## ADMINISTRATIVE AUDIT

Name of the Division: **Store** 

Audit Period: Session 2018 - 2019

Sr. No.	Statement		E	valuation		
1.	Awareness about the responsibilities of the division (Remarks)					
	Poor Avarage C					
	sed fixed accepts age i Poor Amerago O					
	Execution of the work according to dut (Check and Report)	y chart	ment Reels	and work		
	A loss items ere will part of this register		1901 o. o. o. o. las. o.			
	Filing system	Poor	Good	Excellent		
	a. Documentation					
	b. Coding c. Indexing					
E m	d. Storing and retrieving	aller of the later		and the state of the state of		
	filing	อาสี กองก์	saf vorrecort	Marin Java		
	e. Security system of filing		Reserve an	Checks		
	f. Time schedule followed for disposal of files	More	5 days	3 Days		
		than 5 days				
	Security and safety measures for originative avoid theft, fire, rain or any other peril of (Remarks)	or whatsoe	ortant docu ver nature			
	Performance evaluation system <b>Remarks</b> )	e voelt ha er	n vár adkre			
		speodiff	ir / other p			

6.	Check for the performance tracking of the suppliers and records of periodical re-evaluation of suppliers  Check and report							
	mo distribuid.							
	A CONTRACTOR OF THE CONTRACTOR	and the second						
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 desc	ription	of the it	ems				
			na wasi					
10.	Whether the written off items / lost items are still part of this register  Check and Remarks							
	BOXE DOLL WOOT							
	resident and a second s							
11.	Whether the periodical stock taking of the fixed asse	te ie c	arried ou	t and				
	any discrepancy has been brought to the notice of the management  Check and Remarks							
	la stresent tolt foet occurs bore "cropping 150 as tower or m							
12.	Whether there is a system of control (like Gate Pass) on the outgoing material from the organization  Check and Remarks							
3.	Check for the return of the returnable items sent out for repair / other purposes  Remarks	t of the	e organiza	ation				

14.	
	recording – their handing over to the corresponding department  Remarks
15	
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

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Rossers action secretary bending and all		
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T. Any examplery gracing of your division		
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T. Any eventor by practice of your anwaten		
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To account		
17. Any exemplary practice of vour division		
Var exemplary gracing vs vour division		
7. Any exemplary practice, of your divisions		
Constitution to the present of the control of the c		

## **ADMINISTRATIVE AUDIT**

Name of the Division: **Purchase**Audit Period: Session 2018 - 2019

Sr. No.	Statement		E	valuation		
1.	Awareness about the responsibilities of the division (Remarks)					
	Execution of the work according to dut	v chart				
	(Check and Report)	y chart				
	aren a l'Attanterranchi aria et atenne (effectuerrance passa) co eac					
•	Filing system a. Documentation	Poor	Good	Excellent		
	b. Coding			en en en gran arten al Hari de en en		
	c. Indexing					
	d. Storing and retrieving filing					
	<ul><li>e. Security system of filing</li><li>f. Time schedule followed for disposal</li></ul>	More	- i	0.5		
	of files	than 5 days	5 days	3 Days		
	Minutes book updated (SPC) ( <b>Remarks</b> )	Tournage 1923 A		orizodWij A		
•						
1	Security and safety measures for original avoid theft, fire, rain or any other peril of <b>Remarks</b> )	or whatsoe	ver nature	ments to		
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6.	Performance evaluation system					
	(Remarks)	art con	arviKI suni			
	618 2019					
	cottoured					
	ha responsibilities of the discion					
7.	Purchase procedure					
	(Remarks)					
	ock according to duty chart.					
8.	How the purchase requisitions are made to the dep	artmer	nt? ( Chec	k for		
	the origination and completeness of these requisition	ons)				
	(Remarks)					
	Root   Social Excellent					
9.	Whether contracts / agreements / purchase orders terms and conditions of preventive maintenance / 1 (Remarks)	mainte	nance	the		
	Ollowed Cardisposal More Scars 1999					
	e apas					
	eyah					
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  Check and report					
	of a structure of this logical mass as degree for section and v	15.00				
1.	The fixed assets register: Whether the fixed assets are appropriately labelled	Poor	Average	Good		
	i de la constantia del constantia del constantia del constantia del constantia del constant			mental a 40		
2.	Whether the recently purchased fixed assets are part of this register	Poor	Average	Good		

13.	
	Check and Remarks
	이 사람이 가는 사람들이 되었다. 이 경영에 사용하는 사람들이 되는 것이 되었다면 하나 없는데 없었다.
14.	How do you get complaints of your division and what is the track of
	closure?
15.	Strength and weakness of the division
	Strength and weathress of the division
16.	Any overnal my properties of any alicinian
10.	Any exemplary practice of your division