukrampal, FO	
43	RAIPUR	RAJNANDGAON	Sh. Sumer Chand, FO	
44	RANCHI	Dhanbad No.1	Sh. Ujjawal, FO	
45	RANCHI	Maithon Dam	Sh. Ujjawal, FO	
46	SILCHAR	Kunjaban*	Sh. Manoj Rawtani, FO	
47	TINSUKIA	Duliajan*	Sh. Sanjay Kulshreshtha, FO	Sh Sanjay Kumar DC(Fin)
48	TINSUKIA	ITANAGAR NO.1	Smt. Sukhraj Kaur, FO	
49	VARANASI	Gorakhpur No.1 AFS	Sh. Gajendra Uniyal, FO	
50	VARANASI	BHU Varanasi *	Sh. Rajnish Saxena, FO	Sh AK Srivastava AC(Fin)

Note : 13 ***starred** KVs will be audited on the transactions of 3 FYs i.e. 2020-21, 21-22 and 22-23 and the remaining 37 KVs will be audited for 2 FYs i.e. 2021-22 and 2022-23, irrespective of facts that these KVs have been audited/not audited by RO teams. The audits may be scheduled in consultation with the convenience of the Vidyalayas concerned to the extent possible.


Joint Commissioner (Fin)