

  
**THE NAZIRA COLLEGE**

Estd: 1981 Re-Accredited by NAAC with C Grade

Boarding Road, Nazira-785685,  
Sivasagar, Assam

E-mail: [naziracollege@yahoo.in](mailto:naziracollege@yahoo.in) Website: [www.naziracollege.com](http://www.naziracollege.com) Tel: 03772-280127 Fax: 03772-280127

Ref.No. NC/Govt.A.Report/2020-21/ 718

Date: 04/02/202


To,  
The Director of Audit  
Local Fund, Assam  
Guwahati-6  
Kar Bhawan Complex (6<sup>th</sup> Floor)


Sub : Regarding Audit Report on the Account of Nazira College

Sir,

I have the honour to inform you that the Audit of Nazira College, Nazira for the period from : 2013-2014, 2014-2015 & 2015-2016 has been completed in the year 2017. But we have so far not yet received the Audit Report for the said period to till today.

In this connection, I would like to request you kindly look into the matter and do the needful.

  
(Dr. Raju Phukan)  
Principal  
Nazira College, Nazira



Ac

GOVT.OF ASSAM  
ASSISTANT DIRECTOR OF AUDIT (LOCAL FUND) ASSAM  
:: SIVASAGAR CIRCLE::

E-mail ID:- [adauditsivasagar@gmail.com](mailto:adauditsivasagar@gmail.com)  
No. AD/SIV/Action Plan/2020-21/ 7360

Ph. No:- 03772- 220230  
Dated Sivasagar, the.05 /02/2020

To,

The Principal

Nazira

..... College.

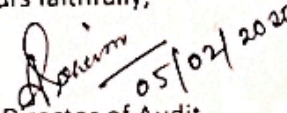
Sub:- Information regarding year wise student enrolment position of the college.

Sir/Madam,

With reference to the subject cited above, I hereby request you to furnish year wise student enrolment w.e.f. 01/04/2016 to 31/03/2020. As the timing for the audit work is allotted on the basis of the number of student enrolled in the year for which audit will be carried out. So it is necessary to know the authentic number of student enrolment.

Therefore, you are hereby requested to send the student enrolment position for the aforementioned period within a short period.

Yours faithfully,

  
Asstt. Director of Audit

(Local Fund) Assam, Sivasagar Circle.

T  
K. Sivasagar

  
Principal  
Nazira College

GOVT. OF ASSAM  
OFFICE OF THE AUDIT OFFICER (LOCAL FUND), ASSAM, NAZIRA CAMP - SIVASAGAR CIRCLE - ASSAM

No. BK/NZR/SIV/L/2016-17/12  
2016

Dated, Sivasagar the ~~15/03/2017~~ 22/03/2017

To

The Principala, Nazira College,  
Nazira, Dist.-Sivasagar, Assam.

Sub : Audit of the accounts of your office/institution for the period from 01-04-2014 to 31-03-2016

Ref : Director of Audit (Local Fund), Assam's order no.DAT & B.12/2015/9, dated 19<sup>th</sup> of March/2016.

Sir

With reference to the subject cited above, I have the honour to inform you that the audit on the accounts of the Nazira College for the period from 01-04-2014 to 31-03-2016 will be commenced on 14-03-2017.

You are therefore requested to keep ready all the relevant records as instructed earlier by the Assistant Director of Audit (Local Fund), Assam, Sivasagar Circle and also the requisition enclosed herewith and provide the necessary accommodation for smooth conduct of audit.

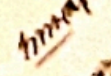
In addition to that, separate requisition for record may be issued from time to time, if necessary during the period of audit.

Again, in this connection, you are also requested to keep ready the information as per prescribed Proforma enclosed herewith at Annexure-1,2 & 3.

Yours faithfully

Enclosure :

Requisition-1 & Annexure-1 & 2.

  
(Biswajit Biswas)  
Audit Officer (Local Fund), Assam  
Contact No.99544824

  
Principal  
Nazira College

GOVT. OF ASSAM  
OFFICE OF THE AUDIT OFFICER (LOCAL FUND), ASSAM : NAZIRA CAMP :: SIVAGAR CIRCLE

No BK/NZR/SIV/I/2016-17/R/12


Dated, Sivasagar the <sup>22/02/2017</sup>~~3<sup>rd</sup> of June/2016~~.


Requisition No. 1

Kindly arrange to furnish the following records in respect of all schemes/programmes for audit scrutiny in connection with Transaction Audit of your accounts for the year \_\_\_\_\_ to \_\_\_\_\_

- 1 Annual Accounts
- 2 Fees Collection Receipt Books
- 3 Fees Abstract/ Daily Collection Register
- 4 Cash Books
- 5 All Ledgers
- 6 Fund/Cheque Receipt Register
- 7 Details of Grant-in-aid received from GOI, GOA & UGC
- 8 All Pass Books/Bank Statements
- 9 Cheque Issue Registers
- 10 All scheme files
- 11 Approved Annual budgets
- 12 Bill and vouchers
- 13 Stock Registers
- 14 Deposit Registers (Income Tax, VAT, etc.)
- 15 Register of Advances
- 16 Register of Assets & Properties
- 17 All outstanding Audit Reports and Register of Audit & settlement of Audit objections
- 18 Bank Reconciliation Statements
- 19 Certificate of assurance as per Annexure-1
- 20 Information about preparation, approval and submission of Annual Accounts as per Annexure-2
- 21 Additional information as sought for in Annexure-3

Other records and information will be called for as and when required in course of audit.  
Copy forwarded to the Principal, Nazira College, Dist. - Sivasagar.

  
Principal  
Nazira College  
Principal  
Nazira College

  
Audit Officer (Local Fund), Assam,  
Nazira Camp, Sivasagar Circle

Annexure 1

CERTIFICATE OF ASSURANCE

*This is to certify that there is case(s)/no cases of losses/ shortage of public money, departmental revenue or receipts etc., due to theft, fire etc., during the period covered under audit.*

*This is also certify that is case(s)/ no cases of fraud & corruption, misappropriation/ embezzlement during the period covered under audit.*

  
Principal  
Nazira College  
Seal and Signature of DDO