



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(An Institute of National Importance under MHRD)

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F.No.NITMGH/FA/AUDIT/2020-21/706

Dated: 17.09.2021

CIRCULAR

This is to bring to the kind information of all concerned that the Audit Team of the Office of the Accountant General (Audit), Shillong, have arrived at the Institute to carry out the Financial Audit for the year 2020-21 w.e.f. 17.09.2021 and they will carry out the Audit work from room no. CR-11 of the Administrative Block.

In view of the above, all Deans, HoDs, HoCs, HoOs, are requested to keep all records available for access by the Audit team as and when required/provide the documents as and when called for without any delay. The Audit team may inspect the site/surprise visit the Departments at any time to check and verify the equipment/machinery/physical stock/log books etc. All such documents may please be kept ready for inspections/made available to the Audit team on demand.

Further, it is also requested to all concerned to make sure that all the staff members are available during the period of Audit to enable the Audit Team to conduct the Audit smoothly. As far as possible, grant of leave to the concerned employees shall be avoided. Therefore, the co-operation of all is solicited.

This issues with the approval of the Competent Authority.


Registrar

Copy to:

1. AR(DR) for kind information of the Director.
2. Registrar for kind information.
3. All Deans, NIT Meghalaya for information.
4. All HoDs, HoCs, HoOs, NIT Meghalaya for information.
5. The Computer Centre-in-charge - with a request to make necessary arrangements in providing a Computer and Printer to the Audit team.
6. The Officer in-charge, Furniture - with a request to make necessary arrangements in providing Furniture to the Audit team (3 members).
7. The Exe. Engineer, - with a request to make necessary arrangements in sanitizing CR-11 for the use of the Audit team.
8. E-notice to all faculty and staff.
9. Notice Board.