



**DIRECTORATE OF EDUCATION (COLLEGES),
LAHORE DIVISION, LAHORE**

REVISED SCHEDULE

To

Prof. Dr. Tehseen Razzaq
Principal, Govt. Graduate College of Science
Wahdat Road, Lahore

Memo. No. 3874 / B&P-III.

Dated: 21-8 / 2023

Subject: **CONDUCT OF INTERNAL AUDIT BY CONSTITUTION OF INTERNAL AUDIT COMMITTEES.**

As per directions of the Director Public Instructions (Colleges), Punjab, Lahore vide letter No.193/PA-DPIC/T-23, dated 17-08-2023, the following Internal Audit Committee is hereby constituted with immediate effect to carry out the Internal Audit of the public colleges of Lahore District as per SOPs earlier issued (attached) by the Competent Authority vide No. 12872/D-1, dated 18-04-2019 as per schedule attached herewith:-

- | | |
|---|-----------|
| 1. Prof. Dr. Tehseen Razzaq Principal, Govt. Graduate College of Science Wahdat Road, Lahore | Convener |
| 2. Mr. Waqar Anwar Mirza Lecturer in Mathematics (BS-17) Govt. Islamia Graduate College, Civil Lines, Lahore | Secretary |
| 3. Mr. Iftikhar Ahmad Assistant Director (B&P) Directorate of Education (Colleges), Lahore Division, Lahore. | Member |
| 4. Mr. Muhammad Yousaf Superintendent (B&P) Directorate of Education (Colleges) Lahore Division, Lahore | Member |
| 5. Mr. Muhammad Kashif Malik Assistant / Head Clerk, Govt. Dyal Singh Graduate College Lahore | Member |


MUHAMMAD ZAHID MIAN
DIRECTOR OF EDUCATION (COLLEGES)
LAHORE DIVISION, LAHORE

No. & Date Even

Copy forwarded for information & necessary action to:-

1. PS to Director Public Instruction (Colleges), Punjab, Lahore w/r to the letter No.193/PA-DPIC/T-23, dated 17-08-2023,
2. PS to Director (Budget & Planning), Office of the Director of Public Instruction (Colleges), Punjab, Lahore.
3. The Deputy Director (Budget & Planning), Directorate of Education (Colleges), Lahore will facilitate the Internal Audit Committee of Lahore District.
4. All the Principals of the Concerned Public Colleges.
5. All the concerned members of the Internal Audit Committee.
6. Notification file.

(2)
REVISED

SCHEDULE OF INTERNAL AUDIT MALE & FEMALE COLLEGES
DISTRICT LAHORE (PHASE-I)

| Sr. No. | Name of College | Schedule of Internal Audit |
|---------|---|----------------------------|
| 1. | Govt. Islamia Graduate College, Civil Lines, Lahore. | 31-8-2023 to 2-9-2023 |
| 2. | Govt. Islamia Associate College (B), Lahore Cantt. | 4-9-2023 to 5-9-2023 |
| 3 | Govt. Graduate College (B), Gulberg, Lahore | 7-9-2023 to 9-9-2023 |
| 4. | Govt. Rabia Basri Graduate College for Women,, Walton Rd,Lahore | 11-9-2023 to 13-9-2023 |
| 5 | Govt. Graduate College (B), Sabzazar, Lahore | 14-9-2023 to 16-9-2023 |
| 6. | Govt. Graduate College, Model Town, Lahore | 18-9-2023 to 20-9-2023 |
| 7. | Govt. Islamia Graduate College, Allama Iqbal Town, Lahore | 21-9-2023 to 23-9-2023 |
| 8. | Govt. Shah Hussain Associate College (B), Chung, Lahore | 25-9-2023 to 26-9-2023 |
| 9. | Govt. Associate College (B), Raiwind, Lahore | 28-9-2023 to 29-9-2023 |
| 10 | Govt. Associate College of Commerce Township, Lahore | 2-10-2023 to 3-10-2023 |
| 11 | Govt. Associate College(B), Shalimar Town, Lahore | 4-10-2023 to 5-10-2023 |
| 12 | Govt. Associate College (B), Kahna Nau, Lahore | 6-10-2023 to 7-10-2023 |
| 13 | Govt. Islamia Graduate College, Railway Road, Lahore | 9-10-2023 to 11-10-2023 |
| 14 | Govt. Graduate College for Women, Kahna Nau, Lahore | 12-10-2023 to 14-10-2023 |
| 15 | Govt. Associate College for Women, Manga Mandi, Lahore | 16-10-2023 to 17-10-2023 |
| 16 | Govt. Graduate College for Women, Raiwind, Lahore | 18-10-2023 to 20-10-2023 |
| 17 | Govt. Associate College for Women, Wapda Town, Lahore | 23-10-2023 to 24-10-2023 |
| 18 | Govt. Associate College for Women, Kot Lakhpat, Lahore | 25-10-2023 to 26-10-2023 |
| 19 | Govt. Associate College for Women, Hair Bedian, Lahore | 27-10-2023 to 28-10-2023 |
| 20 | Govt. Associate College for Women, Rakh Chabeel, Lahore | 30-10-2023 to 31-10-2023 |
| 21 | Govt. Associate College for Women, Thokar Niaz Baig,Lahore | 01-11-2023 to 02-11-2023 |


