

Ref No. ASM/IPS/

Date:

Dt. 01.04.2022

To,  
Mr. Sunil Kadam  
IBMR, Chinchwad  
Pune – 411 018

Sub:- Appointment as Internal Auditor.

Dear Sir,

With reference to above mentioned subject, you are hereby appointed as Internal Account Auditor for ASM's Institute of Professional Studies.

You are hereby requested to check the books of accounts for the period from 01-10-2021 to 31-03-2022 and submit the detailed Audit Report on or before 10-10-2022. The Internal Audit committee is as under.

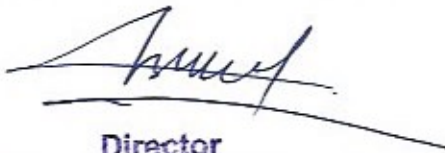
Sr. No.	Name	Designation
1.	Mr. Sunil Kadam (Accountant ASM's IBMR)	Chairman
2.	Mr. P. H. Ghone (Accountant ASM's IBMR)	Member
3.	Mr. Dhananjay (Accountant ASM's Geeta Mata Jr. College)	Member

With Thanks,

Yours Faithfully,

C.C. :

1. Mr. P. H. Ghone
2. Mr. Dhananjay

  
**Director**  
**Institute of Professional Studies**  
Nr. PCMC Bldg. Behind Sterling Honda Showroom  
Pimpri, Pune 411 018, Ph. No. 65106999

*Received*  
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**Internal Audit Report**  
**Institute of Professional Studies**  
**01-10-2021 To 31-03-2022**

Audit Remarks as below:

1. Proper P.O. given but proper comparison with quotation not seen.
2. Voucher Date miss match with the payments
3. Addition to fixed Assets has been verified with bills
4. Cash book and receipt book checked and balance confirm.
5. Classification Exp. Checked
6. Books of Account maintained regularly
7. Verified Administrative Exp. Bill and Other Payment's checked.
8. Accounting system is appropriate and is being run efficiently in Tally.
9. Bank Reconciliation Verified
- 10 Provided guidance to staff on compliance issues.

  
Mr. Sunil Kadam

(Internal Auditor)