

ADMINISTRATIVE AUDIT

Name of the Division: **Engineering**

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 a. Documentation b. Coding c. Indexing d. Storing and retrieving filing e. Security system of filing f. Time schedule followed for disposal of files	Poor	Good	Excellent
		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

7.	Performance Evaluation System (Checkup of the status of PBAS and APAR of all employees of the Division and Report)
8.	System of operation and maintenance of Grid (transformers, breakers, MCBs, isolators, GO switches, etc.) (Check and Report)
9.	System of operation and maintenance of fans, exhaust fans, coolers, tube lights, ACs, DG Sets, their warranty /AMC i. In Administrative Block (Check and Report) ii. In Academic Block (including Labs, CIL and Museum) (Check and Report) iii. In Hostels/Guest House/Mess/Tuck shop (Check and Report)

iv. In Staff residence/Health Centre
(Check and Report)

v. In Sports Ground
(Check and Report)

vi. In Auditorium
(Check and Report)

10. Check and Report of Stock Registers, maintenance registers, complaint registers

11. System for uninterrupted power supply to Hi-end analytical equipment of CIL

Working

Not working

12. Make a physical walk through, to check the functionality of electrical equipment and wiring system
(Check and Report)

13.	Operation and maintenance of street lights (Check and Report)
14.	System and procedure of building construction (Check and Report)
15.	System and maintenance of Civil Works in a. Administrative Block (Check and Report) b. Academic Block (including Labs, CIL and Museum) (Check and Report) c. Hostels/Guest House/Mess/Tuck shop (Check and Report) d. Staff residence/Health Centre (Check and Report)

e. Sports Ground
(Check and Report)

f. Auditorium
(Check and Report)

g. Roads
(Check and Report)

16. a. System of water supply and maintenance of RO system and storage system of water
(Check and Report)

b. No. of RO systems and their functionality
(Check and Report)

17. System and maintenance of Sewerage and treatment plant
(Check and Report)

18.	System and procedure of sanitary fittings and their maintenance (Check and Report)			
19.	Maintenance of carpentry works (aluminum partition and glass work) (Check and Report)			
20.	Record of allocation and performance of emergency duties and field jobs (Check and Report)			
21.	Record of working time of all the employees is maintained or not? (Check and Report)	Yes	Partial	No
22.	How do you get complaints of your division and what is the track of closure? (Check and Report)			

23.	Strength and weakness of the division (Check and Report)
24.	Any exemplary practice followed by your division

