Automation of central excise and service tax (ACES)

AUDIT MODULE
INTRODUCTION

• The entire Audit process is guided by the principles of EA 2000 which in turn is based on verification of the private records of the Assessee and their methods of accounting and record keeping.

• Starting with the selection of units on the basis of their risk perception, this methodology relies on the efficient use of audit resources viz. manpower and skills. Pre-audit review and the study of system of Internal Control are the main features. It also lays emphasis on gathering data about the assessee, understanding his financial and accounting system, studying the flow of materials, cash and documentation and run tests to evaluate the vulnerable areas.

• Armed with this information, the Auditors prepare an Audit Plan and conduct verification exercise according to that plan. The system requires documenting each step of audit scrutiny and invites the Assessee to give his views on all the objections.
## PROCESSES COVERED IN ACES AUDIT MODULE

### AUDIT WORK FORCE MANAGEMENT

1. Joining Report
2. Audit Cell Composition Maintenance
3. Audit Party Maintenance
4. Audit Plan Register
5. Quarterly Audit Schedule and Allocation
6. Work Load Analysis
7. Relieving Order Preparation

### AUDIT MANAGEMENT

1. Creation of Assessee profile
2. Desk Review
3. Audit Plan
4. Tour Premises
5. Verification Report
6. Post Verification
7. Draft Audit Report
8. Final Audit Report
DEPARTMENTAL OFFICERS/USERS ASSOCIATED WITH ACES AUDIT MODULE

- AUDIT CELL ADMINISTRATOR (Superintendent)
- AUDITOR (Superintendent)
- ASSISTANT COMMISSIONER (Audit Wing)
- JC/ADC (Audit Wing)
- COMMISSIONER
- MONITORING COMMITTEE
PART-I

AUDIT WORK FORCE MANAGEMENT
• The Audit Cell Administrator can fill in the Joining Report to include the officer in the Audit
AC can approve, reject, modify or allot the officer to the Audit Party or the Resource Pool at the time of approving the Joining Report.
AUDIT CELL COMPOSITION MAINTENANCE

This process enables the Audit Cell Administrator to maintain the composition of the Audit Cell like adding Auditors to the Audit Cell and removing Auditors from Audit Cell.
There can be more than one audit party in an audit wing of a Commissionerate.

Each audit party is assigned a unique number to distinguish with other audit parties.

Whenever a new officer joins the audit wing he can be directly allotted to the respective audit party at the time of approving his Joining Report. The ACA can create new audit parties as well as remove existing audit parties.

Broadly Auditors from the Audit parties can be removed from the Audit Parties and assigned to Audit Cell or they can be removed altogether from the Audit Wing. Removal from the Audit Wing will be taken care of through the relieving process.
AUDIT PARTY MAINTENANCE

Audit Party Creation

[Image of the Central Board of Excise and Customs (CBEC) interface for audit party creation, showing a form with a list of members and their details.]

Commissionerate: SURAT-II

- S No.: 1, Official's Name: fofo, Designation: Additional Commissioner, Email: dg@aa.com
- S No.: 2, Official's Name: Mukesh Sheravat, Designation: Superintendent, Email: mukesh.sheravat@yahoo.co.in

[Options for Clear, Cancel, Next]
AUDIT PLAN REGISTER CREATION

### Central Board of Excise and Customs
Ministry of Finance - Department of Revenue

**Pending Requests**

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Module Name</th>
<th>Number of pending items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Audit Plan Register</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Quarterly Schedule</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>View Schedule Quarterly Audits</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>View Unscheduled Quarterly Audits</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Joining Report</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Relieving Order</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>View FAR</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Sent Back (ACA)</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>Special Procedures</td>
<td>0</td>
</tr>
</tbody>
</table>

© Copyright Information 2007
<table>
<thead>
<tr>
<th>Commissionerate</th>
<th>Financial Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURAT-II</td>
<td>2008-2009</td>
</tr>
</tbody>
</table>

(All the fields marked with * are mandatory.)

