

Ref No. ASM/IPS/

Date:

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

Dt. 02.04.2018

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 01-10-2017 to 31-03-2018 and submit the detailed Audit Report on or before 10-04-2018. The Internal Audit committee is as under.

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

With Thanks,



**Director**

**Institute of Professional Studies**  
Nr. PCMC Bldg. Behind Sterling Honda Showroom  
Pimpri, Pune 411 013, Ph. No. 65106999

Yours Faithfully,

C.C. :

1. Mr. Dhananjay

*Received*  
*gr*

**Internal Audit Report**  
**Institute of Professional Studies**  
**01-10-2017 To 31-03-2018**

Audit Remarks as below:

1. Accounting system is appropriate and is being run efficiently in Tally.
2. Books of Account maintained regularly
3. Verified Administrative Exp. Bill and Other Payment's checked.
4. Bank Reconciliation Verified
5. Proper P.O. given but proper comparison with quotation not seen.
6. Voucher Date miss match with the payments
7. Addition to fixed Assets has been verified with bills

  
Mr. Sunil Kadam  
(Internal Auditor)