

**C I R C U L A R**

**Subject: Internal Audit of SKUAST-Kashmir for the FY 2024-25 & 2025-26 -  
Audit Schedule and Compliance Review**

In order to strengthen financial discipline, internal controls, transparency, accountability, and adherence to financial rules, statutory and University regulations, an Internal Audit under the overall supervision of Director Finance, SKUAST Kashmir of all Faculties/Units/Stations/Divisions/Center's/KVK's shall be conducted as per the approved audit schedule enclosed herewith as annexure-B.

The Internal Audit shall focus on the following main areas including the areas as may be vital during the course of audit:

1. Verification of financial transactions, vouchers, cash books, ledgers, and other accounting records.
2. Examination of compliance with University statutes, financial rules, government guidelines, procurement procedures and other applicable regulations.
3. Review of internal control mechanisms and assessment of their adequacy and effectiveness.
4. Verification of budget utilization, expenditure patterns, and financial reporting.
5. Examination of advances, adjustment accounts, outstanding liabilities and recoveries.
6. Review of bank reconciliations, statutory deductions and other financial obligations.
7. Assessment of risk areas and identification of weaknesses requiring corrective action.
8. Verification of records relating to projects, schemes, grants, contingencies, revenue/revolving fund and externally funded projects.
9. Any other matter considered necessary for ensuring financial propriety and operational efficiency.

As such all Heads/DDO's of Faculties/Units/Stations/Divisions/Center's/KVK's/ PI's of externally funded projects are requested to ensure that the relevant records, registers, files, accounts, and supporting documents pertaining to financial year 2024-25 & 2025-26 are kept ready and made available to the Internal Audit Team. The concerned officials shall extend full cooperation and provide all information and clarifications required during the course of audit.

The audit observations and recommendations shall be communicated to the concerned unit Heads for necessary corrective action and compliance.

The Internal Audit shall be conducted as per the schedule enclosed herewith.

The information as per the annexure-A shall be kept ready for visiting audit team.

**This issues with the approval of the Competent Authority.**

  
Comptroller/Director Finance  
SKUAST Kashmir

No.: AU/Accts/Internal Audit/2026-27/3077-3140

Dated: 19-06-2026

**Copy to the:**

- All Heads/DDO's Heads/DDO's of Faculties/Units/Stations/Divisions/Center's \_\_\_\_\_
- All PI's of externally funded projects \_\_\_\_\_
- I/C ARIS Cell for uploading on SKUAST-K website.
- SVC for kind information of Hon'ble Vice-Chancellor.

INTERNAL AUDIT SCHEDULE 2026-27			AUDIT TEAM
S.NO	Date	Station/Faculty	
1	30.06.2026 TO 01.07.2026	MCRS LARNOO & MCRS SAGAM	Mr. Tufall Manzoor (Asst. Comptroller) Mr. Adil Bashir (Accountant) Mr. Nisar Ahmad Sofi (Accountant) Mr. Firdous Ahmad (Jr. Assistant)
2	02.07.2026 TO 03.07.2026	KVK ANANTNAG	
3	07.07.2026 TO 09-07-2026	MRCFC KHU DWANI	
4	14.07.2026 TO 15-07-2026	SRS PAMPORE	
5	16.07.2026 TO 17-07-2026	KVK KULGAM	
6	21.07.2026 TO 23-07-2026	KVK SHOPIAN AARC PAHNOO	
7	28.07.2026 TO 31-07-2026	KVK PULWAMA & ETC MALANGPORA	
1	30.06.2026 TO 03.07.2026	FVSC & AH SHUHAMA, KVK GANDERBAL	Mr. Aadil Bashir Dar (Asst. Comptroller) Mr. Mehraj Ud Din Malla (Accountant) Mr. Feroz Ahmad (Accountant) Mr. Zahoor Ahmad (Jr. Assistant)
2	07.07.2026 TO 09-07-2026	FOF RANGIL	
3	14.07.2026 TO 16-07-2026	FOFY BENIHAMA	
4	21.07.2026 TO 23-07-2026	MRC SG SHUHAMA	
5	03.08.2026 TO 07-08-2026	Comptroller's Office	
1	30.06.2026 TO 01.07.2026	COTS MIRGUND	Mr. Ali Mohammad Khan (Asst. Comptroller) Mr. Manzoor Ahmad Khan (Head Assistant) Mr. Aljaz Ahmad Reshi (Accountant) Mr. Muzamil (Accounts Assistant)
2	02.07.2026 TO 03.07.2026	DARS BUDGAM	
3	07.07.2026 TO 08-07-2026	KVK BUDGAM	
4	14.07.2026 TO 15-07-2026	KVK SRINAGAR	
5	16.07.2026 TO 17-07-2026	KVK KUPWARA & AHR TC KUPWARA	
6	20.07.2026 TO 31-07-2026	FOA WADURA	
1	30.06.2026 TO 03.07.2026	FOH SHALIMAR, SKIEE, CAIML	Mr. Mohammad Ayoub Bhat (Internal Audit Officer) Mr. Zahid Pahlvi (Senior Accountant) Mr. Shazia Shafi (Accountant) Mr. Tehseen Abrar (Accountant)
2	07.07.2026 TO 10-07-2026	COAE&T SHALIMAR	
3	14.07.2026 TO 24-07-2026	Deputy Comptroller Divisions	
4	28.07.2026 TO 31-07-2026	ESTATES WING SHALIMAR	
1	30.06.2026 TO 01.07.2026	MLRI MANASBAL	Mr. Malik Ayaz (Asst Compt) Mr. Fayaz Ahmad (Sr. Accountant) Mr. Mudasir Wani (Accountant) Mr. Arun Bhagat (Accounts Assistant)
2	02.07.2026 TO 03.07.2026	KVK BANDIPORA	
3	07.07.2026 TO 09-07-2026	KVK GUREZ & MARS GUREZ	
4	14.07.2026 TO 16-07-2026	Directorate of Research	
5	21.07.2026 TO 23-07-2026	Directorate of Extension	
6	28.07.2026 TO 31-07-2026	Directorate of Education & Dean Students Welfare	

*(Handwritten signature)*

Annexure 'A'

S. No.	A/C No.	Name of Bank/ Branch	Name of Scheme	Date of Opening of Bank A/C	Whether Saving or Current Account	Closing Balance as per Cash Book on 31-03-26	Closing Balance as per Bank Statement on 31-03-26	Whether A/C is Operational or dormant

Certified that there is no other Bank A/c operational/dormant at this Faculty/Station /Unit/Division/KVK other than specified above.

Seal & Signature  
DDO/Dy. Comptroller/Asstt. Comptroller

