# ANNEXURE TO CIRCULAR DR(F&A)/A11/Audit/2017-18 Dt.04-01-2018

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

## CASH RECORDS

- 1. Bills Drawn Register
- 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.,)
- 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 2016 2017
- 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

DEPUTY REGISTRAR(F&A)