

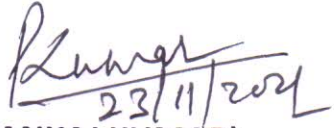
**Finance & Accounts Deptt**

**Dt: 23-11-2021**

**SUB: Visit of CAG Audit Team.**

Office of Indian Audit & Accounts Department, Kolkata has informed us for their plan for conduct of compliance audit of CSIR-NML during the period **20-12-2021 to 07-01-2021**. 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.

  
23/11/2021  
(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

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 <sup>st</sup> 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.