

## **Audit Drill in r/o Flash Inspection of AAO BSO Offices**

The following points has to be checked during the Flash Inspection of AAO BSO Offices :-

1. Rent & Allied charges Register.
2. Outstanding Demands of Rent & Allied Charges.
3. Water & Electricity Charges Register
4. Outstanding demand of Messes, Club and KVs.
5. Annual Review of Outstanding Demands and occupation return.
6. Watching of Acknowledgements of Rent Bills.
7. Monthly review of Vacant Buildings.
8. Maintenance and Updating of documents w.r.t. leases to private parties.
9. To Check whether delay in floating Rent Bills.
10. Less recovery/No recovery in r/o outstanding demands.
11. Licence fees Register.