[Save] [Clear] [Cancel]
## List of Units

<table>
<thead>
<tr>
<th>Commissionerate</th>
<th>Audit Plan Register Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURAT-II</td>
<td>39_APR_CE_0809</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Duty Slab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Listed In Rupee Risk Analysis</td>
<td>DutySlab 3</td>
</tr>
</tbody>
</table>
### LIST OF UNITS

<table>
<thead>
<tr>
<th>Commissionerate:</th>
<th>SURAT-II</th>
<th>Audit Plan Register Number:</th>
<th>39_ANDROID_CE_0809</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category:</td>
<td>Short Listed In Rupee Risk Analysis</td>
<td>Duty Slab:</td>
<td>Duty Slab 3</td>
</tr>
</tbody>
</table>

#### CATEGORY : Duty Slab 3

<table>
<thead>
<tr>
<th>Select</th>
<th>Rupee Risk</th>
<th>Registration Number</th>
<th>Unit Name</th>
<th>Last Audit Date</th>
<th>Risk Quotient</th>
<th>Total Detection</th>
<th>Reasons For Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>8</td>
<td>TEMPA0106XEM001</td>
<td>Mangal Pandey</td>
<td></td>
<td></td>
<td></td>
<td>Paid less than 10 lakhs</td>
</tr>
<tr>
<td></td>
<td>8144</td>
<td>TEMPA0078XEM001</td>
<td>testsenaa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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IMPORTANT ASPECTS IN THE SELECTION OF UNITS FOR AUDIT PLANNING

• Rupee Risk calculation by DG(Audit) in respect of non-mandatory units and circulation of the same to the Commissionerates.

• Compliance of E-Filing in respect of mandatory units to be achieved cent percent to have accurate data base for having correct list of units.

• In the absence of R1 and S1 Risk Parameter calculation, appropriate R2 and S2 Risk Parameter application to select the correct units in the non-mandatory category.
• The Audit Cell prepares the schedule of the units selected in the audit planning register.

• Whenever officer is preparing the Audit Schedule, he will be provided with the Audit Planning Register and then he has to select the unit from the Audit Planning Register.

• Each unit is identified by a unique serial number. The same serial number which is assigned to the units in Audit Planning register is retained.

• The Audit Cell assigns the audit party to each selected unit in the schedule.
### Quarterly Schedule Create

<table>
<thead>
<tr>
<th>Commissionerate</th>
<th>Financial Year</th>
<th>Audit Planning Register Number</th>
<th>Quarter</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURAT-II</td>
<td>2008 - 2009</td>
<td>39_APR_CE_0809</td>
<td>Quarter First</td>
<td>Duty Slab 3</td>
</tr>
</tbody>
</table>

#### List of Units Selected for Audit in the Annual Selection

<table>
<thead>
<tr>
<th>SNo.</th>
<th>Registration Number</th>
<th>Unit Name</th>
<th>Audit Party</th>
<th>Planned Start Date</th>
<th>Planned End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TEMPA0106XEM001</td>
<td>Mangal Pandey</td>
<td>39_AUD_PARTY_000</td>
<td>20/03/2009</td>
<td>20/05/2009</td>
</tr>
</tbody>
</table>

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WORKLOAD ANALYSIS

• Workload Analysis is an option provided for the ACA to get a rough estimate of the number of units in different slabs which can be considered for audit in the current financial year.

• Based on the user’s input (Number of units in each slab, Number of audit parties available and number of days required to audit units in each slab) the system calculates and displays whether the recommended units can be audited using available audit parties.

• By default the system includes the total number of mandatory units in the workload analysis but system will allow removal of units from the list. Number of units in rest of the duty slabs needs to be entered by the officer. For non-mandatory units the user should specify the number of expected units for which audit exercise to be taken up.
# WORK LOAD ANALYSIS

**Financial Year:** 2009

<table>
<thead>
<tr>
<th>No. Audit Parties</th>
<th>Total Working Days In Financial Year: 200</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Units</th>
<th>Considered For Selection</th>
<th>Duration(In Days)</th>
<th>Days Required To Conduct Audit</th>
<th>Remaining Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 % EOU</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>Duty Slab 1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>Duty Slab 2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td>Duty Slab 3</td>
<td>1</td>
<td>1</td>
<td>30</td>
<td>15</td>
<td>185</td>
</tr>
<tr>
<td>Reference Units</td>
<td>1</td>
<td>1</td>
<td>30</td>
<td>15</td>
<td>170</td>
</tr>
</tbody>
</table>

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(Fields Marked With * Are Mandatory.)
The process of relieving the resource from the audit wing is initiated by the issuance of the Relieving Order. On offline intimation from the ACAW the ACA will issue the relieving order.

