

ADMINISTRATIVE AUDIT

Name of the Division: **Finance**

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. | Are the employees appointed on the basis of their requisite qualification for the concerned division? (Check and Report) | | | |
| 4. | Procedure of filing and maintaining the records (Check and Report) | | | |
| 5. | 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 |
| 6. | Security and safety measures for original and important documents to avoid theft, fire, rain or any other peril or whatsoever nature | Poor | Good | Excellent |

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|-----|--|
| 7. | Classification of Heads of accounts (Check and Report) |
| 8. | Details of Budget (Check and Report) |
| 9. | Record of salary accounts of employees (Check and Report) |
| 10. | Faculty research projects (sponsored and consultancy) (Check and Report) |
| 11. | Capital expenditure of university (Non-recurring) (Check and Report) |

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|-----|---|
| 12. | Recurring expenditure of university (Check and Report) |
| 13. | Revenue from admissions fees, penalty and examination fee (Check and Report) |
| 14. | Record of collection and refund of caution money of students (Check and Report) |
| 15. | Check and Report of Administrative expenses |
| 16. | University investment in FDR (Check and Report) |

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|-----|--|-----|-----------------|
| 17. | Maintenance of ledgers and logbooks (Check and Report) | | |
| 18. | Financial statements and Balance Sheets (Check and Report) | | |
| 19. | Record of imprest money of Departments and Divisions (Check and Report) | | |
| 20. | Release of payments to vendors (within a week or more days) (Check and Report) | | |
| 21. | Timely deposit of direct and indirect taxes (Check and Report) | Due | Within one week |

22. Record of arrear payment of employees
(Check and Report)

23. Fellowship payments to students and employees
(Check and Report)

24. Report of Internal and External Audit
(Check and Report)

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|--|-----|---------|----|
| 25. Working record time of all the employees is maintained or not? | Yes | Partial | No |
|--|-----|---------|----|

(Check and Report)

26. How do you get complaints of your division and what is the track of closure?
(Check and Report)

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|-----|--|
| 27. | Strength and weakness of the division (Check and Report) |
| 28. | Any exemplary practice followed by your division |