

ADMINISTRATIVE AUDIT

Name of the Division: **Establishment and Recruitment**

Audit Period: Session 2018 - 19

Sr. No.	Statement	Evaluation		
		Yes	Somewhat	No
1.	Awareness of the responsibilities of the division			
2.	Execution of the work according to duty chart (Check and Report)			
3.	Procedure of filing and maintaining the records (Check and Report)			
4.	Filing system	Poor	Good	Excellent
	a. Documentation			
	b. Coding			
	c. Indexing			
	d. Storing and retrieving filing			
	e. Security system of filing			
	f. Time schedule followed for disposal of files	More than 5 days	5 days	3 Days
5.	Security and safety measures for original and important documents to avoid theft, fire, rain or any other peril or whatsoever nature	Poor	Good	Excellent
6.	Performance Evaluation System (Checkup of the status of PBAS and APAR of all employees of the Division and Report)			

7.	Attendance record of teaching and non-teaching employees of the university. (Check and Report)			
8.	Check and Report of CAS promotions, increments and discrepancies related to employees			
9.	Communication Systems(s) to and from Establishment Division to all employees of the University	Poor	Good	Excellent
10.	Status of job description of employees of the division? Check and Report.	Poor	Good	Excellent
11.	Are UGC/DoPT guidelines followed for selection/recruitment	Yes	Partial	No
12.	Evaluation of interviewee's feedback is carried out or not	Yes	Incomplete	No

13.	How many existing employees of the division imparted training?	Total No. of employees of the division	No. of employees imparted training during the period under report	
14.	Are all the policies communicated to new employees?	Yes	Partial	No
15.	Service record of employees maintained/ updated?	Yes	No	Not updated
16.	Are the new employees oriented?	Yes	Partial	No
17.	Working record time of all the employees is maintained or not?	Yes	Partial	No
(Check and Report)				
18.	Is the vacation/holidays structure operational?	Yes	Partial	No
19.	How do you get complaints of your division and what is the track of closure? (Check and Report)			

20. Strength and weakness of the division
(Check and Report)

21. Any exemplary practice followed by your division