

Office of the Principal Director of Audit (Central)  
CENTRAL AUTONOMOUS BODIES (CAB)  
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PDA(C)/CAB/F/2025-26/58

Dated:16/06/2025

CIRCULAR

The Quarterly meeting for the quarter ending June 2025 and In-House Training for the Officers/Officials working in Central Autonomous Body Wing (CAB) will be held on **27.06.2025 (Friday) from 10:00 am to 5.30 pm (Full day) at Conference Hall of O/o: PDA (Central), Bengaluru.**

All the Officers/Officials of the wing should be present at 10.00 am on 27/06/2025 at the venue **without fail**. A detailed discussion will be held during the meeting on the progress of Audit Plan 2024-25 and important points emerged during audit/desk review conducted by Audit Teams till date during first half day and In- House Training on Certification Audit in Second half.

**Detailed Agenda is enclosed.**

All the members of field audit parties are instructed to participate actively in the discussion held during the meeting and present their contribution during the quarters. They may also raise any other issues relevant for discussion relating to the field work.



Director/CAB

Copy to:

1. Secretary of PDA (Central)
2. PA to Director/CAB
3. SAO/Admn
4. SAO/Bills
5. Sr.AO/CAB
6. AAO/CAB
7. All Officers/Officials of CAB wing
8. SAO/HK&EDP for information and making necessary arrangements at the Conference Hall.



Senior Audit Officer/CAB

**AGENDA FOR THE QUARTERLY MEETING FOR THE QUARTER ENDING  
JUNE 2025 & IN HOUSE TRAINING**

**Date: 27/06/2025**

**Venue: Conference Hall of O/o: PDA (Central), First Floor Bengaluru**

**10.00 am to 5.30 pm (Full Day) Quarterly Meeting/In House Training**

- 1) Welcome Address by **SAO/CAB**
- 2) Opening Address by **Principal Director of Audit (Central)**
- 3) Address by **Director/CAB**
- 4) Progress of Audit Plan 2024-25 -by **SAO/CAB**
- 5) Training session on Understanding the linkages between Financial Statements and their schedules and Process of Financial Audit of CABs with Case Studies by **Manoj Kumar M V, Sr. Audit Officer- CAP-02 (10.45am to 12pm)**
- 6) Training session on Planning Audit procedures, materiality, audit risk and other important concepts- for financial audit with case studies by **Shri Patrick B Francis, Sr. Audit Officer CAP-05 (12pm to 1.15 pm)**
- 7) Training session on Preparation of Separate Audits Report (SAR) – Focus on the Revised Format and Management letters By **Shri Shyam Raj AAO/CAB Hqtrs (2 pm to 3 pm)**
- 8) Training session on Stakeholder engagement with CABs for Continuous improvement and checks to be seen before and while taking up the Certification Audit of ABs by **Ms Shashikala K Sr. Audit Officer/CAB Hqtrs (3pm to 4.30pm)**
- 9) Discussion of any other Important points and problems, if any faced by the Audit Teams during field Audit **(4.30 pm to 5.30pm)**
- 10) Vote of Thanks – **AAO/CAB**

**Coffee Break: 11:30 am to 11:45 am**

**Coffee Break: 3.30 pm to 3.45 pm**

**Lunch Break 1.20 pm**

*R. Monica*

Director

*[Signature]*  
Senior Audit Officer/CAB