

Date: 21.07.2017

Internal Circular-10/July/2017/MCD & MTD-Process on compliance of observation found during internal audit

From: Compliance Department

To: All MCD and MTD Branches and concerned team members

Reg.: Process on compliance of observation found during internal audit

Dear All,

The objective of Internal Audit is to check the errors in the system and to get them rectified. The exercise of internal audit also includes guiding the branches for improving the working. Keeping in view of this objective, a process is being prepared for ensuring the rectification of errors pointed out in the internal audit. Through this process we shall ensure that proper guidance to the branches is given for rectification of all errors found in internal audit and necessary training is given so that such mistakes are not repeated in future. The process will also ensure that all the observations are closed.

Please find enclosed process to be adopted for securing compliance of all observations found in the internal audit. Please go through the process and follow the same esp. the time lines given in the process. The process also includes rating of branches.