Once relieving order is issued, the system automatically de-activates his profile in the Audit Wing.

Once the relieving order is issued the same is submitted for ACAW approval. The ACAW will go through the draft relieving order and will approve the relieving order or send back to ACA if any corrections are to be made. Once the relieving order is approved by ACAW the profile of the Auditor getting relieved is deactivated.
CREATE RELIEVING ORDER

Office Order Date: 28/04/2009

File Number: 12321

Date: 13/04/2009

Officer Name: Raj Srivastava

Designation: Additional Commissioner

Relieving Date: 29/04/2009

Time: Fore Noont

New Place of Posting: DELHI

Current Assignment: Audit

Order Issued By: Mukesh Rawat

Designation: Commissioner

Commissionerate: Bhubaneswar-I

Division: Bhubaneswar

NOTING(S)

Recommended for relieving.

ACA's Comments: (Max 2000 Characters)
PART-II

AUDIT MANAGEMENT
IMPORTANT ASPECTS OF AUDIT MANAGEMENT

- Creation of Assessee Profile
- Desk Review
- Revenue risk Analysis
- Trend Analysis
- Gathering Information
- Financial & Accounting Information
- Sales Information
- Purchase Information
- Other Information
- Audit Plan Creation
- Tour Premises
- Evaluation of Internal Controls
- Verification Report
- Post Verification
- Draft Audit Report
- Final Audit Report
FLOWCHART DEPICTING THE AUDIT PROCESS

1. Creation of assessee profile
2. Desk Review
3. Audit Plan
4. Tour Premises
5. Verification Report
6. Draft Audit Report

FINAL AUDIT REPORT
IMPORTANT SCREENSHOTS DEPICTING THE MAJOR PROCESSES OF AUDIT
CREATION OF ASSESSEE PROFILE
# Details of manufactured goods

**Registration Number:** TEMPA0106XEM001  
**Assessee’s Name:** Mangal Pandey

## PERIOD CONSIDERED FOR AUDIT

- **Start Date:** 20/03/2008  
- **End Date:** 20/05/2009

### CETSH: 01011090

<table>
<thead>
<tr>
<th>S No.</th>
<th>Financial Year</th>
<th>DutyHead</th>
<th>Rate Of Duty Ad Valorem</th>
<th>Duty Amount</th>
<th>Notification No./Date</th>
<th>Total Value Of Clearance Excluding Excise Duty (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2008</td>
<td>AED_TTA</td>
<td>1.0</td>
<td>1</td>
<td>212/2009 CE</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2008</td>
<td>ADE</td>
<td>1.0</td>
<td>0</td>
<td>212/2000 CE</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>2008</td>
<td>RCCD</td>
<td>1.0</td>
<td>0</td>
<td>2/1980 CE</td>
<td>1</td>
</tr>
</tbody>
</table>

### CETSH: 01019020

<table>
<thead>
<tr>
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<th>Financial Year</th>
<th>DutyHead</th>
<th>Rate Of Duty Ad Valorem</th>
<th>Duty Amount</th>
<th>Notification No./Date</th>
<th>Total Value Of Clearance Excluding Excise Duty (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2008</td>
<td>RCCD</td>
<td>1.0</td>
<td>0</td>
<td>2/1980 CE</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>2008</td>
<td>ADE</td>
<td>1.0</td>
<td>0</td>
<td>212/2000 CE</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>2008</td>
<td>AED_TTA</td>
<td>1.0</td>
<td>0</td>
<td>212/2009 CE</td>
<td>1</td>
</tr>
</tbody>
</table>

(All Fields marked with * are Mandatory.)
• As a part of assessee profile, the details of manufactured goods needs to be captured into the system.

• The information pertaining to the manufactured goods would be rendered from the ER1, ER2, ER3 filled by the Assessee and hence, this section would be populated by the system from the data stored in the database.

