



महात्मा गांधी अंतरराष्ट्रीय हिंदी विश्वविद्यालय

Mahatma Gandhi Antarrashtriya Hindi Vishwavidyalaya

(संसद द्वारा पारित अधिनियम 1997, क्रमांक 3 के अंतर्गत स्थापित केंद्रीय विश्वविद्यालय)

(A Central University Established by Parliament by Act No. 3 of 1997)

डॉ. राजेन्द्र प्रसाद मिश्र

DR. RAJENDRA PRASAD MISHRA

कुलसचिव

REGISTRAR

दूरभाष /Phone : + 91-7152-251661

फैक्स /Fax : + 91-7152 230903

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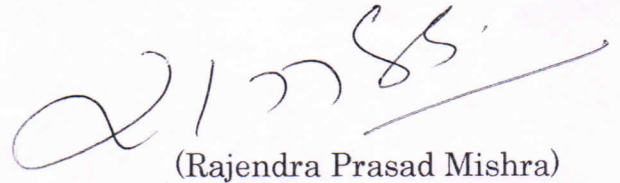
NOTIFICATION

The Competent Authority has decided establishment of an Internal Audit Cell in the Finance Department with immediate effect.

The Internal Audit Cell shall be responsible for following activities-

- 1- Audit of procurement of goods and services,
- 2- Pre and post checking of all bills including purchase and works,
- 3- Scrutiny of Agreements proposed to be entered into for procurement of goods, services, works, hiring of buildings etc.,
- 4- Verification of fixation of pay of employees upon new appointment, promotion, CAS, MACPS etc.,
- 5- Physical verification of stock,
- 6- Conducting surprise check of cash and internal receipts,
- 7- Adjustment of advances,
- 8- Rendering advices/opinion, as per financial rules, on financial matters etc.
- 9- Audit of regional centres.
- 10- Any other matter as and when decided by the higher authorities.

The Internal Audit Cell shall be supervised by the Internal Audit Officer, who shall report to the Finance Officer.



(Rajendra Prasad Mishra)

Copy to:

1. Hon'ble Vice-Chancellor, MGAHV, Wardha.
2. Hon'ble Pro-Vice-Chancellor, MGAHV, Wardha.
3. The Finance Officer, MGAHV, Wardha : *with a request to issue work allocation order to Internal Audit Officer and deploy staff exclusively for Internal Audit Cell.*
4. All Deans/Directors/HOD's/Section In-charge.
5. O/o the Registrar/JR (Academic)/JR (Distance), MGAHV, Wardha.
6. Regional Centre, Allahabad/Kolkata.

पोस्ट: हिंदी विश्वविद्यालय, गांधी हिल्स, वर्धा-442005, (महाराष्ट्र), भारत

Post: Hindi Vishwavidyalaya, Gandhi Hills, Wardha-442005, (Maharashtra), India

ईमेल/Email:- registrar.mgahv@gmail.com; वेबसाइट/website: www.hindivishwa.org