



**Memo No. :I.A./700/Departmental Audit Information**

**Dated : 16.03.2021**

This is hereby informed to the “Head of the Department” of all the Academic and Administrative departments of University of Calcutta, that the “Departmental Audit Query” form for the financial year 2020-2021 has been uploaded in Calcutta University website. After properly filling up the form, mail the soft copy (only as *MS- Word* file, no Scan or PDF copy) to official Email-ID ([cu.aa.ia.2016@gmail.com](mailto:cu.aa.ia.2016@gmail.com)) of Internal Audit Section before the stipulated date i.e. **17<sup>th</sup> May, 2021**.

This is for further information that due to the pandemic situation for *Covid-19*, no physical verification will be possible for the internal Audit Staff for the period under Audit. Accordingly, the Internal Audit Report for the financial year 2020-2021 will be finalised based upon the inputs available from various Academic/Administrative departments of the University against corresponding Audit Queries.

Sd/-

Internal Auditor, C.U.