



जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान  
**JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION & RESEARCH**  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institution of National Importance under Ministry of Health & Family welfare)  
धन्वंतरी नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006



website: www.jipmer.puducherry.gov.in

Phone: 0413-2296002, 2296008, 2296105

Fax: 0413 – 2272067- 2272735

**AUDIT COORDINATION WING**

No. JACW 2(1)/2018-19

Dated: 5 JUL 2019

**CIRCULAR**

Sub: **Certification Audit** on the Accounts of JIPMER for the year 2018-19 by Accountant General (Central), Chennai - Reg.

Ref: Letter No. PDA (CENTRAL)/CE/AB5/2019-20 dated 28.06.2019.

Intimation has been received from the Office of the Principal Director of Audit (Central), Chennai that the Certification Audit on the Accounts of this Institution will be taken up by an Inspection Party headed by Smt. Padma, Senior Audit Officer from 08.07.2019. Hence, all the Departments/Officers-in-charge of Ancillary Services/ Sections/ Units/Wards/OPDs/OTs/Hostels are requested to make necessary arrangements for providing the following particulars/records to the Inspection Party immediately on their arrival.

- i) A Complete list of all Fields 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.
- iii) A detailed reply to the outstanding paras of previous Inspection Reports. Reply to the points mentioned in Part-III of the previous Inspection Reports may also be kept ready.

Besides, they are requested to instruct the staff working under their control to get the stores and other accounts/ records updated and to nominate one staff to produce the same to audit party as and when called for. All service books/records, etc. may also be kept ready for inspection.

All the Departments / Officers-in- charge of Ancillary Services & Sections are also requested to ensure whether the petty cash Register, store Receipt Book (SRB), and Stock Register Pertaining to Chemicals, Equipments, Furniture etc., have been updated or not. **It is further requested that a detailed reply to the outstanding paras of previous Inspection Reports if any, Should be sent to this section immediately.**

This issue with the approval of the Director.

  
(A.NARENDIRAN)

**FINANCE AND CHIEF ACCOUNTS OFFICER**

वित्त व मुख्य लेखा अधिकारी

Finance and Chief Accounts Officer

जिपमेर, पुदुच्चेरी - 605 006

JIPMER, 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 (Admn)
3. The Medical Superintendent
4. The Faculty (Finance)
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