



**Institute of Human Resources Development
Prajo'e Towers, Vazhuthacaud
Thiruvananthapuram-14**

No.EA4/1510/2018/IHRD

Dated, 16.02.2018

CIRCULAR

Sub:- *IHRD – Preparation of panel for setting up of new pool of internal auditors – Willingness of officials – Called for – reg:-*

The Accountant General while conducting the audit of accounts of IHRD has instructed to strengthen the internal audit mechanism from among the IHRD employees. In the circumstances, it has been decided to set up a new pool of internal auditors for conducting the audit of accounts of IHRD institutions. It has also been decided to call for the willingness from experienced ministerial staff in the cadre of Office Assistant and above who are willing to work in the internal audit team. All the Head of institutions are instructed to forward the willingness of those ministerial staff who are willing to be a part of the internal audit team, in the prescribed format attached, on or before 28.02.2018.

If no employee is willing to work in the proposed pool, a nil report should be furnished to this office within the stipulated time without fail.

Receipt of the circular may be acknowledged by e-mail only.

*Sd/-
Dr.P.Suresh Kumar
DIRECTOR*

Encl:- As stated above

To:-

1. *All Head of institutions*
2. *Additional Director*
3. *Deputy Director*
4. *Financial Consultant/Advisor*
5. *Administrative Officer*
6. *Finance Officer*
7. *All Sections in the IHRD Headquarters, Thiruvananthapuram*
8. *SF*
9. *OC*

Approved for issue

[Signature]
19/2
Administrative Officer

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Proforma for Willingness to work in Internal Audit Wing

1. Name, Designation and Present institution :

2. Total service rendered by Employee as on date :

3. Signature of the Employee :

**Signature
Name & Designation of
the Head of Institution**

**Place:-
Date :-**