Sir,

This is to inform you that a Central Audit Team is going to visit our district from 09/09/14. They will inspect all levels like district, BDO/Municipality and school. In this regard, you are hereby requested to keep the Cash book, bank pass book and stock register ready of last five financial year. At the same time, you are also requested to inform all schools under your jurisdiction to keep ready cash book, pass book and stock register.

This is urgent.

Thanking you

Yours faithfully,

[Name]

[Title]

[Date]

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Memo No: 1636/RSIE
Dated: 08-09-2014

All Head of the Institutions are under Ranaghat Municipality are requested to keep Cash book, bank pass book and Stock Register ready of last five years. A central audit team will visit this district on 09.09.14.