

## ADMINISTRATIVE AUDIT

Name of the Division: **Store**

Audit Period: Session 2018 - 2019

Sr. No.	Statement	Evaluation		
1.	Awareness about the responsibilities of the division <b>(Remarks)</b>			
2.	Execution of the work according to duty chart <b>(Check and Report)</b>			
3.	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
4.	Security and safety measures for original and important documents to avoid theft, fire, rain or any other peril or whatsoever nature <b>(Remarks)</b>			
5.	Performance evaluation system <b>(Remarks)</b>			

6.	Check for the performance tracking of the suppliers and records of periodical re-evaluation of suppliers <b>Check and report</b>			
7.	The fixed assets register: Whether the fixed assets are appropriately labelled	Poor	Average	Good
8.	Whether the recently purchased fixed assets are part of this register	Poor	Average	Good
9.	How the department ensures complete, correct description of the items			
10.	Whether the written off items / lost items are still part of this register <b>Check and Remarks</b>			
11.	Whether the periodical stock taking of the fixed assets is carried out and any discrepancy has been brought to the notice of the management <b>Check and Remarks</b>			
12.	Whether there is a system of control (like Gate Pass) on the outgoing material from the organization <b>Check and Remarks</b>			
13.	Check for the return of the returnable items sent out of the organization for repair / other purposes <b>Remarks</b>			

14.	Whether there is a system of control over incoming materials, their recording – their handing over to the corresponding department <b>Remarks</b>
15.	How do you get complaints of your division and what is the track of closure?
16.	Strength and weakness of the division
17.	Any exemplary practice of your division

<p>14. How do you estimate the extent of control over business operations that you have over the company's operations?</p>	<p>Answer:</p>
<p>15. How do you estimate the extent of your control over the work of the company?</p>	<p>Answer:</p>
<p>16. Describe the strengths and weaknesses of the division.</p>	<p>Answer:</p>
<p>17. Are there any other points of your division?</p>	<p>Answer:</p>

## ADMINISTRATIVE AUDIT

Name of the Division: **Purchase**

Audit Period: Session 2018 - 2019

Sr. No.	Statement	Evaluation		
1.	Awareness about the responsibilities of the division <b>(Remarks)</b>			
2.	Execution of the work according to duty chart <b>(Check and Report)</b>			
3.	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
4.	Minutes book updated (SPC) <b>(Remarks)</b>			
5.	Security and safety measures for original and important documents to avoid theft, fire, rain or any other peril or whatsoever nature <b>(Remarks)</b>			

6.	Performance evaluation system <b>(Remarks)</b>			
7.	Purchase procedure <b>(Remarks)</b>			
8.	How the purchase requisitions are made to the department? ( Check for the origination and completeness of these requisitions) <b>(Remarks)</b>			
9.	Whether contracts / agreements / purchase orders clearly mention the terms and conditions of preventive maintenance / maintenance <b>(Remarks)</b>			
10.	Whether the preventive maintenance schedule is up-to-date and the schedule mentioned therein is as per the terms of the contract / purchase orders <b>Check and report</b>			
11.	The fixed assets register: Whether the fixed assets are appropriately labelled	Poor	Average	Good
12.	Whether the recently purchased fixed assets are part of this register	Poor	Average	Good

13.	Import of items are as per GOI rules <b>Check and Remarks</b>
14.	How do you get complaints of your division and what is the track of closure?
15.	Strength and weakness of the division
16.	Any exemplary practice of your division

hours and minutes

14. Has your company made any changes in the way it

operates?

15. How many employees have been hired

16. Any changes in the way you