



**PONDICHERRY UNIVERSITY
FINANCE & ACCOUNTS SECTION**

TOP PRIORITY

R.SEGAR
Deputy Registrar (F&A)
PU/DR(F&A)/ATI/Audit/2016-17/

R.V. Nagar, Kalapet,
Puducherry – 605 014
Dt.23-08-2016

C I R C U L A R

Sub: Conduct of Certificate Audit of the Annual Accounts for the year 2015 – 2016 – Reg.

The Certification Audit of the Annual Accounts pertaining to the financial year 2015 – 2016 is proposed to be conducted by Office of the Principal Director of Audit(Central), Chennai **from 29th AUGUST 2016 onwards.**

Hence, all the Directors, Deans, Heads, Coordinators of the Schools, Departments/Centres/Sections/Units are hereby requested to keep all the relevant records pertaining to their Schools/Departments/Centres/Sections/Units updated as per the list enclosed for submission to the AG's Audit as and when called for without any delay.

This may be given "TOP PRIORITY".

[Handwritten Signature]
23/8/2016
DEPUTY REGISTRAR (F&A)

To

1. All Deans of Schools /Heads of Departments/Centres
2. The Director(i/c), Directorate of Distance Education
3. The Director(i/c), Human Resource Development Centre
4. The Principal, Community College
5. All Officers, Pondicherry University

Copy to

1. The A.R. to Vice Chancellor - For kind information of Vice Chancellor.
2. The A.R. to Registrar - For kind information of Registrar
3. The P.S. to Finance Officer - For kind information of Finance Officer
4. The Asst. Registrar(Accounts)
5. The Asst. Registrar(Finance)
6. The Section Officer(Accounts- I, II, Finance & IT)
7. Internal Audit Officer.
8. The System Manager, Computer Centre – with a request to kindly display in our Website.
9. Notice Board

ANNEXURE TO CIRCULAR

The following records pertaining to School/Department/Centres/Sections/Units may be updated and kept ready for submission to the AG's Audit as and when called for.

CASH RECORDS

1. Bills Drawn Registers
2. Cash Books and Bank Reconciliation Statement
3. Receipt Books and Register of Receipt Books
4. Bills Transit Register
5. Register of Undisbursed pay
6. Permanent Advance Register
7. Remittance Challans
8. Register of Duplicate Keys
9. Register of Security Deposits
10. Subsidiary Cash Book
11. Reconciliation Register
12. Register of Valuables/Cheques/Demand Drafts/Investments
13. Budget Control Register

PERSONAL LEDGER ACCOUNT

14. Cash Book
15. Cheques Drawn Registers
16. Stock Register of Cheque Books
17. Bank/Treasury Scroll
18. Paid vouchers

ESTABLISHMENT RECORDS

19. Service Books of all the employees
20. Pay Bills and Acquaintance
21. Last Pay Certificates (Inward and Outward)
22. Contingent Bills with Register
23. TA and LTC Bills
24. Tour Advance Register
25. Medical Reimbursement Bills
26. Trunk Call Register
27. Franking Register
28. Register of Buildings/Rent, Lease etc.,
29. Register of Electricity Charges
30. Register of Loans and Advance
31. Files relating to suspension of officials and details of payment of subsistence allowances

STOCK RECORDS

32. Stock Register of Dead stock, Stationery, Stamps, Furniture etc.,
33. Stock Register of Tools and Plants
34. Stock Register of Machineries and Equipments
35. Stock Register of Library

MOTOR VEHICLES

36. Log Books
37. Fuel Pass Books, Fuel Indent Books and Petrol Register

GENERAL

38. Purchase files, tenders, Agreement, Contracts etc.,
39. Stock Files
40. Scheme Files
41. Grant Records
42. Other files(Misc., etc.,)
43. Details of employment of Retired Personnel/Ex-Servicemen or
Compassionate Appointments
44. List of records as per Appendix 73 to CPWD Manual – Volume – II
45. Annual Report 2014 – 2015 & 2015 - 2016
46. Annual Accounts with connected subsidiary accounts
47. Annual Ledgers
48. Valuable Registers
49. Records relating to Distance Education
50. Records relating to Hostels
51. Records relating to P.U Community College
52. Records relating to HRDC

A. Sayed
23/8/2016
DEPUTY REGISTRAR (F&A)