

Internal Audit Division

Vision

Dedication for better government service according to the policy of the state

Mission

Reporting to heads of the institutions by recommending necessary guidelines for sufficiency and formality of internal administrations which are being used to make reveal and make restrict the mistakes and frauds when proceeding as per the policy of the state.

Responsibilities

1. Acting according to the F.R 133 when fulfilling the internal auditing activities of the institutions under the monitoring of the District Secretariat.
1. Observing the successfulness of the systems of internal supervision and controlling in both planning and acting sides which are being implemented for restricting of mistakes and frauds in the institution.
1. Searching regarding the supplying of necessary information for preparation of accurate financial statements by accounting system which are being used and justifying of the upright nature of accounts and other reports.
1. Evaluating of the quality of the appraisal of the staff of the institution when performing of responsibilities assigned to them.
1. Examining of make protection of asserts of the institution from all kind of losses and damages.
1. Searching of the following procedure of Administration Regulations and Financial Administration of the government and the Circulars, Other Supplementary instructions which are being issued by the Ministry of Public Administration and the treasury ever and anon.
1. Examination of the quantitative of internal administration which is used to reveal suppress the waste, ideal actions and for the limitation of exceeding expenditure.

1. Checking of Accounts Procedure and actions caused to some expend of finance and Seeking of the use of properties and liabilities of the department in protective and formal manner.
1. Conducting of special inquiries at special occasions.
1. Analyzing of System and Performance for an effective Productivity Process.
11. Acting as per the instructions and guidelines issued by the Department of Management Audit ever and anon, Conducting of Audit Management Meetings at the District Secretariat and Divisional Secretariats in each quarter of the relevant year and Feeding back the review of the progress of the implementation of decision made at the Meetings.