

**From:**

**Internal Audit Section**

**University of Calcutta**

**To:**

**The Head of the Department**

**……………………………………………………………………………**

The under mentioned information are required to prepare the Internal Audit Report for the Financial Year 2020-21 (i.e. 1st April, 2020 to 31st March, 2021).

1. Name of the Department: ………………………………………………………………………….………………….
2. No. of Teaching Staff: ……………………………………………………...……………….………………………..
3. No. of Non-Teaching Staff: …………………………………...…………………………………..………………….
4. Service Book up-dated: ……….………..………(Yes/No) (If ‘No’ then please state the reasons thereof).
5. (i) Whether any Asset/Equipment were purchased or received during 2020-2021: …...………..….……(Yes/No)

(ii) If ‘Yes’ then please mention the name of the funding agency & details.

1. (i) Whether any Asset/Equipment were disposed off during 2020-2021: ………………………(Yes/No)

(ii) If ‘Yes’ then please provide necessary details.

1. Whether Stock Register is maintained: ………...................(Yes/No) (If ‘Yes’ then please state whether up-dated or not).
2. Any Special Grant received from U.G.C. or any other financial assistance(s) received: …………….…..(Yes/No) (If ‘Yes’ then please provide details).
3. Whether Contingency Expenditure Register is maintained: ……..….(Yes/No) (If ‘No’ then please state reasons thereof).
4. Whether Bill Register is maintained: …………..……………(Yes/No) (If ‘No’ then give necessary observation).
5. (i) Self – Financing Course(s) (if any) running within the department: ………….............(Yes/No).

(ii) If ‘Yes’ then please provide necessary details:

1. C.S.R. No. : …………………………………………… Date………………………………………..
2. Name of the Coordinator: ….………………….……………………...……………………………………….…
3. Bank Accounts details: ……………………….…………………..……………………………………………...

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1. Deposition of University contribution/Share: …………………………………..…...…………………………...

(If necessary, separate sheet may be attach)

1. Advance taken:………………………(.Yes/No)

If ‘Yes’ (If necessary, separate sheet may be attached)

* 1. Advance sanctioned from: Budget Head/Other Funding Agency/U.G.C. : …………………….……………………………...…….
  2. Advance sanctioned against ( Name of the person concerned):..…………………………………………………………………………..
  3. Amount: ...………….…..……………Voucher No. : ……….….…………Date: …….……………….
  4. Whether it is adjusted ……………..(Yes/No)

If Yes, Voucher No. : ….….…..…..… Date: ……….…..…….. Date of Adjustment…….……………

If No;

* 1. Whether Statement of Accounts has been submitted for adjustment to the Audit & Accounts section:……… .……(Yes/No)

If ‘Yes’ Voucher No. : ….….……..… Date: ……….…..………..Date of Submission: …....................….

1. Whether Gate-Pass Book/Register is maintained: Yes/No…………………....……

.................................................................................................................... Date: ……..……………….….

(Signature & Seal of the Head of the Department)

* Kindly note that to prepare Internal Audit Report for the financial year 2020-21, the above mentioned information are very important and your kind co-operation is solicited for this purpose**. A soft copy should be submitted** to the Official Email-ID of Internal Audit Section: [**cu.aa.ia.2016@gmail.com**](mailto:cu.aa.ia.2016@gmail.com) **within 17th May, 2021 (only *MS-Word file*, no Scan or PDF copy)**