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| **DEPARTMENT/section:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **PERIOD OF AUDIT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **SUBJECT: *Files/records requeste/RETURNED BY the auditors*** | | | **Initials Date \_\_\_\_\_\_\_\_\_\_\_\_\_**  **Prepared by\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Reviewed by\_\_\_\_\_\_\_\_\_\_\_\_** | |  |
| **S.No** | **No** | Name | **Date received/**  **RETURNED**  **Signed by** | **Date returned**  **Signed by** | **Remarks** |
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