



**M. P. MADHYA KSHETRA VIDYUT VITARAN COMPANY LIMITED**

(Government of M. P. Undertaking)

**Nishtha Parisar, Bijalee Nagar, Govindpura, Bhopal - 462023**

☎ 0755-4260394 4261703; Fax: 2589821 Website: www.mpcz.co.in

No. MD/CZ/05/ 4014

Bhopal Dated: 29/12/12

**ORDER**

1. In compliance of the resolution passed in Audit Committee Meeting dated 9<sup>th</sup> Dec, 2012, following Screening Committee is formed for compliance of Internal Audit Reports from Tier I Auditor. The Screening Committee shall consist the following members:-

- a) Managing Director
- b) Director (Finance)
- c) CGM of concern Section of Corporate Office.
- d) Addl. Director (Finance) – convener

2. The Screening Committee shall meet once in a month to discuss the Audit observations and reply of the Section concerned and shall recommend settlement / dropping of Audit paras to Audit Committee.

3. The procedure for settling the Audit paras raised by Tier I Auditor shall be as follows:-

- (i) Tier I Auditor shall submit a quarterly report to Audit Sub-Section in Finance Section by 15<sup>th</sup> day of the month following quarter end.
- (ii) The Audit Sub-Section shall inform the concerned Sections of the Corporate Office about the Audit observation / paras raised by Tier I Auditor within 7 days from the receipt of quarterly Audit Report.
- (iii) All the Section concerned shall submit a compliance report or reply to the Audit paras to Audit Sub-Section in Finance Section. The letter or files related to compliance of Audit paras shall be marked to the Addl. Director (Finance) within 15 days from receipt of letter / files from Audit Sub-Section.
- (iv) The status of compliance / non-compliance / reply from various Sections in Corporate Office shall be submitted by the Addl. Director (Finance) to Screening Committee for decision.
- (v) The Report of Screening Committee shall be placed before the ensuing Audit Committee.

- (vi) The Audit Committee will be the final authority for settling / dropping the Audit paras or to give corrective policy directions / corrective procedural directions in relation to the Audit observations of Tier I Auditor.

(Sanjay Shrivastava)  
**DIRECTOR (FINANCE)**

No. MD/CZ/05/

Dated:

/2012

Copy forwarded to :-

1. PS to MD, MP MK VV CL, Bhopal
2. The Sr. Advisor, O/o MD, MP MK VV CL, Bhopal.
3. The Director (Commercial), O/o MD, MP MK VV CL, Bhopal.
4. The Chief General Manager (HR), O/o MD, MP MK VV CL, Bhopal
5. The Chief General Manager (BR) / (GR), MP MK VV CL, Bhopal / Gwalior.
6. The CGM (Woks & Planning) / CGM (PLM) / CGM (Procurement) / CGM (RP) / CGM (UP) / CGM (IT) / CGM (QCMM) / CGM (O&M) O/o MD, MP MK VV CL, Bhopal
7. The GM (Woks & Planning) / GM (PLM) / GM (Procurement) / GM (RP) / GM (UP) / GM (IT) / GM (QCMM) / GM (Stores) O/o MD, MP MK VV CL, Bhopal
8. The GM (O&M / CC), MP MK VV CL -----.
9. The Deputy Director / The DGM (Bills) / (B&CM) / (B&A), O/o MD, MP MK VV CL, Bhopal
10. The Company Secretary, O/o MD, MP MK VV CL, Bhopal
11. The Publicity Officer, O/o MD, MP MK VV CL, Bhopal
12. Order file.

(Sanjay Shrivastava)  
**DIRECTOR (FINANCE)**