

Audit Slip. No.1

The following records pertaining to Pondicherry University, Puducherry, for the period 2011-12 to 2018-19 may be produced to audit.

1. Cash Book
2. Contingent Register
3. Contingent Bills and Vouchers
4. Register of Valuables- Cheques and drafts received
5. TR 5 Receipt books/ Acquittance Rolls etc.
6. TR5 Receipt Stock Register
7. Challans and Remittances / Challans Registers
8. Budget Files - regarding Budget estimates / Revised Estimates
9. Bill Register
10. Office copies of Pay bill registers and Pay bills
11. Register of undisbursed pay and allowances
12. Registers of Advance for Pay, Transfer Advances, Tour Advance/LTC/Festival etc.
13. Tour Adjustment. & L.T.C. Bills
14. Overtime Allowances Registers
15. Files regarding Monthly returns submitted to Head Office
16. Files & Registers relating to reimbursement of Tuition Fees
17. Surety Bond of Cashier
18. Permanent Advance Register and vouchers
19. Bank scroll or passbook along with Bank reconciliation statements
20. Auction /disposal of articles with relevant files
21. Details of Machinery / stores kept idle for over 6 months
22. Files regarding Court cases where your office is a relevant party
23. Muster roll of daily wages / casual labourers
24. Investment Register
25. Scheme Files
26. Annual accounts -
27. Standing orders issued by Head Office
28. General orders of Government of India
29. Stock Register of Cheque Books
30. Register of Duplicate keys, Securities and Security Deposits
31. Staff Sanction Register
32. Special Provident Fund and Gratuity Register
33. Loans and Advances to staff (a) Loan Sanction Register
(b) Individual Loan Register
(c) Loan Recovery Register
34. Register of Miscellaneous Recoveries
35. Copies of L.P.C.'s inward and outward
36. Stamp Account with Despatch Register

37. Telephone Register
38. Stock Registers of Stationery , Furniture and Library Books along with latest Physical Verification Report
39. Files relating to Parliament questions and correspondence connected thereto
40. Files relating to questions under Right to Information Act and correspondence thereto
41. Register of combined Articles, Diet register
42. Log book of vehicle and Fuel pass book
43. Register of Service Books along with Service Books/Leave account
44. Register of Rents paid for private building with lease deeds
45. Internal Audit Report and Departmental Inspection Reports(quarterly/annual)
46. Register of Audit Objections
47. Files relating to Statutory Audit Report of AG
48. Allocation of work among staff
49. Medical Reimbursement Claims Register along with bills
50. Purchase Files
51. Register of Loan Guarantee by Government
52. Pension Cases finalized together with Service Book
53. Files relating to commission received from letter of credit
54. Register of financial orders, delegation
55. Administration fee/special fee register
56. Caution deposit register
57. Files / Records relating to Reward Rolls correspondence regarding.
58. Register Of Leave & Pensionary Contribution
59. Stipend Payment Register
60. Hostel Accounts
61. Grant/Donatons Register
62. Objection book relating to irregular payment
63. Files / records relating to Land owned or leased
64. Any other records available, not covered above and specific to the concerned office.


ASST. AUDIT OFFICER/AB-4

To
The Registrar,
Pondicherry University,
Puducherry.

TOP PRIORITY / MOST URGENT

PU/A.R(A)/Audit/2019-20/

Date: 18.01.2019

Copy communicated for furnishing necessary reply / records to the Audit.


18/1/19
ASSISTANT REGISTRAR(A)

To
The System Manager, Computer Centre - with a request to kindly display in our website. 