



DIRECTORATE GENERAL AUDIT
(FEDERAL GOVERNMENT)
FEDERAL AUDIT COMPLEX, 17-MAUVE AREA,
G-8/1, ISLAMABAD

051-9252217, Fax: 051-9252256

Dated: 25.09.2025

No. Coord/Audit Intimation/2025-26/F-753/1547

To,

The Surveyor General,
Faizabad, Murree Road,
Rawalpindi.

Subject: Revised Audit Intimation

The Auditor-General's (Functions, Powers and Terms and Conditions of Service) Ordinance, 2001 read with Articles 169 to 171 of the Constitution of the Islamic Republic of Pakistan, provides for the Auditor General of Pakistan with the mandate to audit the accounts of the Federal Government and accounts of any authority or body established by, or under control of the Federal Government.

2. An Audit team headed by Mr. Muhammad Zaki, Audit Officer has been assigned to conduct the Audit of Survey of Pakistan, HQ, Rawalpindi up to the financial year 2024-25. The audit team will start the field work w.e.f. 06.10.2025.

3. We look forward to your cooperation by issuing directives to the concerned staff to ensure availability to the audit team any accounts, books, papers and other documents which deal with or form the basis of, or are otherwise relevant to the audit, as required under Section 14 (1) of the Auditor General's Ordinance, 2001.

4. This issues with the approval of Director General.

(Sher Muhammad)
Assistant Audit Officer (Coord)



Directorate General Audit

(Federal Government)

Federal Audit Complex, 17-Mauve Area, C-8/1, Islamabad
☎ # 9252217 Fax # 9252256 Email: fedaudit@gmail.com

Requisition No.01

Dated: 06.10.2025

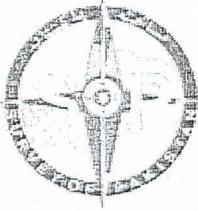
The undersigned is assigned to conduct the audit of the accounts of the Surveyor General of Pakistan, Rawalpindi. It is requested that concerned staff may kindly be directed to provide / produce the following record to Field Audit Team (FAT) for Financial Year 2024-25. Further, it is requested that an officer may please be deputed as Focal Person:

1. Copy of Act / Ordinance along-with amendments. *Account*
2. Delegation of Powers. *Account*
3. List of DDOs during the period under audit. *Account*
4. Detail of bank accounts along with bank statements. *Account*
5. Reconciled expenditure statements (Recurring and Non-recurring / development projects). *Account*
6. Detail of receipts alongwith their sources and bank account statements. *Account*
7. Detail of development projects including administrative and financial approvals PC-I, II, IV and Correspondence files. *Account*
8. Cash books (both receipts and Expenditure) and vouchers. *Account / D.D.*
9. Detail of procurements (goods and services) along-with their correspondence files including advertisement, bidding document, attendance sheet, bid security, contract / service agreements, bank guarantees and performance guarantees etc. *D.D. Store*
10. Recruitment record / Detail of appointments (regular, contract, contingent, daily wages) and re-employments made during the period under audit. *ERM*
11. Working and sanctioned strength of employees including Daily Paid Employees / Contract Employees and contingent paid employees. *ERM / D.D.*
12. Personal files of the officers (BPS-17 and above). *ERM*
13. Detail of vehicles (i.e. make, model, attached with) showing vehicle wise expenditure of POL and repairs along with log books and movement registers. *D.D. Store*
14. List of employees both married and unmarried residing in residential colony, bachelor hostel/rooms and availing rent for residential building (hiring facility). *ERM*
15. Detail of inquiries conducted at departmental level along with their findings. *ERM / Store*
16. Detail of NAB / FIA / Court cases. *ERM / Legal*
17. Copy of Internal Audit Report and Physical verification report. *Account*
18. Certificate of fraud / embezzlement / theft. *Account*
19. Record of auctions made during the year. *D.D. Store*
20. Any other auditable record.

Your cooperation will be appreciated.


(Muhammad Zaki)
Audit Officer

The Director (Admn),
Surveyor General of Pakistan,
Rawalpindi



GOVERNMENT OF PAKISTAN

Ministry of Defence

Survey of Pakistan

Surveyor General's Office

Tele: 051-9290203; Fax: 9290229

No. 1397 /29-L-1/A(25-26)

Dated: // December, 2025

To,

Mr. Muhammad Zaki,
Audit Officer,
Directorate General Audit, Federal Government,
Federal Audit Complex, 17-Mauve Area, G-8/1,
ISLAMABAD.

Subject: **AUDIT REQUISITION NO.1 FOR AUDITABLE RECORD.**

Ref: *Your Letter / Requisition No.1, dated 06-10-2025.*

As desired, following information / documents pertaining to Financial Year 2024-25 on the subject matter are sent herewith, please.

| Sl. #. | Requirement Documents | Annexure |
|--------|--|------------------------------------|
| 1 | Copy of Act / Ordinance along-with amendments | A |
| 2 | Delegation of Financial Powers for SoP | B |
| 3 | List of DDO (s) during the period under audit | C |
| 4 | Detail of bank accounts along with bank statements | Already provided |
| 5 | Reconciled expenditure statements (Recurring and Non-recurring/development projects) | D (Reconciled statement) |
| 6 | Detail of receipts along with their sources and bank account statements | Already provided |
| 7 | Detail of development projects including administrative and financial approvals PC-I, II | No development project in progress |
| 8 | Cash books (both receipts and Expenditure) and vouchers | Already provided |
| 9 | Detail of procurements (goods and services) along-with their correspondence files including advertisement, bidding document, attendance sheet, bid security, contract/service agreements, bank guarantees and performance guarantees etc | Already provided |
| 10 | Recruitment record/Detail of appointments (regular, contract, contingent, daily wages) and re-employment during the period under audit. | E |

| | | |
|----|---|------------------------------|
| 11 | Working and sanctioned strength of employees including Daily Paid Employees/Contract Employees and contingent paid employees | F |
| 12 | Personal files of the officers (BPS-17 and above) | Will be provided as required |
| 13 | Detail of vehicles (i.e make, model, attached with) showing vehicle wise expenditure of POL and repairs along with log books and movement registers | Already provided |
| 14 | List of employees both married and unmarried residing in residential colony, bachelor hostel/rooms and availing rent for residential building (hiring facility) | Already provided |
| 15 | Detail of inquiries conducted at department level along with their findings | - |
| 16 | Detail of NAB/FIA/Court cases | G |
| 17 | Copy of Internal Audit Report and Physical verification report | H |
| 18 | Certificate of fraud/embezzlement theft | I |
| 19 | Record of auctions made during the year | Already provided |
| 20 | Any other auditable record | Will be provided as required |

OFFICE COPY

(WISAL KHAN)
 Director (Admin) (C.C)
 For Surveyor General of Pakistan

Copy to:

DDO (SGO) for information, please.