



No. VSSUT/ / /20

Date:

OFFICE ORDER FOR APPOINTMENT OF AUDITOR

To

Name of Auditor

Address of Auditor

e-mail Id and Phone No.

Sub: audit of the Project Account

Dear Sir,

The undersigned is pleased to request you to conduct the audit of the project account as mentioned below. You are requested to complete the audit and submit the report within fifteen days of the issue of this order. You shall be paid the audit charges @0.75% of the total amount, which shall be audited + GST (as applicable) though RTGS/NEFT upon producing the bill in triplicate for the audit services provided.

1	Audit for the Financial Year	
2	Name of Funding Agency	
3	Scheme of Project Grant	
5	Project Title	
6	Name of Principal Investigator (PI)	
7	Department	
8	Estimate account to be audited	₹

The undersigned wish for your cooperation in this regard.

Thanking you,

Yours Sincerely

Comptroller of Finance

No. VSSUT/ / /20

Date:

Copy to

Project file, HOD concerned, Dean (SRIC) for kind information and necessary action.

Comptroller of Finance