

**GANDHI MINOCHA & CO
CHARTERED ACCOUNTANTS**

1-A, Tribune Colony,
Jagadhari Road, Ambala Cantt -133001
Telephones : 2652642, 2652643, 2652747(O)
E-MAIL : gandhica@yahoo.com

The Project Director,
CHANDIGARH STATE AIDS CONTROL SOCIETY,
Chandigarh.

Respected Madam,

SUB: MANAGEMENT LETTER: FUND WISE - DOMESTIC BUDGET SUPPORT

1. The accounting records systems and control Examined during the course of the audit were found to be well placed and well maintained.
2. The audit report of the NGOs and peripheral units provides certain observations, the NGOs should be required to adhere to procurement guidelines as required by NACO.
3. The Taxation and legal matters department should be more vigilant, as the following deficiencies have been observed in the same:
 - i) The details of vendors registered under MSME ACT are not being collected.
 - ii) The registration under shop and establishment Act has not been undertaken, neither attendance records as required under the same has been maintained. This may attract the penal provisions as per the Act.
 - iii) Asset register, stock and consumables register would be in alignment with the NACO guidelines if proper details are duly mentioned against each item. For eg. Issue dates, balancing, proper authentication of registers, details of installation and verification.
4. The financial & administrative powers have been duly documented.
5. The society is reasonably cautious in compliance of financial and internal control as documented in the financial manual.

PLACE : CHANDIGARH
DATE : 04.07.2016

FOR GANDHI MINOCHA & CO.,
CHARTERED ACCOUNTANTS,

(GAURAV GANDHI)
PARTNER
M.NO. 501510