

Auditor General's Department
306/72
Polduwa Rd.
Battaramulla.

To all the officers.

Examinations Summoned by the Committee on Public Accounts, and Committee on Public Enterprises.

When the Committee on Public Accounts or the Public Enterprises examine the conduct of Institutions by the Secretaries to the Ministry and the Heads of the Institution based on the reports of the Auditor General, it is essentially necessary to prepare in that connection by adequately gathering the information required for such examinations. Adequate documentary evidence should be available in order to verify all the observations scheduled to be discussed.

02. It is emphasized that priority should be given to those examinations. The report prepared for the examination should be finalized after being discussed with the Divisional Head, and a copy of the finalized report, along with the covering letter including the information mentioned overleaf, should be furnished to me prior to a week of the date of examination.
03. In case of any particular observation, made during an investigation carried out on this auditee by the Special Investigations Unit or the Performance Audit Division, was referred to the Branch, adequate information should be obtained in that connection, and included in the said report.



Gamini Wijesinghe
Auditor General

Committee on Public Accounts / Committee on Public Enterprises

In respect of the undermentioned examination, it is informed that the clarifications of the institution along with documentary evidence have been collected in order to verify all the information relating thereto, a detailed report has been prepared by including all the information, files containing adequate information required for the examination, Circulars, and statements of accounts have been obtained, and files have been prepared by including them in order to present at the time of examination. A copy of the report is furnished herewith.

- I. Institution to be examined
- II. Duration to be examined
- III. Date of examination
- IV. Time
- V. Date of receiving the report of clarification sent by the institution, and reference to the file
- VI. Date of holding discussions with the Head of the Division
- VII. Date of finalizing the report

Name of the Head of the Division :

Signature :

Date :

Name of the Superintendent :

Signature :

Date :