

Audit Slip – 1

AB PARTY- 3

DATE 10-12-2015

The under mentioned records relating to the period 2014-15 may be produced to audit.

1. Cash Book
2. Receipt Book for challan and remittances
3. Stock Register of receipt books
4. Register of Undisbursed pay
5. Permanent Advance Register and vouchers
6. Treasury Bill Book (MTC 70) Salary & Non Salary
7. Register of Treasury Tokens (MTC 70C)
8. Contingent Register
9. Register of cheques and drafts received
10. Register of MOs received
11. Register of MO book
12. Subsidiary Cash Book
13. PO 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 advances of pay and TA on transfer
24. TA and LTC Bills
25. Register of Miscellaneous recoveries
26. Copies of LPCs inward and outward
27. Stamp account with dispatch register
28. Register of telegrams issued
29. Stock Book of Stationary
30. Stock book of Furniture
31. Stock books of Library Books
32. Register of combined articles

33. Log Books of vehicle and fuel pass book
34. Register of Service books and Service books
35. Register of rents paid for private building with lease deeds
36. Internal Audit Report and Departmental inspection Report
37. Register of Audit Objections
38. Medical reimbursement claimed Register
39. Scheme Files
40. Treasury Reconciliation Register
41. Purchase files
42. Register of Loan guarantee by Government
43. Trunk call register (office & residential)
44. Files relating to Guarantee of loans
45. Files relating to Commission Received
46. Files relating to Trainings organized
47. Construction files
48. Register of Family ID Cards
49. Anticipated Cases of PDB Issues
50. Staff movement Register
51. Duplicate MC/IPS Conveyance Register
52. Financial Statement for the period
53. Bank reconciliation Statements
54. Monthly statements Account 1 & 2
55. Return of Contribution – Receipt Register
56. Annual accounts for the year to 2011-12
57. Any other records required at the instance of Audit

S. Rajkumar
10/12/15
Asst Audit Officer/ AB-3

TOP PRIORITY / MOST URGENT

PU/Audit/D.R(F&A)/2015-2016/

Date: 10.12.2015

Copy communicated for furnishing necessary reply / records to the Audit, in continuation of the circular dt 20.11.2015

P. S. Srinivasan
11/12/15
DEPUTY REGISTRAR(F&A)

To

The System Manager, Computer Centre - for hosting the circular in our Website