

ANNEXURE – CE- XI

OFFICE OF THE COMMISSIONER OF CENTRAL EXCISE
AUDIT COMMISSIONERATE
(OFFICE ADDRESS/ PHONE NUMBER/EMAILETC.

C. No.

Date:

To

Gentlemen,

Sub: Intimation for conducting Central Excise audit under EA 2000 – Preparatory visit - reg.

Please refer to this office letter C.No. _____ dated _____, where in it was intimated that the Internal Audit Group headed by Shri _____ Superintendent of Central Excise (Audit) (Contact Phone No. _____), Audit Group No. ____ will take up the audit of the accounts/records of your unit on _____ for the year **(s) w ef** _____ **upto** _____

2. The officers will be making a preparatory visit to your unit on _____, in order to know the functioning of various areas like marketing, production, purchases, stores and accounts.

3. It is, therefore, requested that one the concerned personnel may make themselves available on the said day in order to brief the officers.

4. It is also requested to designate a person (employee of the company/ registered concern) for coordinating with the Audit team and communicate the name, designation and contact numbers and e-mail id of the person so designated.

5. In case of any difficulty, you can get in touch with the undersigned through the telephone number/fax/email mentioned above.

The receipt of this letter may please be acknowledged.

Yours faithfully

Additional Commissioner /Joint Commissioner