

Blank Format for QIAR provided by CGDA

**SI  
No**

**Reported by:** Chief Internal Auditor (Fys) Kolkata

**Highlight: (Title)**

**Audit – Facts**

1. Rules/ Govt. Orders violated
2. Brief of the objection

**Audit – Observation**

3. Details of irregularities pointed out in audit
- 4.
- 5.

**Audit- Follow-up**

6. Letter vide which the objection was initially raised by the concerned IA cell.
7. Brief of reply received from the Factory management quoting the relevant Letter No & date

**Audit – Conclusion**

- 8.
- 9.

<b>Audit – Risk Rating</b>		High/Medium/Low Risk
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**Audit – Action Proposed**

10. Audit suggestions to regularize the irregularities in the current objection.
11. Audit suggestions to prevent recurrence of such irregularities.

[It is requested to attach copies of all relevant key documents mentioned in the write-up of the objection. Copies of relevant documents authenticating the financial value, if any, may also be forwarded with the report.]