

**NATIONAL SANSKRIT UNIVERSITY
TIRUPATI - 517 507**

F.No. NSUT/Estt./Duties/2022

dated 14.11.2022

OFFICE ORDER No. 449 of 2022-23

Sub: National Sanskrit University - Establishment - Allocation of duties to the Consultant (Internal Audit) - Orders -Issued - Regarding.

Ref: 1. Note approval of the Vice-Chancellor dated 21.09.2022.

2. Offer of Appointment dated 04.11.2022

3. Joining Report dated 10.11.2022

With reference to the subject cited above and joining report of the Consultant, (Internal Audit), the Competent Authority is pleased to allot the following duties to the Consultant (Internal Audit).

1. To perform internal audit of the matters referred to by the Competent Authority and submit observations/reports for follow-up action.
2. To study Internal Control Mechanism and suggest corrective / remedial measures, where necessary.
3. To ascertain/ examine the extent of compliance of policies, procedures, regulations and legislation and payment of statutory dues as per the timelines and advise on filing Income Tax Returns, etc.
4. To advise on the measures to be taken to contribute to the improvement of risk management process in the University.
5. To advise achieve savings in expenditure by identifying waste, inefficient, and duplication of efforts across the University.
6. To advise the University with best internal check system such that it will minimize the possibility of fraud/ giving early warning signals for identifying fraud.
7. To prepare responses of the University to all the outstanding paras included in the AG's Inspection Reports
8. To advise the University in complying with rectificatory action in respect of the comments included in the SAR of the University.
9. To advise in compilation of the data, reports, utilisation certificates, etc. of all the old and current projects of the University and update the records of the Projects.


14/11/2022

10. To advise necessary steps to settle all the advances outstanding in the University.
11. To render guidance / opinion / suggestion on the matters referred to by the appropriate authority
12. Any other works as and when assigned by the Competent Authority.

The Consultant (Internal Audit) should assess and make appropriate recommendations to the Management of the University to improve the organization's governance process.

The Consultant shall report to the Registrar.


14/11/2020
REGISTRAR

To

Sri. G. Rami Naidu
Consultant (Internal Audit)

Copy to:

All the teaching and non-teaching staff of the University.