

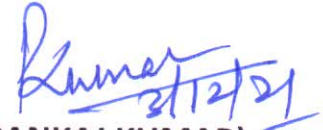
Finance & Accounts Deptt

Dt: 03-12-2021

SUB: Revised plan of Visit of CAG Audit Team.

Office of Indian Audit & Accounts Department, Kolkata has informed us for their revised plan for conduct of compliance audit of CSIR-NML. Now, the period of audit will be **22-12-2021 to 11-01-2022**. Three-member team of CAG will conduct the audit for the year **2020-21**.

Therefore, all concerned are requested to keep the records ready as mentioned in ANNEXURE-A (Attached). Further, reply of old existing para may also be kept ready.



(PANKAJ KUMAR)

Finance & Accounts Officer

ANNEXURE-A

Statement showing preliminary records/information to be submitted to the Audit team on the first day of commencement of audit

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| 1. | Approved Annual Accounts |
| 2. | Documents showing adoption of accounts by the competent authority |
| 3. | Ledgers and Journals |
| 4. | Transfer Entry Register, if any |
| 5. | Cash Book (Main & Subsidiary) |
| 6. | Counter foil of Receipt Book (TR-5) & Cheques |
| 7. | Stock Register of Receipt Book and Cheque Book |
| 8. | Register of receipts |
| 9. | Bank Challans/ Pay-in-slips |
| 10. | Paid Vouchers |
| 11. | Bank Reconciliation Statement |
| 12. | Investment Register |
| 13. | Valuable Register |
| 14. | Expenditure Control Register, if any |
| 15. | Imprest Register along with Imprest Vouchers |
| 16. | Advance Register of TA/LTC/Contingent |
| 17. | Copy of Form 16 issued to the staff during the relevant period of audit |
| 18. | Register of Scooter/MCA/Computer Advance |
| 19. | Budget files |
| 20. | Copies of sanctions of grant received issued by administrative ministry/department/Headquarters |
| 21. | Category-wise Sanctioned Strength vis-à-vis Men-in-position(as on 1 st January each year) |
| 22. | Service Book & Leave Account |
| 23. | Undisbursed Pay & Allowance Register |
| 24. | GPF Broad Sheet & Ledger |
| 25. | Pay Bill Register |
| 26. | Purchase Register for last 3 years |
| 27. | Letter of Credit Register for foreign equipments for last 3 years |
| 28. | Stock Register(Consumable and non-consumable) |
| 29. | Auction files |
| 30. | Latest Physical Verification Report of Stores/Assets |
| 31. | EMD/Security Deposit Register |
| 32. | Statement showing year-wise details of works done for last 3 years |
| 33. | Annual Report for last 3 years |
| 34. | Approved Annual Plan |
| 35. | Copy of Agenda, Minutes & Action taken Report of the Governing bodies |
| 36. | Statement showing details of vehicles in possession, procured and sold during the last three years |
| 37. | Statement showing details staff quarter allotted |
| 38. | Statement details of staff granted promotion under ACP/MACP Scheme |
| 39. | Statement showing details of loss/theft/embezzlement etc. happened during the period the audit |
| 40. | Statement showing details of court cases settled during the last three years where the office was a party. |
| 41. | Statement showing non-receipt of books and journals for which payment was made in advance |
| 42. | Statement showing details of staff who were on EOL/Study leave during last three years |
| 43. | Statement showing details of staff working on deputation to other offices and details of their leave salary contribution and pension contribution received during the period of audit. |
| 44. | Latest Internal Audit Report. |

N.B: In addition to the documents/records mentioned above, other records as per the requisition of the Audit team may please be submitted promptly.