

**CIRCULAR**

Quarterly Meeting for the quarter ending June 2023 for the Officers/Officials working in Goods and Services Tax Audit Wing and CEDAR will be held on **21.08.2023 (Monday) at the Conference Hall, Office of the Principal Director of Audit (Central), First Floor, B Block, Audit Bhavan, Bengaluru - 1.**

All the Officers / Officials of the wing should be present at **10.00 a.m.** on 21<sup>st</sup> August 2023 at the venue **without fail**. The Quarterly Meeting (in the forenoon) will be followed a Refresher Course (in the afternoon) on OIOS Modules for the Officers and Officials in the Headquarters Wing and the Field Audit Parties. Detailed agenda is enclosed.

All the members of field audit parties are instructed to participate actively in the discussions held during the meeting and raise any other issues relevant for discussions relating to the field audit work. All the Officers and the Officials of the Headquarters Wing are instructed to attend the Refresher Course in the afternoon without fail and clear all their doubts regarding working in OIOS.

  
Director/GST

Copy to:

1. Secretary to PDA (Central)
2. PA to Director/GST-CEDAR
3. Sr.AO/GST
4. AAO/GST-Audit
5. AAO/GST-PC
6. Sr.AO/CEDAR
7. All the Officers/ Officials of GSTA Wing and CEDAR
- ✓ 8. Senior Audit Officer/HK&EDP for information and making necessary arrangements at the Conference Hall.

  
Senior Audit Officer/ GST-Tech

## AGENDA FOR THE QUARTERLY MEETING AND REFRESHER COURSE

### FOR THE QUARTER ENDING JUNE 2023

Date: 21.08.2023

Venue: Conference Hall, Office of the Principal Director of Audit (Central), First Floor, B Block, Audit Bhavan, Bengaluru - 1.

#### **10.00 a.m. to 05.30 p.m: Quarterly Meeting**

1. Welcome Address : SAO/GST-Tech
2. Address by PDAC
3. Address by Director/GST
4. Achievement of Annual Audit Plan 2022-23 and Progress of Audit Plan 2023-24 – by SAO/GST
5. Presentation on the progress of PA on E-Way Bills – by SAO/GSTAP-V
6. Presentation on the progress of SSCA on DORF Phase-II – by SAO/GSTAP-III
7. Important points noticed during audit – presentations by GSTAPs
8. Discussion of other miscellaneous topics, including record production and response of the department to the ongoing PA/SSCA and other problems, if any, faced by GSTAPs during field audit
9. Refresher Course on OIOS – by Functional Help Desk of OIOS and SAO/GST
10. Vote of thanks : Sr.AO/GST

*(Tea break: 11.15 a.m. to 11.30 a.m. & 3.30 p.m. to 3.45 p.m.,  
Lunch break: 01.00 p.m. to 02.00 p.m.)*

  
Senior Audit Officer/GST-Tech