

## **Audit Drill in r/o Flash Inspection of AO GE Offices**

The following points have to be checked during the Flash Inspection of AO GE's :-

1. Maintenance of Contract Agreement Register [entries against renumbered of CA].
2. Scrutiny of Deviation Orders.
3. Settlement of Post Audit Objections.
4. Audit of LTARS/TBOs/CP Vouchers/Loss Statement.
5. Provisional payments.
6. Rent & Allied charges of retirees of MES.
7. Security Deposit/BGB against the Contract agreement & against contracts.
8. Sanctions of Admin. Approval and Technical Sanctions.
9. Cash book and cash assignment.
10. Adjustment of Class-IX Vouchers.
11. M.E.R.
12. S.S.R. Rates Register
13. OP Works & Deposit works programme.
14. Adjustment of DID Schedule.
15. RARs & Escalation.
16. Booking of code head under Punching Medium.
17. Outstanding Demand against Contractor/Recovery Register.
18. Annual Review Works Expenditure.
19. Late submission of final bills after completion of work.
20. Local purchase without NAC being DGS&D items.
21. Less recovery/No recovery in r/o demands of temporary advance from GP Fund.
22. Register of Military Buildings & Plant Record Book whether updated by the executive.
23. Census of MBs.

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

The following points have to be checked during the Flash Inspection of LAO Offices :-

1. Physical verification of stores Register.
2. Scheduling of vouchers Register.
3. Skelton list received on monthly basis.
4. Audit of Service Book.
5. Loss statements register.
6. PSMB Register.
7. Clearance of CNT Vouchers
8. Adjustment of outstanding CP Vouchers.
9. Move In/Out Register.
10. Completion of Cash Book.
11. Superannuation Register.
12. Dead Stock Article Register.
13. Master Note Book.
14. Financial Advices rendered by LAO.
15. Scheduling of Special/Personal linking voucher Register.
16. Outward scheduling Register.
17. Manuscript Register for E Copies for linking register for Superannuation of Industrial Persons.
18. Register for Receipt copies awaited for issue vouchers Old Record Register.
19. Outstanding MFAI Cases.
20. Outstanding items repeated in AAC [Old outstanding especially].

## **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.