

**Internal Audit**

SERIAL NO. 731/2022

SHYAM M. BANJARA  
NOTARY  
GOVT OF INDIA  
12 APR 2022

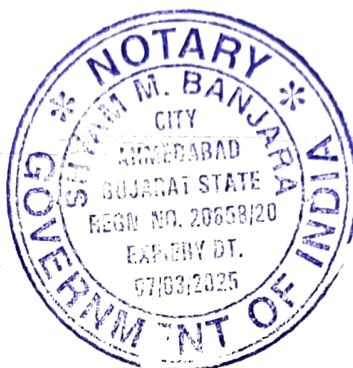
No. DMER/I.A./pending para/F/2498/2021

Commissionerate of Health, Medical  
Services and Medical Education  
(Medical Education)

Block no. 4, Dr Jivraj Mehta Bhavan  
Gandhinagar-382010

Dt:08/02/2021

To  
The Dean  
Dental College and hospital  
Ahmedabad



Sub: Disposal of pending paras of internal audit from 04/10 to 03/19

Ref: Letter of your office no.DCH/Stores/audit/04/10 to 03/19/311/ 21 dated  
22/01/2021

Sir

With reference to above mentioned subject and letter, it is to state that from among the paras raised during the internal audit of your office from 04/10 to 03/19, the explanation submitted by you with regard to para nos. 1,5,7,8,9,11,12,13,14,15,16,18,19,20,21,22,23 are fully accepted whereas explanation with regard to para number 6 and 10 are partially accepted. Further, following suggestions are made under the internal audit.

1. As per rule 98 of the Gujarat Contingency Rules-2000, the head of the institute should issue the verification certificate after every 6 months in the dead stock register.
2. As per rule 28 (1) of the Gujarat Treasury Rules-2000, the Drawing and Dispersing Officer of the institute should issue a certificate on the last page of the cash book and the head of the institute should carry out surprise checking of the cash book after every two months and issue

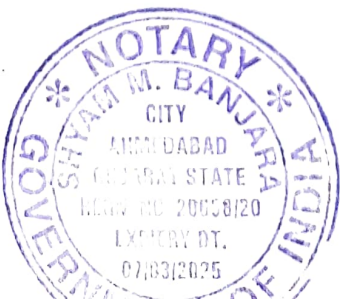
necessary certificates. The Drawing and Dispersing Officer should certify every entry of the relevant day with his/her signature.

3. The head of the institute should carry out physical verification quarterly and give necessary certificate in the stores and stock register.
4. The inflow and out flow and the balance should be mentioned properly in the dead stock register and stock register. Order number, name of the party, bill number, bill date and the amount should be mentioned with regard to the goods purchased. If the bill contains more than one item, details of every item along with its price should be mentioned.
5. In the register containing details of medicines, surgical and related equipment, details mentioned at no. (4) should be mentioned and the batch number of the item and the expiry date should invariably be mentioned.
6. Procurement should be done as per the requirement of the institute according to the Purchase Policy-2016, all the circulars related to GEM and the provisions of the rules and resolutions issued by the Government from time to time.
7. Classification of records should be carried out at regular intervals as per Office Procedure in order to ensure that every record is maintained meticulously and can be traced whenever necessary.
8. It is absolutely essential that every register of the institute is maintained in the proforma prescribed by the Government.
9. Use of whitener in General Cash Book and PLA Cash Book and use of pencil in any write up is discouraged.
10. Care should be taken to ensure that any work related to cash books or any financial transaction is not carried out by the outsourced staff.

Sincerely yours

Sd/-

Accounts Officer (class 1)



This is true and correct  
Translation of the  
Original documents from  
Gujarati/Hindi in to English

NOTARY

12 APR 2022

SERIAL NO. 732/2022

SHYAM M. BANJARA  
NOTARY  
GOVT OF INDIA  
12 APR 2022

Medical Education and Research  
Gandhinagar

Internal Audit

No. DMER/I.A./pending para/F/2882/2021  
Commissionerate of Health, Medical  
Services and Medical Education  
(Medical Education)  
Block no. 4, Dr Jivraj Mehta Bhavan  
Gandhinagar-382010  
12/02/2021

To  
The Dean  
Dental College and hospital  
Ahmedabad

Sub: Disposal of pending paras of internal audit from 04/10 to 03/19

Ref: Letter of your office no.DCH/Stores/audit/04/10 to 03/19/417/ 21 dated  
22/01/2021

Sir

With reference to above mentioned subject and letter, it is to state that from among the paras raised during the internal audit of your office from 04/10 to 03/19, the explanation submitted by you with regard to para nos.2,3 and 4 are fully accepted subject to the condition that care may be taken in future.

Sincerely yours

Sd/-

Accounts Officer (class 1)  
Medical Education and Research  
Gandhinagar

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12 APR 2022





**Internal Audit**

SERIAL NO. 733/2022

**SHYAM M. BANJARA**  
NOTARY  
GOVT OF INDIA  
**12 APR 2022**

**No. DMER/I.A./pending para/F/3720/2021**  
**Commissionerate of Health, Medical**  
**Services and Medical Education**  
**(Medical Education)**  
**Block no. 4, Dr Jivraj Mehta Bhavan**  
**Gandhinagar-382010**  
**23/02/2021**

**To**  
**The Dean**  
**Dental College and hospital**  
**Ahmedabad**

Sub: Disposal of pending paras of internal audit from 04/10 to 03/19

Ref: Letter of your office no.DCH/Stores/audit/04/10 to 03/19/640/ 21 dated  
15/02/2021

Sir

With reference to above mentioned subject and letter, it is to state that from among the paras raised during the internal audit of your office from 04/10 to 03/19, the explanation submitted by you with regard to para nos.17 is fully accepted subject to the condition that care may be taken in future.

**Sincerely yours**

**Sd/-**

**Accounts Officer (class 1)**  
**Medical Education and Research**  
**Gandhinagar**

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**12 APR 2022**

