



**PONDICHERRY UNIVERSITY  
FINANCE & ACCOUNTS SECTION**

**TOP PRIORITY**

**R.SEGAR**  
**Deputy Registrar (F&A)**  
PU/DR(F&A)/SO(A)/Audit/2019-20/

R.V. Nagar, Kalapet,  
Puducherry – 605 014  
Dt.29-09-2020

**C I R C U L A R**

Sub: Conduct of Certificate Audit of the Annual Accounts for the year 2019 – 2020 – Reg.

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The Certification Audit of the Annual Accounts pertaining to the financial year 2019 – 2020 is proposed to be conducted by Office of the Director General of Audit(Central), Chennai **from 05<sup>th</sup> October 2020 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**”.

  
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 P.A to Director, SEI & RR – For kind information of Director, Studies
3. The P.A to Director, C&CR – For kind information of Director, Culture
4. The A.R. to Registrar - For kind information of Registrar
5. The P.S. to Finance Officer - For kind information of Finance Officer
6. The Asst. Registrar(Accounts)
7. The Section Officer(Accounts- I, II, Finance, IT & V)
8. The A.E(E), Transport(i/c) – With a request to provide Transport facility to the Audit Party from 05<sup>th</sup> October 2020 onwards.
9. Additional Internal Audit Officer
10. The System Manager, Computer Centre – with a request to kindly display in our Website
11. 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
14. Fixed Deposit Register

### PERSONAL LEDGER ACCOUNT

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

### ESTABLISHMENT RECORDS

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

## STOCK RECORDS

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

## MOTOR VEHICLES

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

## GENERAL

39. Purchase files, tenders, Agreement, Contracts etc.,
40. Stock Files
41. Scheme Files
42. Grant Records
43. Other files (Misc., etc.,)
44. Details of employment of Retired Personnel/Ex-Servicemen or  
Compassionate Appointments
45. List of records as per Appendix 73 to CPWD Manual – Volume – II
46. Annual Report 2018 – 2019 & 2019 - 2020
47. Annual Accounts with connected subsidiary accounts
48. Annual Ledgers
49. Valuable Registers
50. Records relating to Distance Education
51. Records relating to Hostels
52. Records relating to P.U Community College
53. Records relating to HRDC

  
DEPUTY REGISTRAR (F&A)