

Auditor General's Department
306/72,
Polduwa Road,
Battaramulla.

To all the officers,

Regularization of the Documents Maintained by the Audit Branches

In order to maintain meaning full document system at the branches and ensure the performance of the officers, these documents should be maintained under the following heads.

- i Daily Activity Charts of the Audit Examiners. (Annexure 1)
- ii Audit Assignment Register (Annexure 2)
- iii Master File of the Audit Queries (Annexure 3)
- iv Audit Query Register

02. On completion of the audit, the audit queries should be issued at least within 10 days. In case of failure to receive the replies on the due date, action should be taken to issue reminders on the following day after the end of the period given for the Audit Queries and to issue the third reminder under the signature of the Divisional Head on the following day after the end of the period given for the first and second reminders. In case it is not possible to satisfy with the answers received, action should be taken to send the letters constantly until those issues are solved and the particulars on these reminders and the issue of letters should be entered in the Audit Query Register.
03. In addition, action should be taken to maintain the other documents and the Circulars which are required to be maintained by the Branch.



Gamini Wijesinghe
AuditorGeneral

1. Daily Activity Chart of the Audit Examiners.

Date	Audit Assignment No.	Details on the Audit Assignment	Duty performed daily	Time spent	Reference to the Audit Query	Audit Observation	
						Numbers	Reference to the Audit Report.

2. Audit Assignment Register

Date	Reference to the audit plan	Name of the Assignee	Duty Assignment	Due Date for Commencement	Due Date for Completion	Extensions	Completed date	Audit Query No.	Audit Observation	
									Numbers	Reference to the Audit Report