

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].