

**FINANCE AND COMMUNICATION AUDIT OFFICE,**  
**THIRUVANANTHAPURAM**

**Introduction:**

Office of Finance and Communication Audit Office, Thiruvananthapuram, headed by Director is one of the branch audit offices of Office of Principal Director of Audit, Finance and Communication, Delhi-110054.

The main functions entrusted with the BAO are audit of units under Department of Posts (DoP), Department of Telecommunication (DoT), Public Sector Undertakings (BSNL & ITI) under Ministry of Communications (MoC) and Ministry of Electronics and Information Technology (MeitY).

Director holds the responsibility of supervising the work of audit and administration & establishment of the BAO. The person-in-position is 45 including one Director (Group A - IA&AS), 8 Senior Audit Officers (Group A - Non-IA&AS) and 14 Assistant Audit Officers (Group B Gazetted officers).

**Main Sections in the office are:**

- Administration Section – Senior Audit Officer (Admn) is in charge of Administration section and deals with all administrative and establishment matters.
- OAD Section - Senior Audit Officer (OAD) is in charge of OAD section. Section is entrusted with the works relating to Compliance Audit of the offices which fall under the administrative control of the following departments and Public Sector Undertakings.
  - Department of Posts ( 4 Auditable units and 87 Implementing Units)
  - Department of Telecommunication ( 3 Auditable Units, O/o Controller of Communications Accounts, Thiruvananthapuram, O/o Senior Deputy Director General, Kerala LSA, Ernakulam and Wireless Monitoring Station, Thiruvananthapuram)
  - Public Sector Undertaking ( BSNL – 1 Auditable unit and 12 Implementing Units) and ITI Ltd -1 Auditable unit
  - Ministry of Electronics and Information Technology ( 5 Auditable Units- Centre for Development of Advanced Computing (C-DAC) Thiruvananthapuram, National Informatics Centre (NIC) Thiruvananthapuram, National Institute of Electronics & Information Technology (NIELIT)-Calicut, Electronic Research and Testing

Laboratory South (ERTL-S)-Thiruvananthapuram and Centre for Materials for Electronics Technology (C-MET) Thrissur.).

- The audit of accounts of Pay and Accounts Office, Office of the Accountant General (A&E) Kerala, Thiruvananthapuram under Indian Audit & Accounts Department.
- Report Section – Senior Audit Officer (Report) is in charge of Report Section. Section is entrusted with the works relating to:
  - Performance / Theme Based Audit of selected units coming under the jurisdiction of the office.
  - The financial attest audit of PSUs.
  - Appropriation accounts of DoP.
  - Processing of individual Draft Paragraphs for inclusion in the C&AG Report

**Working Hours:**

Finance and Communication Audit Office, Thiruvananthapuram shall remain open on all working days except holidays (including Saturday, Sunday and Gazetted holidays) from 09.00 AM to 05.30 PM with a lunch break of 30 minutes between 01.00 PM and 01.30 PM.

**Some important details:**

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|------|----------------|---|--|
| 1.   | Head of Office | : | Smt. Sabitha Balakrishnan, Director  |
| 2.   | Address        | : | Finance & Communication Audit, Corporation Office<br>Annexe Building, Vth Floor , Palayam,<br>Thiruvananthapuram-695033. |
| 3.   | Email ID       | : | brptthiruvananthapur@cag.gov.in  |
| 4.   | Phone Number   | : | 0471-2320738   |
| 5.   | CPIO           | : | Smt. Sabitha Balakrishnan, Director  |
| 6.   | Sections       |   |  |
| I.   | Admin          | : | Smt. K. Shylaja, Sr. AO, 9446067572  |
| II.  | OAD            | : | Shri S. Jayasree, Sr. AO, 9446021738   |
| III. | Report         | : | Shri M.S. Suresh, Sr. AO, 9383425242   |