• If the data is available in the system, same will be picked from the database, if the data is not available, the data needs to be entered by the officer which then will be saved in the database.
### DETAILS OF GOODS SENT FOR JOB WORK DURING LAST FINANCIAL YEAR

**Registration Number:** TEMPA0129KEM001  
**Assessee's Name:** Mangal Pandey

### PERIOD CONSIDERED FOR AUDIT

- **Start Date:** 01/01/2008  
- **End Date:** 02/01/2009

### JOB WORKER DETAILS

- **Name:** Tanushree  
- **Address:** 11/52, Shanti Bhawan, Bubhaneshwar
- **Material Type:** Intermediate Goods  
- **Material Description:** Tractor

### DETAILS OF INPUT MATERIALS SENT

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>CETSH</th>
<th>Material Type</th>
<th>Material Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>87012090</td>
<td>Intermediate Goods</td>
<td>Tractor</td>
</tr>
</tbody>
</table>

**Process Description:** Goods manufactured.

**Duty Paid By:** Assessee  
**Waste Clearance:** On Payment Of Duty  
**Whether any capital goods, moulds, dies etc. supplied to job worker:** Yes

**Save & Add New**

(All the fields marked with * are mandatory.)
### Anti-Evasion Cases

**Central Board of Excise and Customs**

**Assessee's Profile - Anti Evasion**

**Period Considered for Audit**
- **Start Date:** 01/01/2008
- **End Date:** 02/01/2009

**List of Cases**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Case Number</th>
<th>Brief Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TEMPA0129XEM001_SP_2009_001_CPF</td>
<td>Rewards Created</td>
<td>Anti Evasion</td>
</tr>
</tbody>
</table>

**Submit**, **Modify**, **Cancel**, **Print**

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IMPORTANT NOTE ON ENTRY/DATACAPTURE INTO THE SYSTEM

• The Audit Module in ACES is interdependent upon various other modules like REG, RET, DSR and EXP for capture of data.

• Wherever possible and if the data is available, the same will be fetched by the system and it will be auto populated into various forms.

• Since some of the modules of ACES are still in nascent stage, for each screen data capture, the privilege of Create and Modify are given for un interrupted data capture.
OTHER PROCESSES CAPTURED AFTER DESK REVIEW AND BEFORE CREATION OF AUDIT PLAN

• REVENUE RISK ANALYSIS

• TREND ANALYSIS

• GATHERING INFORMATION

• FINANCIAL & TAX ACCOUNTING

• SALES INFORMATION

• PURCHASE INFORMATION

• OTHER INFORMATION
• Audit Plan is the most important activity to be carried out before the conduct of audit which is prepared by the Auditor. Audit Plan records the areas where material problems are indicated or foreseen, and the related records to be examined.

• The Auditor should complete all the tasks/activities, assess all the information gathered so far and fill up the relevant sections of the working papers before he starts preparing the Audit Plan.

• The audit plan is based on the issues identified in the working paper/Desk Review. The audit plan lists the issues to be verified during the conduct of audit.

• Each entry in the Audit Plan is referred as Audit Line item. Each Audit line item is identified by a serial number and is referred in verification paper, which shows the results of the verification. Multiple audit line items can be entered in an audit plan.
AUDIT PLAN

• Once the audit plan is prepared the Auditor can submit the same for the approval of ACAS. The audit plan will be scrutinized by the ACAW and routed to the workflow of JCAW for approval.

• The actual audit process should be undertaken only after the approval of JCAW.

• Incase if ACAW/JCAW requires more information or clarification he can seek the same and send back the audit plan to the Auditors to provide the required clarifications.
**AUDIT PLAN CREATION SCREEN**

### Central Excise - Audit - Audit Plan - Create

**AUDIT PLAN CREATION**

- **Commissionerate**: BHUBANESHWAR-I
- **Financial Year**: 2008-2009
- **APR Number**: 26_APR_CE_0809
- **ASR Number**: 26_APR_CE_0809_QSR1
- **Registration Number**: TEMP:A0129XEM001
- **Unit Name**: Mangal Pandey
- **Audit Party Leader**: ghjhg
- **Audit Party Number**: 26_AUD_PARTY_001
- **Audit Start Date**: 01/01/2008
- **Audit End Date**: 02/01/2009

#### ADD AUDIT LINE ITEM

**Subject**: Valuation

**Description**: Less unit and received items

**LINE ITEM DOCUMENT DETAILS**

<table>
<thead>
<tr>
<th>Select</th>
<th>Sl. No.</th>
<th>Description</th>
<th>Coverage Period</th>
<th>Selection Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>RC02-Purchase/Material receipts (other than gate records)</td>
<td>From Date: 20/04/2008 To Date: 28/04/2009</td>
<td></td>
</tr>
</tbody>
</table>

(Click On ‘Add New’ Button to Add More Audit Line Items.)

