

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (CIVIL  
AUDIT), TAMIL NADU & PONDICHERRY, BRANCH OFFICE,  
PONDICHERRY.**

Audit Slip No:1.

2010 - 2011

The following records pertaining to the period ~~from July 2010 to May 2011~~ may be produced to audit.

**CASH RECORDS**

1. Bills Drawn Register
2. Cash Books
3. Receipt Books & Stock Register of Receipt Books
4. Bills Transit Register
5. Register of Undisbursed Pay
6. Permanent Advance Register
7. Remittance Chalans
8. Register of Duplicate keys
9. Register of Security Deposits
10. Subsidy Cash Book
11. Reconciliation Register
12. Register of valuables/cheques/demand drafts/investments
13. Budget Control Register

**PERSONAL LEDGER ACCOUNT**

14. Cash Book
15. Cheque counterfoils
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 Acquittance
21. Last Pay Certificate (Inward and Outward)
22. Contingent Bills with Register
23. TA & LTC Bill
24. Tour Advance Register
25. Medical Reimbursement Bills
26. Trunk Call Register
27. Franking Register
28. Register of Buildings / Rents, Lease, etc.
29. Register of Electricity Charges
30. Register of Loans and Advances
31. Files relating to Suspension of officials & details of payment of Subsistence Allowances

STOCK RECORDS

- 32. Stock Register of Dead stock, Stationary, Stamps, Furniture, etc.
- 33. Stock Register of Tools & 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, Agreements, 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, on compassionate appointments

*M. Anil Kumar*  
Asst. Audit Officer. / p.c.p. 11

TOP PRIORITY / MOST URGENT

PU/Audit/A.R.(A)/2011-2012/

Date: 06-07-2011

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

*S. Venkateswaraiah*  
ASSISTANT REGISTRAR(A) *sh*

To *The Head*  
*All Schools / S.P.C. / Centres /*  
*Sealans E-circular.*  
*P.U*