



केन्द्रीय विद्यालय संगठन (मुख्यालय)

KENDRIYA VIDYALAYA SANGATHAN (HQ)
18-संस्थागत एरिया, शहीद जीत सिंह मार्ग
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संदर्भ/Ref. 11-Aud0Misc(KVHQ)/1/2024-Audit11/२०

Dated : 09.04.2026

Deputy Commissioner/Director
Kendriya Vidyalaya Sangathan
All Regional Offices/ZIETs

Sub: Inviting suggestions for compilation of KVS Audit Manual – reg.

Madam/Sir,

Kendriya Vidyalaya Sangathan (KVS) is in the process of taking up of preparation of a comprehensive Audit Manual to standardize audit procedures, strengthen internal controls, ensure uniformity in audit practices, and improve the effectiveness of the internal audit mechanism across the Sangathan.

2. Since the proposed Audit Manual is intended to serve as a guiding and reference document for audit-related activities at KVS Headquarters, Regional Offices, ZIETs, and Vidyalayas, it has been decided to obtain suggestions/comments from all the concerned stakeholders including Principals, Administrative Officers, Finance Officers, Accounts functionaries, and other officials dealing with audit, financial management, record maintenance, establishment, or related administrative matters, on the following aspects:

- Inclusion of topics/chapters in the Audit Manual
- Improvement/restructuring of audit-related processes
- Inclusion of illustrations/examples
- Incorporation of formats/forms/proforma/checklists
- Structure/content of Audit Report
- Structure/content of Audit Memo
- Standard/fixed proforma for audit scrutiny, audit observations, replies, compliance monitoring, settlement of paras, etc.
- Any other practical suggestion for strengthening the audit framework in KVS.

The compiled suggestions/comments from the stakeholders may be forwarded to KVS (HQ) through email (dc-finance@kvs.gov.in) latest by 20.05.2026.

This issues with the approval of the Competent Authority

Yours sincerely,

(Satya Narain Gulia)

Joint Commissioner (Fin)

Copy to:

1. PS to Commissioner, KVS for information.
2. PS to Additional Commissioner (Admin), KVS for information.
3. PS to Additional Commissioner (Acad), KVS for information.
4. All Joint Commissioner, KVS.