MUHAMMAD ZAHID MIAN
DIRECTOR OF EDUCATION (COLLEGES)
LAHORE DIVISION, LAHORE



3
**DIRECTORATE OF EDUCATION (COLLEGES),
LAHORE DIVISION, LAHORE**

REVISED SCHEDULE

To

1. The Deputy Director (Colleges), Sheikhupura
2. The Deputy Director (Colleges), Kasur
3. The Deputy Director (Colleges), Nankana Sahib

Memo. No. 387.3 / B&P-III.

Dated: 21-8 / 2023

Subject: **CONDUCT OF INTERNAL AUDIT BY CONSTITUTION OF INTERNAL AUDIT COMMITTEES.**

As per directions of the Director Public Instructions (Colleges), Punjab, Lahore vide letter No.193/PA-DPIC/T-23, dated 17-08-2023, the following **District Wise Internal Audit Committees** are hereby constituted with immediate effect to carry out the Internal Audit of the public colleges of Lahore Division as per SOPs earlier issued by the Competent Authority (Copy attached) vide No. 12872/D-1, dated 18-04-2019. The **Schedule of Internal Audit** of the public colleges will be prepared and notified separately by the concerned Deputy Director (Colleges) of the concerned district under intimation to this Directorate. Only two days will be allowed for Internal Audit of each college.

The Deputy Director Colleges of the concerned district will facilitate the Internal Audit Committees.

District Sheikhupura

| Sr. No. | Name, Designation & Place of Posting | Designated as | Contact No. |
|---------|---|---------------|--------------|
| 1 | Mrs. Farah Naseer, Professor of English (BS-20), Govt. Associate College for Women, Pir Bahar Shah, Sheikhupura | Convener | 0321-4090624 |
| 2 | Mr. Akbar Ali, Chief Instructor (BS-19) Govt. Graduate College of Commerce, Sheikhupura | Member | 0331-5533455 |
| 3 | Mr. Zulfiqar Ali, Assistant Professor of Mathematics (BS-18), Govt. Graduate College, Sheikhupura | Member | 0300-4345377 |
| 4 | Mr. Hafeez ullah, Assistant (BS-16), Office of the Deputy Director Colleges, Sheikhupura | Member | 0303-4070656 |
| 5 | Mr. Altaf Hussain, Assistant / Head Clerk (BS-16), Govt. Graduate College of Commerce, Sheikhupura | Member | 0300-4635957 |

District Kasur

2/8

| Sr. No. | Name, Designation & Place of Posting | Designated as | Contact No. |
|---------|--|---------------|--------------|
| 1 | Mr. Muhammad Akram, Principal, Govt. Islamia Graduate College, Kasur | Convener | 0301-4591049 |
| 2 | Mr. Saleem Ullah Saqib, Assistant Professor of Statistics (BS-18), Govt. Islamia Graduate College, Kasur | Member | 0322-6595559 |
| 3 | Mr. Ashraf Ali, Assistant Professor of Commerce (BS-18), Govt. Islamia Graduate College, Kasur | Member | 0321-7386210 |
| 4 | Mr. Hassan Muhammad Superintendent (BS-17), Govt. Islamia Graduate College, Kasur | Member | 0300-4334493 |
| 5 | Mr. Asad Ullah Bhatti, Assistant / Head Clerk, (BS-16) Govt. Graduate College, Chunian (Kasur) | Member | 0333-4992690 |