**Save & Add New**

**Comments**:

(Max 2000 Characters)

(All the fields marked with * are mandatory)

**Save**  **Clear**  **Cancel**
### TOUR OF THE PREMISES

**Central Board of Excise and Customs**

<table>
<thead>
<tr>
<th>Commissionerate</th>
<th>Financial Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bhubaneswar</td>
<td>2008-2009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APR Number</th>
<th>ASR Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>26_APR_CE_0809</td>
<td>26_APR_CE_0809_QSR1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit Party Number</th>
<th>Audit Party Leader</th>
<th>Unit Name</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>26_AUD_PARTY_001</td>
<td>ghjhg</td>
<td>Mangal Pandey</td>
<td>TEMP0129XEM001</td>
</tr>
</tbody>
</table>

**Preparation Date (DD/MM/YYYY):**

- 28/04/2009

---

### PREMISES VISIT

<table>
<thead>
<tr>
<th>S No.</th>
<th>Date (DD/MM/YYYY)</th>
<th>Location/Department</th>
<th>Issues/Discrepancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>28/04/2009</td>
<td>Bubhaneaswar</td>
<td>Documented</td>
</tr>
</tbody>
</table>

---

### GATHERING STATISTICAL KEY INFORMATION ABOUT THE UNIT

- **Number of Workers Employed:** 500
- **Number of shifts running:** 2
- **Number of places for dispatch of goods outside the factory:** 10
- **Any input exclusively used in the manufacture of exempted goods:**
  - Yes
- **Any input which is used in the manufacture of exempted as well as dutiable goods:**
  - Yes
- **Any capital goods on which CENVAT credit was availed, and exclusively used in the manufacture of exempted goods:**
  - Yes
- **Number of electricity meters used:** 50
- **Electric Power Supply:** Fully Self Generated

---

### DETAILS OF ISSUE TYPE

**Select S No.**

<table>
<thead>
<tr>
<th>S No.</th>
<th>Issue Type</th>
<th>Brief Description of the Issue</th>
<th>Issues/Discrepancies</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Movement Of Goods</td>
<td>Diverted</td>
<td>Based upon documents</td>
<td>Checked</td>
</tr>
</tbody>
</table>

**Auditor's Remarks:**

- All the description are verified.

---

**Save, Clear, Cancel**

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• Verification paper must be prepared for each line item of the audit plan.

• The Auditor should conduct the verification in a systematic manner following the sequence of steps envisaged in the audit plan.

• For each audit line item mentioned in the audit plan the Auditor can record one more verification report.

• The date of verification cannot be an earlier date than preparation date of evaluation of internal controls and cannot be a later date than the date of preparation of post verification section.
**SCREENS TO CAPTURE VERIFICATION REPORT**

---

**List of Audit Line Items to prepare Verification Report**

<table>
<thead>
<tr>
<th>S No.</th>
<th>Audit Line Item</th>
<th>Subject</th>
<th>Issue Description.</th>
<th>Verification Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>26_APR_CE_0809_QSR1_0027_001</td>
<td>Valuation</td>
<td>less unit and received it</td>
<td>Not Created</td>
</tr>
</tbody>
</table>

---

Please Select An Audit Line Item to Prepare Verification Report

---

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**VERIFICATION REPORT**

**Audit Party Leader:** ghjhg  
**Commissionerate:** BHUBANESHWAR-I  
**Audit Plan Number:** 26_APR_CE_0009_QSR1_0027  
**Financial Year:** 2008-2009  
**Audit Plan Date:** 28/04/2009  
**Registration Number:** TEMA0129X0001  
**Unit Name:** Mangal Pandey  

**Line Item Number:** 26_APR_CE_0009_QSR1_0027_001  
**Subject:** Valuation  
**Issue to be Verified:** less unit and received items

**Auditor’s Name:** Mukesh Rawat  
**Auditor’s Designation:** Assistant Commissioner  
**Issue Description:** less unit and received items

**DOCUMENTS VERIFIED**

<table>
<thead>
<tr>
<th>Select</th>
<th>Sl.No.</th>
<th>Category</th>
<th>Description</th>
<th>Issues Found</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1</td>
<td>Source</td>
<td>RC02-Purchase/Material receipts (other than gate records)</td>
<td>✔️</td>
<td>Verified</td>
</tr>
</tbody>
</table>

**BRIEF ACCOUNT OF THE PROCESS AND EXTENT OF VERIFICATION**

All the account documents should be verified.

