

## **FIANANCE AND COMMUNICATION AUDIT OFFICE, BHOPAL**

### **Introduction:**

Branch office Bhopal conducts audit of units located in two states of Madhya Pradesh and Chhattisgarh. This office is presently conducting audit of BSNL and Postal Circles of Madhya Pradesh and Chhattisgarh and two NIC offices located at Bhopal and Raipur. In addition CCA, Term Cell, WMS, CGM QA&I Circle Jabalpur located at Bhopal and Raipur are also under the audit jurisdiction of this office. Printing and Minting Corporation of India Limited (SPMCIL), Hoshangabad and Bank Note Press (BNP), Dewas have also been added as auditee units. Thus a total of 125 units are audited by this office.

### **Description of work done by various Section:-**

#### **Administration Section:-**

- Appointment
- Transfer
- Deputation
- Promotions
- Legal/court cases
- Reimbursement of personal claims
- Service Books maintenance
- Salaries
- Pay fixations cases
- Posting of staff
- Purchasing
- Information under RTI act Training

#### **Brief of working in Report Section:-**

- Scrutiny of Audit notes received from field parties and process for Draft Audit/closure.
- Attend Omnibus paras and queries on DAP received from Central Office from time to time.
- Editing Performance and Thematic Audit report conducted by the field parties and attend related queries.
- Vetting of Action Taken Notes received from C&AG.
- Miscellaneous work of the section

## Brief of working in OAD Section:-

Audit Jurisdiction	OAD Section and their function
<p>Branch Office Bhopal conducts audit of units located in two states of Madhya Pradesh and Chhattisgarh. This office is presently conducting audit of BSNL and Postal Circles of Madhya Pradesh and Chhattisgarh and two NIC offices located at Bhopal and Raipur. In addition, CCA, TERM Cell, WMS, CGM QA&amp;I Circle Jabalpur located at Bhopal and Raipur are also under the audit jurisdiction of this office. Printing and Minting Corporation of India Limited (SPMCIL), Hoshangabad and Bank Note Press (BNP), Dewas have recently been added as auditee units thus a total of 133 units are audited by this office.</p>	<ol style="list-style-type: none"><li>1. Prepared Annual Audit Plan.</li><li>2. Prepared Quarterly Tour Programmed.</li><li>3. Formation for Local Audit Party unit.</li><li>4. Issuing of Inspection Report after Vetting/Scrutiny and action taken on compliance received from unit.</li><li>5. Conduct Adhoc Committee Meeting for settlement of outstanding Paras.</li><li>6. Maintaining of Inspection Report in Access Software.</li><li>7. Conducting three phases Certification Audit all Circle.</li><li>8. Conducting concurrent Audit / Voucher Audit.</li><li>9. Preparation of different Information/Report related to above function.</li></ol>

### Some important details:

1. Head of Office : Smt. Sunita Gunashekhar (Dy.Director)
2. Address : Finance & Communication Audit Office, Sanchar Bhawan  
Annexe C.G.M.T Compound, BSNL, Hoshangabad Road  
Bhopal-462027, Madhya Pradesh
3. Email ID : brptbhopal@cag.gov.in
4. Phone Number : 0755-2578636
5. CPIO : Smt. Sunita Gunashekhar (Dy.Director)
6. Sections
  - I. Admin : Shri Kunal Bose, Sr. AO, 9425015937
  - II. Report : Shri Raghvendra Singh, Sr. AO, 9404952216
  - III. OAD : Shri P. K. Shrivastava, Sr. AO, 9425800616
  - IV. CAPA : Shri Arvind Kumar, Sr. AO, 9425009812