

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

To all the Divisional Heads, Superintendents of Audit and Group Officers,

Use of the Minutes of the Board of Directors Meetings of Aduditee Institution for Audit Activities

Action should be taken so as to ensure the confidentiality of the minutes of the Board of Directors meetings of aduditee institution and in the use of those reports for the audit activities, it is our responsibility to act in a manner strictly secure that confidentiality.

Accordingly, it is informed that action should be taken as follows in connection with the minutes of the Board of Directors meetings.

1. Steps should be taken to review those reports by the Superintendent of Audit/ Group Officer personally or by another officer under their supervision at the auditee institution itself and obtain the necessary photocopies.
2. If the reports are brought or sent to the Branch, the Superintendent of Audit/ Group Officer or the other officer under their supervision should personally study the relevant reports and those should be kept under their custody without giving any room for them to be reviewed by other officers.



Gamini Wijesinghe
Auditor General