

SVC/TC/2018/779  
5/4/18

LOCAL AUDIT DEPARTMENT HARYANA  
CCSHAU, HISAR

Audit Requisition No. 1  
Dated: Hisar, the 24.2018

**Sub: Annual Audit Report of the University for the year 2017-18**

The following information may please be supplied to this office **by 30.04.2018 positively** so that the Annual Audit Report of the University for the year 2017-18 can be drafted/submitted to the Director, Local Audit, Haryana, Chandigarh, in time:

1. Cases of misappropriation of University funds, defalcations, loss of store and other properties and writes off noticed by you during the year 2017-18.
2. List of Officers/Teachers and other employees who are due to attain the age of superannuation during the year 2018-19. If there is no such case in the department, a certificate to the effect that the service books of the Officers/Officials/Teachers and other employees have been examined and there is no case of superannuation during the year 2018-19 may please be furnished.
3. List of Officials handling cash and stores, along with the information whether the requisite amount of security/surety/fidelity guarantee has been obtained or not.
4. It may be certified that the University Share out of the fee on account of examination, setting of papers and other miscellaneous work received by the teachers and other Officials working under you has been deposited in the University Fund.
5. Please intimate if physical verification of stores (consumable and non-consumable) has been carried out in accordance with provisions of Rule 17.11 of HAU Account Code Volume-I and Certificate as required under Sub-Rule (d) *ibid* submitted to the Comptroller. In case of shortages of store noticed during verification, a copy of the report may be supplied together with details of articles found short.
6. Details of University employees (teaching and non-teaching) who proceed or remained on foreign services/deputation with other Govt./Bodies/Institutions in and out of India, in the following proforma:

Sr. No	Name of employee	Name of Govt./Body with whom on foreign service/ deputation	Since when on foreign service/ deputation	Period up to which provident fund & leave salary gratuity, contribution recovered.	Reference of Cheque No. & Date	Date of credit in University Account	Remarks
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7. Whether Short Supply Registers for the year 2017-18 and previous years were reviewed after the close of each financial year. If so, results be intimated to audit.
8. Details of supplies received during the year 2017-18 and previous years, where the goods have not been inspected/put to use so far.
9. Whether Permanent Advance Registers were reviewed at the close of year 2017-18 and requisite certificates recorded.
10. List of cases decided by various Hon'ble Courts during the year 2017-18 and previous years and action taken thereafter.
11. Whether up-to-date interest on Loans & Advances to the employees has been worked out and added on 31.03.2018 and Registers of Loans & Advances for the year 2017-18 closed and balances carried over to the year 2018-19.
12. List of posts of D.P.Ls.(R) vacated during the year 2017-18.
13. Details of Demands outstanding as per Demand & Collection Register as on 31.03.2018
14. Particulars of vehicles with the Department, along with the names of Jeep/Car Drivers drawing special pay.
15. List of new schemes/projects started during the financial year 2017-18 and list of schemes/projects closed during the financial year 2017-18.
16. List of schemes/projects closing during the year 2017-18.

No. 1-100

Cc:

- All Deans/Directors/Heads of Departments/Sections/Offices, CCSHAU, Hisar;
- KVKs/Regional Research Centres located at out-stations;
- Comptrollers, CCSHAU Hisar, with the request that the concerned may kindly be called upon to supply requisite information positively by the scheduled date so that there are no audit objections regarding non-supply of the information.

Joint Director (Local Audit)  
CCSHAU, Hisar.

Date: 2-4-2018

02.04.2018

Recd  
5/4/18  
Mr. Rajeev