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RAJASTHAN FINANCIAL CORPORATION
(A&I SECTION)
UDYOG BHAWAN, TILAK MARG
HO: JAIPUR

Ref.No. RFC/A&I/Gen. 106

Dated : 02.06.2015

CIRCULAR

Sub: Monitoring of AG/ Internal Audit Paras

Consequent to the restructuring exercise undertaken by the Corporation, the number of Branch offices were reduced to 30 and the A&I Divisions situated at Ajmer & Jodhpur (i.e. Eastern and Western Zone) have been merged with A&I Division at HO. As such, in the given context, for ensuring the disposal of pending AG and Internal audit paras, a review of the paras by DGM (Operation) of the respective Branch offices has become necessary to ensure that the replies given by the Branch Offices are relevant, complete and as per the queries raised by the audit.

The replies to the paras are therefore, required to be reviewed carefully by the respective DGM (Operation) and DGMs of the respective Divisions at Head Office.

In order to have a proper reply to the paras, the following system is proposed to be adopted for submission of replies:

- 1 All field offices would send the compliance of pending paras of AG/Internal audit through their respective DGM (Operations). While preparing replies, it should be ensured that the replies are specific as per the query of the AG. Where ever required, the replies should be submitted along with the required documents.

- 2 The DGM (Operations) will examine the compliance report sent by field offices falling under their jurisdiction and ascertain that the replies are relevant, specific to the requirements of AG and supported by required documents. They will forward the same to A&I division alongwith their recommendations.
- 3 The DGM (Operations) would review all pending paras of their branches once in a quarter and a detailed note in this regard would be put up to ED (F) immediately thereafter.
- 4 The A&I Division would forward the replies to the Office of the Accountant General for taking necessary action for dropping of paras.
- 5 Any subsequent information and documents as required by AG would be intimated by the A&I Division to the concerned Branch Managers and DGM (Operations) who would process the reply and send it to the A&I Division within 15 days.
6. Internal audit paras are also to be taken up in a similar manner as stated at point no 1 to 3.

For ensuring uniformity in the format for submitting the replies of the internal and AG audit paras, the replies should be sent in the enclosed proforma at annexure "A".



(Alka Sharma)
Executive Director (Fin.)

Encl: As above

Copy to :

1. General Manager (Operation)
2. General Manager (Dev.)
3. All Dy. General Managers
4. All Branch Managers —
5. Standard circulation at HO
6. Secy. to MD
7. PA to ED/ ED(F)

A&I DIVISION

Name of Branch/Section of HO :

Period of AG Audit

[illegible]

Signatures of DGM(Operation)