District Nankana Sahib

| Sr. No. | Name, Designation & Place of Posting | Designated as | Contact No. |
|---------|---|---------------|--------------|
| 1 | Dr. Mumtaz Ahmad, Principal, Govt. Guru Nanak Graduate College, Nankana Sahib | Convener | 0300-4689894 |
| 2 | Mr. Naseem Ahmad, Assistant Professor of Eco. Govt. G.N. Graduate College, Nankana Sahib. | Member | 0306-4113878 |
| 3 | Mr. Muhammad Yasir, Lecturer in Mathematics, Govt. Associate College, Shahkot (NNS) | Member | 0307-7270975 |
| 4 | Mr. Muhammad Asif, Head Clerk, Govt. Associate College for Women, Sangla Hill (NNS) | Member | 0306-7101575 |
| 5 | Mr. Naman Rasheed, Senior Clerk, Govt. G.N. Graduate College, Nankana Sahib | Member | 0300-8083953 |


MUHAMMAD ZAHID MIAN
DIRECTOR OF EDUCATION (COLLEGES)
LAHORE DIVISION, LAHORE

No. & Date Even

Copy forwarded for information & necessary action to:-

1. PS to Director Public Instruction (Colleges), Punjab, Lahore w/r to the letter No.193/PA-DPIC/T-23, dated 17-08-2023,
2. PS to Director (Budget & Planning), Office of the Director of Public Instruction (Colleges), Punjab, Lahore.
3. All the Principals of the Concerned Public Colleges.
4. All the concerned members of the Internal Audit Committee.
5. Notification file.

(STANDARD OPERATING PROCEDURE (SOPs))

1. During the Internal Audit, the audit committee will behave politely; give respect to the Principal and staff. The harassment atmosphere will not be created. The Principal of the College is bound to fully cooperate with the internal audit committee and non-cooperation in this regard will be treated as misconduct. In case of any problem of audit committee regarding obtaining the record or non-cooperation by the College administration, the matter will be reported to DPI (Colleges), Punjab, Lahore under intimation to this office.
2. The Internal Audit Committee will remain within jurisdiction of SOPs of internal audit strictly and will not exceed its mandate in any case and ensure the fair and neat audit. However, audit committee will not come under any influence of the College administration in case of any negligence, corruption, misappropriation found in official record/funds/grants and will report the matter independently.
3. The following documents/registers/record will be audited by the Internal Audit Committee of the public colleges:-
 - a. Budget Control Register.
 - b. Cash Book of Government Accounts.
 - c. Contingent Register.
 - d. Stock Register of Permanent Articles.
 - e. Stock Register of Consumable Articles.
 - f. Dead Stock Register.
 - g. History Sheet Register of Machinery/Buses/Equipments etc.
 - h. Vouched Account of both Development and Non Development Grant.
 - i. Fee Demand Register of students.
 - j. Classified Cash Book of Student Funds.
 - k. Cash Book of each Student Fund, Vouched Account and Bank Statements of all Accounts.
 - l. Original Bank Challans of deposit of Admission Fee, Tuition Fee, Recovery if any kind duly verified by the Treasury Officer, Lahore.
 - m. Prospectus Fund Account Register.
 - n. Trees Accounts Register.
 - o. Government Accommodation Allotment Register.
 - p. Log Book of Bus/Coaster/Tractor etc.
 - q. Fuel Consumption Register of Generator etc.
 - r. Deduction of Taxes as per Government Rules.
 - s. Adoption of procedure as per Financial Rules and PPRA Rules.
 - t. Reconciled Expenditure Statements of Government Grants and Student Funds.
4. The Committee shall complete its task within time line.


MUHAMMAD ZAHID MIAN
DIRECTOR OF EDUCATION (COLLEGES)
LAHORE DIVISION, LAHORE