ANNEXURE – CE- XI

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

C. No.                      Date:

To

Gentlemen,

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

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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 years _________ 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