

### SOP for Internal Audit SECTION

Services	Procedure	Requirements			TAT	Responsible Person		
		Documents	Fees	Others		Name	Email	Contact No
Audit processes and financial aspects of plans and programmers' services	<p>Prepare internal audit work plan based on risk assessment or thematic basis</p> <p>Implement the work plan, audit on the areas identified above.</p> <p>Starts with the paper work, vouching, gathering evidences, and verification of supporting documents.</p> <p>Go for physical verification and site visit</p> <p>Compile report and submit to head of the agency</p> <p>Follow up on the audit report</p>	Internal audit manual, internal audit chatter, FRR, PRR, financial documents like vouchers, bills etc.	NA	NA	2 weeks per one area of audits			
Verbal consultation service	<p>Provide information and views as per mentioned in rules and regulation.</p> <p>Awareness programs</p>	Guidelines, Acts and rules and regulation	NA	NA	1 day			
Online Audit clearance system	Approve/reject/return audit clearance application.	Relieving order in some cases			10 min			

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	Sent reminder for necessary updates and changes							
Investigation on sharing of report by ACC	Study the complain Form a investigation committee Gathering evidence Visit site if necessary Compile report and follow up	Guidelines, Acts and rules and regulation			2 weeks per case			