**AUDITOR’S OBSERVATION AND CONCLUSION IN BRIEF**

Verification report being created.
## Verification Report

**Audit Party Leader:** ghjh
**Commissioner:** Bhubaneswar-I
**Registration Number:** TEMPO1293EM001
**Audit Plan Number:** 26_APR_CE_0809_QSER1_0027
**Audit Plan Date:** 28/04/2009

### Audit Line Items

**Line Item Number:** 26_APR_CE_0809_QSER1_0027_001

### Verification Details

**Auditor's Name:** Mukesh Rawat
**Auditor's Designation:** Assistant Commissioner
**Issue Description:** Less unit and received items

### Documents Verified

<table>
<thead>
<tr>
<th>Select</th>
<th>Document</th>
<th>Category</th>
<th>Description</th>
<th>Issues Found</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Source</td>
<td>RC02</td>
<td>Purchase/Material receipts (other than gate records)</td>
<td>Yes</td>
<td>Verified</td>
</tr>
</tbody>
</table>

### Brief Account of the Process and Extent of Verification

All the account documents should be verified.

### Auditor's Observation and Conclusion in Brief

Verification report being created.

- **Revenue Involved:** 10
- **Gst Of Objection:** Items details

### Details of Revenue Breakup Audit Point Wise

**Audit Point**

MRD Incorrectly declared/not declared for goods falling under Section 4A

<table>
<thead>
<tr>
<th>S No</th>
<th>CETSH</th>
<th>Commodity Description</th>
<th>Duty Head</th>
<th>Amount</th>
<th>Amount Recovered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>87012090</td>
<td>TRACTORS (OTHER THAN TRAC</td>
<td>CEWAT</td>
<td>10</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Assessee's Acceptance:** Yes
**Assessee's Clarification:** Assessee paid the recovered amount. &nbsp;

### Reference to Central Excise Act, Section, Rule, Notifications

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Central Excise Act, Section, Rule, Notifications</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rules 35B under act</td>
<td>Rules 35B under act exempt</td>
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</tbody>
</table>

**Comments:** Being created.

---

**Confirmation Screen of Verification Report**
POST VERIFICATION REPORT

• Through this process the Auditor records post verification details and the summary of Audit results. This section has to be filled up by the auditor after the completion of preparation of verification report.

• Offline Auditor informs the Assessee of all the objections. The Assessee can offer clarification and the same can be recorded in this section of the working papers.

• The Auditor can record the response from Assessee regarding the suggestions offered to him.
### POST VERIFICATION

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
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</thead>
<tbody>
<tr>
<td>Commissionate</td>
<td>BHUBANESHWAR-I</td>
</tr>
<tr>
<td>Financial Year</td>
<td>2008-2009</td>
</tr>
<tr>
<td>Audit Number</td>
<td>26_APR_CE_0809_QSR1_0027</td>
</tr>
<tr>
<td>Audit Party Leader</td>
<td>ghjhg</td>
</tr>
<tr>
<td>Registration Number</td>
<td>TEMPA0129XEM001</td>
</tr>
<tr>
<td>Unit Name</td>
<td>Mangal Pandey</td>
</tr>
<tr>
<td>Audit Start Date</td>
<td>01/01/2008</td>
</tr>
<tr>
<td>Audit End Date</td>
<td>02/01/2009</td>
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<td>Audit Party Number</td>
<td>26_AUD_PARTY_001</td>
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<td>Audit Plan Number</td>
<td>26_APR_CE_0809_QSR1_0027</td>
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<tr>
<td>Audit Plan Date</td>
<td>28/04/2009</td>
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</table>

### POST VERIFICATION DETAILS

<table>
<thead>
<tr>
<th>Suggestion In Brief</th>
<th>Systematic improvement and modification in the legal arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Of Reference</td>
<td>NIL</td>
</tr>
<tr>
<td>Impact On Future Compliance</td>
<td>NO</td>
</tr>
<tr>
<td>Assessee's Reaction</td>
<td>Agreed</td>
</tr>
<tr>
<td>Assessee's Feedback</td>
<td>Ok with suggestion</td>
</tr>
</tbody>
</table>

*(Click on 'Add New' Button To Add More Post Verification Details)*

**Save & Add New**

*(All the fields marked with * are mandatory.)*

**Save**  **Clear**  **Cancel**
The Draft Audit Report will be created by Auditor and after approval by ACAW, it will go the Monitoring Committee for Review.

