



Audyogik Shikshan Mandal's

(Society Regd. No. Maharashtra/1330/Pune 83, Public Trust No. F. 2451/Pune 83)

INSTITUTE OF PROFESSIONAL STUDIES (IPS)

(Approved by AICTE, Govt. of India & affiliated to University of Pune)

AICTE CODE : I-4240185 DTE CODE : MB6166 AISHE CODE : C-46639

Ref. No. ASM/IPS/

Date

To,
Mr. B.D. Chandekar
CSIT, Chinchwad
Pune – 411 018

Dt. 01.04.2023

Sub:- Appointment as Internal Auditor.

Dear Sir,

With reference to above mentioned subject, you are hereby appointed as Internal Account Auditor for ASM's Institute of Professional Studies.

You are hereby requested to check the books of accounts for the period from 01-04-2023 to 30-09-2023 and submit the detailed Audit Report on or before 10-10-2023. The Internal Audit committee is as under.

| Sr. No. | Name | Designation |
|---------|--|-------------|
| 1. | Mr. B.D. Chandekar (Accountant ASM's CSIT) | Chairman |
| 2. | Mr. Samadhan Patil (Accountant ASM's CSIT) | Member |

With Thanks,

Yours Faithfully,

C.C. :

1. Mr. B.D. Chandekar
2. Mr. Samadhan Patil



Director
Institute of Professional Studies
Nr. PCMC Bldg. Behind Starling Honda Showroom
Pimpri, Pune-411 018. Ph. No. 65106999

Internal Audit Report
Institute of Professional Studies
01-04-2023 To 30-09-2023

Audit Remarks as below:

1. Accounting system is appropriate and is being run efficiently in Tally.
2. Books of Account maintained regularly
3. Cash book and receipt book checked and balance confirm.
4. Bank Reconciliation Verified
5. Verified Administrative Exp. Bill and Other Payment's checked.
6. Provided guidance to staff on compliance issues.
7. Proper P.O. given but proper comparison with quotation not seen.
8. Voucher Date miss match with the payments
9. Addition to fixed Assets has been verified with bills



Mr. B.D. Chandekar
(Internal Auditor)

Ref. No. ASM/IPS/

Date :

To,
Mr. B.D. Chandekar
CSIT, Chinchwad
Pune – 411 018

Dt. 01.10.2023

Sub:- Appointment as Internal Auditor.

Dear Sir,

With reference to above mentioned subject, you are hereby appointed as Internal Account Auditor for ASM's Institute of Professional Studies.

You are hereby requested to check the books of accounts for the period from 01-10-2023 to 31-03-2024 and submit the detailed Audit Report on or before 10-04-2023. The Internal Audit committee is as under.

| Sr. No. | Name | Designation |
|---------|--|-------------|
| 1. | Mr. B.D. Chandekar (Accountant ASM's CSIT) | Chairman |
| 2. | Mr. Samadhan Patil (Accountant ASM's CSIT) | Member |

With Thanks,

Yours Faithfully,

C.C. :

1. Mr. B.D. Chandekar
2. Mr. Samadhan Patil



Director
Institute of Professional Studies
Nr. PCMG Bldg. Behind Sterling Honda Showroom
Pimpri, Pune 411 018, Ph. No. 65106999

Internal Audit Report
Institute of Professional Studies
01-10-2023 To 31-03-2024

Audit Remarks as below:

1. Accounting system is appropriate and is being run efficiently in Tally.
2. Books of Account maintained regularly
3. Cash book and receipt book checked and balance confirm.
4. Bank Reconciliation Verified
5. Verified Administrative Exp. Bill and Other Payment's checked.
6. Proper P.O. given but proper comparison with quotation not seen.
7. Addition to fixed Assets has been verified with bills



Mr. B.D. Chandekar
(Internal Auditor)