

DIRECTORATE OF LOCAL FUND AUDIT, ODISHA

TREASURY & ACCOUNTS BHAWAN, 2nd FLOOR,

UNIT-III, KHARAVELA NAGAR, BHUBANESWAR

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Date 03.06.14

From

Sri D.K. Parida,
Deputy Director.

To

All the District Audit Officers,
Local Fund Audit, Odisha.

Sub.: Maintenance of Records and Registers at District Audit Offices.

Madam/Sir,

In inviting a reference to the subject cited above, I am directed to say that it has been observed during Annual Inspection of different District Audit Offices that a number of important Registers in respect of Audit & Establishment are not being maintained properly or maintained in a haphazard manner without filling all the prescribed columns of the register. Hence, it is instructed to ensure up-to-date maintenance of all the relevant records as detailed in enclosed Statement for verification during Annual inspection of the District Offices.

Any deviation will be viewed seriously.

Enclosure: As above.

Yours faithfully


03.06.14.
Deputy Director

List of Records & Registers

Records relating to Audit activities

1. Check Register for Audit Reports
2. Check Register for Weekly Diary of Auditors
3. Register for Recovery (spot recovery and recoveries arising out of Surcharge action)
4. Check Register for verification of Compliance on Audit Reports
5. Potential Draft Para Register
6. Register of Surcharge Cases
7. Watch Register for Spot Verification Reports
8. Appeal Register
9. Register for Pay fixation & Pension cases of ULBs

Records relating to Establishment matters

1. General Cash Book
2. P.A. Cash Book
3. R.T.I. Cash Book
4. Postage Stamp Account
5. Bill Register
6. Contingency Bill Register
7. Book of Drawl
8. Bank Draft Register
9. Cheque Issue Register
10. Allotment Register
11. Pay Acquittance Roll of Gazetted Staff
12. Pay Acquittance Roll of Non-Gazetted Staff
13. Pay Acquittance Roll of Staff under new Pension Scheme
14. GPF acquittance Register
15. T.A. Acquittance Roll of Gazetted Staff
16. T.A. Acquittance Roll of Non-Gazetted Staff
17. Watch Register for T.A.
18. Increment Register
19. Advance Ledger
20. Outstanding Advance Ledger
21. Stock Register of Stationery & other articles
22. Stock Register for Forms
23. Dead stock Register
24. Library Stock Register
25. 24. Attendance Register
26. C.L. account Register
27. Service Book of all Staff
28. Personal File of all Staff
29. Files relating to Budget
30. File relating to Income Tax
31. File relating to VAT and other deductions
32. Other Registers/Files, if necessary.