Monitoring Committee can review Draft Audit Report.
# DRAFT AUDIT REPORT

**Commissionate:** BHUBANESHWAR-I  
**Division:** BHUBANESWAR  
**Registration Number:** TEMPA0129XEM001  
**Assessee’s Name:** Mangal Pandey  
**DAR Number:** 26_APR_CE_0809_QSR1_0027_DAR  
**DAR Date:** 28/04/2009  
**Financial Year:** 2008-2009  

## PERIOD CONSIDERED

- **From Date:** 01/04/2008  
- **To Date:** 31/03/2009  
- **Audit Start Date:** 01/01/2008  
- **Audit End Date:** 02/01/2009

## PRODUCTS MANUFACTURED

<table>
<thead>
<tr>
<th>S No.</th>
<th>CETSH</th>
<th>Commodity Description</th>
<th>Exemption Notification Availed</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>87012090</td>
<td>TRACTORS (OTHER THAN)</td>
<td></td>
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<tr>
<td>2</td>
<td>87012010</td>
<td>TRACTORS (OTHER THAN)</td>
<td>112/2005 CE</td>
</tr>
<tr>
<td>3</td>
<td>87012010</td>
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</tr>
<tr>
<td>4</td>
<td>87012090</td>
<td>TRACTORS (OTHER THAN)</td>
<td>112/2005 CE</td>
</tr>
</tbody>
</table>

## SUMMARY OF MAJOR AUDIT OBJECTIONS FROM WORKING PAPER

- **Audit Para Number:** 26_APR_CE_0809_QSR1_0027_DAR_0001
- **Gist Of Objection:** Items details
- **Assessee’s Reaction:** Agreed
- **Revenue Implication:** 10
- **Assessee’s Feedback:** Assessee paid the recovered amount.
- **ACDC’s Remarks:** Recommended.

## AUDITOR’S SUGGESTION TO ASSESSEE FOR BETTER COMPLIANCE

- **Description Of Suggestion:** Systematic improvement and modificationin the legal arrangement
- **Impact On Future Compliance:** NO
- **Assessee’s Reaction:** Agreed
- **Area Of Reference:** NIL
- **Assessee’s Feedback:** Ok with suggestion

## NOTING(S)

<table>
<thead>
<tr>
<th>S No.</th>
<th>Date</th>
<th>Officer’s Name</th>
<th>Designation</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>28/04/2009</td>
<td>AUDITBUVA Kumar Shankara</td>
<td>Auditor</td>
<td>Recommended.</td>
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</tbody>
</table>

**Remarks:** Review and approved.

(Maximum 2000 Characters)
After Review of Draft Audit Report by Monitoring Committee, Audit scoring can be done.
Final Audit Report generates automatically.

![Final Audit Report](image_url)

**Final Audit Report**

- **Registration Number**: TENPA0061XSD001
- **Assessee's Name**: Anupam Verma
- **DAR Number**: 31_ST_APR_0607_QSR2_0008_DAR
- **DAR Date**: 16/05/2009
- **Commissionerate**: MUMBAI-III
- **Financial Year**: 2006-2007

**PERIOD CONSIDERED**

- **From Date**: 01/04/2006
- **To Date**: 31/03/2007
- **Audit Start Date**: 02/10/2006
- **Audit End Date**: 02/11/2009

**SERVICES RENDERED**

<table>
<thead>
<tr>
<th>S No.</th>
<th>Service Description</th>
<th>Exemption Notification Availed</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>AIRPORT SERVICES</td>
<td>500</td>
</tr>
</tbody>
</table>

**SUMMARY OF MAJOR AUDIT OBJECTIONS FROM WORKING PAPER**

- **Audit Para Number**: 31_ST_APR_0607_QSR2_0008_DAR
- **List Of Objection**: Interview details
- **Assessee's Reaction**: Agreed
- **Revenue Implication**: 10
- **Assessee's Feedback**: Assessee paid the recovered amount.
- **AECOC Remarks**: ok.
- **Department's Conclusion**: Retain
- **Reason for Conclusion**: Agree with it.

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Thank You