

The following files/records/registers pertaining to the period from to may please be produced to audit.

1. Cash book
2. Subsidiary cash book
3. Receipt book for challans and remittances
4. Stock register of receipt books
5. Vouchers of payments
6. Cheque book and register of cheque books
7. Register of cheque/Draft received
8. Register of M.O's received
9. Register of undisbursed pay
10. Permanent advance register
11. Register of temporary advance
12. Contingent register
13. Treasury bill book/treasury tokens
14. Bank pass book(s)
15. Bank reconciliation statement
16. Annual accounts
17. Receipts and payments statements
18. Income and expenditure account
19. Journal (transfer Entry Register)
20. Ledgers
21. Register of assests
22. Investment register
23. File relating to grants received
24. Budget Estimate
25. Scheme Files
26. Purchases files
27. Files relating to guarantee loans
28. Donation register
29. Internal Audit Report
30. Progress Reports
31. Special provident fund and gratuity register
32. Register of rent paid to private building with lease deed
33. Register of security deposits
34. Minutes of Board Meetings
35. Register of financial orders and delegation
36. Objection book relating to irregular payment
37. Stock book of furniture/equipments/stationery
38. Stock Book of Library books
39. Register of condemned articles
40. Annual stock verification report
41. Service registers

42. Office copy of pay bills and acquittances
43. Log book of vehicle and fuel pass book
44. Register of advance pay
45. Register of tour/transfer tour/LTC advance
46. TA and LTC bills
47. Medical reimbursement claims/register
48. Loans and advances to staff – sanction and recovery register
49. Stamp account with despatch register
50. Register of Misc Recoveries
51. Copies of LPC inward and outward
52. Scholarship files
53. Demand collection balance register
54. Special fees collection register
55. Tuition fees collection register
56. Admission fee register
57. Caution deposit register
58. Stipend payment register
59. Fee collection receipt books and stock register
60. Register of bi cycle issued to students
61. Hostel accounts
62. Diet register
63. Register of mid day meals
64. Stock register of medicines
65. File relating to leave and pension contribution
66. Allocation of work among staff
67. Any other records not mentioned above



ASSISTANT AUDIT OFFICER/AB

TOP PRIORITY / MOST URGENT

PU/Audit/D.R.(F&A)/2012-2013/01

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



DEPUTY REGISTRAR(F&A)