

CITIZENS CHARTER OF DEPARTMENT OF MANAGEMENT AUDIT

VISION :

To be the most outstanding and value adding management audit partner for the best performance and accountability of Public Service

MISSION :

To provide an independent objective assurance and consulting services design to add value and improve accountability of public services through Management Audit

OUR OBLIGATIONS :

Service	Documents needed/ Steps	Duration	Customer/ End user
Introduction of internal audit circulars and guidelines	<ol style="list-style-type: none"> 1. Back ground report 2. Discussions 3. Draft the circulars and guidelines 4. Approved circulars and guidelines 	03 months	CAO/ AO
Capacity Development of internal audit unit	<ol style="list-style-type: none"> 1. Identifying the training needs 2. Developing curriculum 3. Identifying the category of officers 4. Arranging resource persons and other facilities 5. Conducting the training programmes 	01 month	Internal audit unit staff
Guiding Audit and Management Committees (AMC)	<ol style="list-style-type: none"> 1. Appointing Treasury Representatives 2. Participating AMCs 3. Reporting to DG 	Throughout the year	CAO/ AO
Monitoring the Auditing of large scale Foreign Funded projects	<ol style="list-style-type: none"> 1. Collecting the Audit Plans 2. Collecting the Progress reports 3. Preparing the report 4. Reporting to DG 	Throughout the year	Project Director/ CAO/ AO

Service	Documents needed/ Steps	Duration	Customer/ End user
Conducting Special Audits	<ol style="list-style-type: none"> 1. Getting Authority from Secretary to the Treasury 2. Preparing Audit programmes 3. Getting approval from Director General 4. Conducting the Audit 5. Reporting to the Secretary to the Treasury through DG 	Depend on the Audit	Requesting Authority
Conducting special investigations	<ol style="list-style-type: none"> 1. Getting Authority from Secretary to the Treasury 2. Appointing investigation officers 3. Conducting investigations 4. Reporting to the Secretary to the Treasury through DG 	Depend on the Investigation	Requesting Authority
COPA reporting and Representation	<ol style="list-style-type: none"> 1. Getting COPA letter 2. Collecting relevant informations from Treasury Departments 3. Preparing COPA reports 4. Participating to COPA 	As Scheduled	COPA

The progress of each service will be reviewed during monthly Executive meetings.

2018.03.26