

**GOVERNMENT OF NAGALAND**  
**Office of the Society for Climate Resilient Agriculture in Nagaland (SoCRAN)**  
**FOCUS-IFAD**  
**NAGALAND: KOHIMA**

No. APC/FOCUS/AUO/IAM/117/2023-24/672

Dated, Kohima the 27<sup>th</sup> March, 2023

**ORDER**

The Internal Audit Mission from the Office of Audit and Oversight (AUO), IFAD will be visiting FOCUS Nagaland between 23<sup>rd</sup> April to 6<sup>th</sup> May, 2023. The mission is to provide assurance of the effectiveness of IFAD's supervision on project **procurement processes** and compliance with applicable legal covenants and procedures, project **financial management and audit processes** and legal covenants and guidelines and **downstream implementing partners**. The State PMU and all DMUs are hereby directed to prepare following documents:

1. List of staff (PMU and District units) with details (Name, Job title, Duty station, start date of position and end date if the staff has left the organization).
2. List of assets procured through IFAD financing (Description of asset, when purchased, user and location of asset, value of asset). All assets recorded in PMU and District units to be compiled.
3. All assets procured through IFAD Financing must be labeled with Project Logo.
4. If any asset or person is found to be in illegal possession of any unauthorized person, it will be viewed very seriously and appropriate action will be initiated against the responsible person.
5. All records pertaining to
  - i. Procurement should be complete and up to date in all respect and any deficiency will be responsibility of the Procurement Specialist.
  - ii. Finance should be complete and up to date in all respect and any deficiency will be responsibility of the Finance Manager.
  - iii. Account should be complete and up to date in all respect and any deficiency will be responsibility of the Account Officer.
  - iv. Audit should be complete and up to date in all respect and any deficiency will be responsibility of the Audit Officer.
  - v. Attendance and Discipline of Staff should be complete and up to date in all respect and any deficiency will be responsibility of the DySPD.

- v. Attendance and Discipline of Staff should be complete and up to date in all respect and any deficiency will be the responsibility of the D.SPD.
- vi. Data & Records related to MIS, Marketing and the Physical Progress of the Project should be complete and up to date in all respect. Any deficiency will be the responsibility of the Project Coordinator.

Over responsibility

6. Overall responsibility of the Internal Audit Mission will be of Audit Officer.

For strict compliance by all concerned.

Sd/-  
(R. Binchilo Thong, IAS)  
Agriculture Production Commissioner &  
Mission Director, FOCUS

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Dated, Kohima, the 27<sup>th</sup> Mar' 2023

Copy to:

1. All the District Project Managers/ DAOs
2. All the Project Implementation Teams (PITs) FOCUS-IFAD.
3. Office Copy

(Dr. Jitendra Gupta, IAS)  
Additional Secretary Agriculture, &  
State Project Director, FOCUS