



विश्वेश्वरैया राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

(An Institution of National Importance under the Ministry of Education, Government of India)

Nagpur - 440010, Maharashtra State, India

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No. VNIT/ **Accts/2843**

15 JUL 2026

To

The Deputy Accountant General (Administration) **उप महालेखाकार (प्र) सचिवालय**

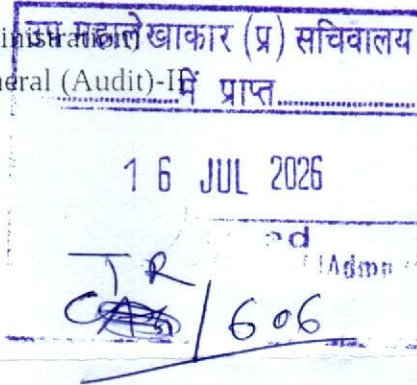
Office of the Principal Accountant General (Audit)-**वि प्राप्त**

Lekhapariksha Bhavan

Post Bag No. 220

Civil Lines

Nagpur - 440001



MF 16/7 Put up
SAO/ Admin

Sir/ Madam,

Subject: Request for nomination of retired officials for engagement as Internal Audit Officer at VNIT Nagpur- reg

Visvesvaraya National Institute of Technology (VNIT), Nagpur, an Institute of National Importance under the Ministry of Education, Government of India, is in the process of engaging a suitable retired Government official to function as **Internal Audit Officer** of the Institute.

2. In this connection, it is requested that your esteemed office may kindly nominate suitable retired officials, preferably those having extensive experience in Government accounting, audit, establishment, financial management, internal controls, General Financial Rules (GFR), and related matters, for consideration for engagement as Internal Audit Officer at VNIT Nagpur. The remuneration and other service conditions shall be governed by Dept. of Expenditure, Ministry of Finance OM F.No. 3-25/2020- E.IIA dated 09.12.2020 and other orders/ guidelines issued by GoI from time to time.

3. The selected officer would be entrusted with strengthening the Institute's internal audit mechanism by conducting risk-based internal audits, reviewing financial and administrative procedures, ensuring compliance with Government of India rules and regulations, and advising the Institute on improving internal controls and financial governance.

4. It is requested that the names and brief particulars of willing and suitable retired officials may kindly be forwarded to the undersigned at the earliest to facilitate the selection process.

5. Your support and cooperation in this regard will be highly appreciated.

6. This issues with the approval of the Competent Authority.

Digitally signed by
JAGDALE SACHIN SUDHAKAR
Date: 10-07-2026 12:43:52

REGISTRAR

Encl: Scope of work for the post of Internal Audit Officer

Scope of work for the post of Internal Audit Officer:

1. To see that in pursuit of achieving institute's objectives as defined in NIT Act 2007 following basic principles are adhered to:
 - a) That there are adequate safeguards designed for execution of scheme entrusted to VNIT and their execution is orderly, ethical, economical, efficient and effective.
 - b) Procedure followed in managing the Institute are consistent with applicable laws, regulations and various instructions issued by the Government time to time.
 - c) There are adequate safeguard in the management of resources against loss, misuse and damage.
2. To carry out internal audit of all academic and administrative departments of the Institute and to submit report thereof on **monthly basis** to the Competent Authority. Further, consolidated internal audit report shall be furnished by **15th April**, at the end of the financial year.
3. Liaise with C&AG Audit, during compliance and certification audits and to coordinate with academic and administrative departments of the Institute for furnishing replies to audit observations.
4. To pre-audit procurement files, medical reimbursement claims, salary bills, other staff claims, third party claims, cash advances settlements etc., participation in Institute level committees, as per directives of Institute Authorities, from time to time.
5. To pre-audit cases of pay fixation, terminal benefits, pension related matters etc, from Establishment Section and pre-audit of all purchase proposals above Rs.10 lakhs, received from Stores Section.
6. To verify and report the internal controls relating to inventory and assets management, physical verification at department/ section level as well as at Central Stores Section level
7. To render assistance in correspondence with Ministry, Budget Estimates/ Revised Estimates, finalization of Annual Accounts etc.
8. To assist in overall work of Accounts Section and to perform any other duties assigned by Institute authorities, from time to time.