

208/ITPO/RC/2017-18/Vol IX
India Trade Promotion Organisation
Management Accounts Section - Internal Audit

Sub: Action Taken Report on 51st Audit Committee Meeting on Internal Audit Report
for quarter ended June & Sep 2019.

Office Order No: Admin 169/2020

The Audit Committee in its 51st Meeting -item No 7(viii) while considering Internal Audit Report for the quarter ending June and September 2019 has issued the following directions:

- 1** *"Henceforth, the inspection reports relating of works awarded to contractors will be signed by the user divisions/ users along with the Engineering division/ Stores Division/ IT Division as per contract and accordingly the payment be released to the vendor only after satisfactory services provided by the vendor."*

- 2** *"All executive divisions procuring the goods from GEM portal may ensure that the delivery by the vendors is as per expected date of delivery. Otherwise, may consider to charge penalty as per terms on the portal."*

All concerned in ITPO are requested to ensure compliance of the above directions of the Audit Committee.

(Raj Thakur)
Deputy General Manager-Fin

To:
-All Users by mail

INDIA TRADE PROMOTION ORGANISATION
FINANCE & ACCOUNTS DIVISION

Enclosed are the minutes of the 51st Meeting of the Audit Committee of the Board of ITPO held on 28.11.2019.

Engg. Division is requested to provide the replies for ATR for Item No.3(4b) & 7(viii) at the earliest for placing them before the forthcoming Audit Committee Meeting.

[Signature]

(D.M. Sharma)
FA&CAO
29.01.2020

~~DGM(NK)~~

[Signature]
29/01/2020
NITIN KOHLI
DGM (civil)

DGM(SK), SM(ML)

Copy to FARCAO, main point relates to Electrical.

1758-M(E)/20
31/1/2020

7(viii) - The Engg (Civil) works was carried out on per. chkd. under / AFAR. & Generally for maintenance and renovation work. Hence all the payments released on per contract entered between ITPO Agency. & forwarded to electrical Div.

DGM/SAI - on tour

SM/SAI - on tour

M/ATR

Ref. queries related to electrical div. following may kindly be considered.

[Signature]
29/1/20
SM/monish roy

4(b) - Ex Em (E) chkd had already been requested to submit detail of expenditure before final settlement of final bill.

7 (iii) the engineering divisions (electrical) followed the order issued and released the ^{DD} of Rs 2 accordingly.

SM(SA) - on tour

DGM (E) - on tour

[Signature]
20/01/2020

(K)

from pre-page:

The replies from the Engg. Division in r/o of Item 7(viii) seems inadequate. Accordingly, a circular has been drafted to be issued as instructions to all the Division ~~in accordance~~ as per directions of the Audit Committee.

Submitted for consideration & signatures please.

~~DGM(RKT)~~

M(AA)

Kumar
3/2/2020

R.K. THAKUR
DGM (Fin.)

Anchal
3/10/2020

Anchal Aggarwal
Manager-Fin.