

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

