Dr. M.A. Sikandar
Registrar

No. MANUU/Admn & Gov./F.169/2017-18/383
Dated: 12/03/2018

OFFICE ORDER

Subject: All India Performance Audit on the functioning of UGC- Maulana Azad National Urdu University by the Office of the Director General Audit (Central) Hyderabad for the period from 2012-13 to 2017-18 - Regarding

The CA&G Audit team from the Office of the Director General Audit (Central), Hyderabad has started its Performance Audit at the University from today i.e. 12.3.2018 and the Audit team will continue its performance audit till June,2018 as per their calendar. In order to facilitate the performance audit Prof. S. M. Rahmatullah, Dean, Satellite Campuses is appointed as Nodal Officer who will be assisted by the following:-

S.No.	Name of the Officer
1.	Dr. Mohd.Yousuf Khan, Principal, Polytechnic, Hyderabad
2.	Mr. Mohd.Hashim.Ali Sajid, Deputy Registrar, ER-I
3.	Mr. Md. Habib Khan, Assistant Registrar, F&A

2.   The Performance Audit is covered the verification of records relating to the period from 2012-13 to 2017-18 on various parameters on functioning of MANUU. During the entry conference taken by the Director General Audit (Central) at his Office on 8.3.2018 which was attended by the In-charge VC, Registrar, FO and Nodal Officer, the University was asked to facilitate the Audit team by making available necessary statistics/data related to faculty, students and staff and such other records required by the audit party through Nodal Officer or one of his team members. The Audit Team may visit the Schools, Centres and other establishment of the Centre during the course of Performance Audit.

3.   All concerned Heads of Departments, Directorates, Sections/offices, Centres, Schools etc. are, therefore, requested to extend full cooperation in carrying out the audit by promptly making available the requisite data, statistics, records, clarifying the doubts, furnishing the replies etc. to the audit enquiries in a time bound manner. The officers and staff concerned if required to sit late and provide the information sought by the audit party at once without any delay. Most of the time, the audit memos by the Audit shall be transmitted to the Heads of the Department/Section via official email.
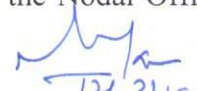
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Tel: 91 040 23006602, Fax: 23006603, Email: registrar@manuu.ac.in
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4. During the period of audit, grant of leave to the HoDs, Officers and Staff shall be restricted. The Officers and Staff may require to attend duties in closed holidays as per need during the audit period to expedite supply of queries, records etc.

5. The Audit Team has been asked to report any non supply or non cooperation from any department/section directly to the Pro-VC, FO and Registrar. Hence, it is overall interest of the University to satisfy the Audit Team by supplying the requisite data and files/records. All concerned are also requested to ensure promptness and correctness of the data before the same is supplied to the Audit Party.

6. The Audit party will function temporarily from the Committee Room of the Planning & Development Division at the second floor of the Administrative Building. The purchase section will provide connectivity, computers, photocopiers, stationary etc. One MTS will be provided by the ER.II Section. The hospitality arrangement and transportation of the Audit party on need basis will be taken care of by the Admn & Governance section.

7. The internal coordination with the audit party shall be done by the Internal Audit Officer and JR (Adm & Governance). In case of any policy issues or non-cooperation by any concerned shall be promptly brought to the notice of the undersigned by the Nodal Officer and Internal Audit Officer.

Registrar

Copy to:-
1. Prof. S.M. Rahmatullah, Dean (STC), Nodal Officer
2. Dr Mohd. Yousuf Khan, Principal, Polytechnic, Hyderabad
3. Mr. Mohd.Hashim.Ali Sajid, Deputy Registrar, ER-I
4. Mr. Md. Habib Khan, Assistant Registrar, F&A
5. Internal Audit Officer
6. Dr M.K. Vairagi, Jt. Registrar (Admn & Governance)
7. All the Deans/Directors, Schools of Studies
8. All the Heads of Departments (Teaching) /
9. All Sections Heads / In-charge (Non-Teaching)
10. All the Regional Directors
11. All Principals of Collages
12. O/o the Vice-Chancellor, Pro-Vice Chancellor, Registrar, FO
13. The Librarian
14. Internal Audit Section
15. Director, CIT with a request to upload on the University Website
16. Concerned file