**1. INTIMATION LETTER**

**Local Fund Audit**

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| **From,**  K LENIN (Inspector), | **To,**  Walajabath |

**RC.No : L25Q40006 / Date : 26-03-2025**

Sir/Madam,

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| Sub | Audit - Audit on the accounts of \_\_\_\_\_\_\_\_ for the Financial/Fasli/Academic year 2022-2023, 2023-2024- to be commenced on 26-03-2025- request to keep accounts/ register/ records ready for audit- regarding. |

                 The Audit on the accounts of \_\_\_\_\_\_\_\_\_\_\_\_\_ for the
Financial/Fasli/Academic year 2022-2023, 2023-2024 has been scheduled to be taken on date
from 26-03-2025 to 22-04-2025 by the following team members.

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| **S.No** | **Name** | **Designation** |
| 1 | K LENIN | Inspector |
| 2 | S RAMACHANDRAN | Deputy Inspector |

                  It is therefore requested to complete the accounts for the
Financial/Fasli/Academic year 2022-2023, 2023-2024 and to update the registers/records/
accounts as detailed below.

                  Further the entry meeting is scheduled on 26-03-2025. The Head of office is
requested to be present for the entry meeting. An official may be nominated as
nodal officer for co-ordinating and co-operating the audit work.

**Call for Records**

Bank pass book / scroll for all accounts including treasury scroll, cheques /demand draft and online payments for all accounts.