

TOP PRIORITY / MOST URGENT

PU/Audit/A.R(F)/2013-2014/ 1

Date: 20/11/17

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

P. Ganesan 20/11/17

ASSISTANT REGISTRAR(F)

To

All Dept / Schools / centres

(To be returned in Original along with reply)

Audit Slip. No.1

The following records pertaining to April 2012 to Oct 2012 may
be produced to audit.

1. Cash Book
2. Receipt book for challan and remittances
3. Stock Register of receipt books
4. Register of un-disbursed pay
5. Permanent Advance Register and vouchers
6. Treasury Bill Book (MTC 70) Salary and Non-salary
7. Register of Treasury Tokens (MTC 70)
8. Contingent Register
9. Register of cheques and Drafts received
10. Register of M.O.s received
11. Register of M.O. Book
12. Subsidiary Cash Book
13. P.O. account cash book with counter foils of cheques and Treasury pass book .
14. Stock Register of Cheque Books
15. Office copies of Pay bills and acquaintances
16. Register of Temporary Advance
17. Register of Duplicate keys
18. Register of Securities and Security Deposits
19. Staff Sanction Register
20. Special Provident Fund and Gratuity Register
21. Loans and Advances to staff (a) Loan Sanction Register
(b) Individual Loan Register
(c) Loan Recovery Register
22. Tour Advance Register
23. Register of Advance of pay and T.A. on transfer
24. T.A. & L.T.C. Bills
25. Register of Miscellaneous Recoveries
26. Copies of L.P.C.'s inward and outward
27. Stamp Account with Despatch Register
28. Register of Telegrams issued
29. Stock Book of Stationery
30. Stock Book of Furniture
31. Stock Book of Library Books

32. Register of combined Articles
33. Typewriter Machine Cards
34. Log book of vehicle and Fuel pass book
35. Register of Service Books with Service Books
36. Register of Rents paid for private building with lease deeds
37. Internal Audit Report and Departmental Inspection Reports
38. Register of Audit Objections
39. Allocation of work among staff
40. Medical Reimbursement Claims Register
41. Scheme Files
42. Treasury Reconciliation Register
43. Purchase Files
44. Register of Loan Guarantee by Government
45. Trunk Call Register (Office and Residence)
46. Files relating to Guarantee Loans
47. Files relating to commission received from letter of credit
48. Annual accounts
49. Budget estimates
50. Register of financial orders, delegation
51. Administration fee/special fee register
52. Caution deposit register
53. Diet register
54. Stock register of medicines
55. Register Of Leave & Pensionery Contribution
56. Stipend Payment Register
57. Hostel Accounts
58. Grant/Donations Register
59. Investment Register
60. Objection book relating to irregular payment
61. Any other records, not covered above


18/11/12
Assistant Audit Officer/AB-3