



From
Internal Audit Section
University of Calcutta

To
The Superintendent / Assistant superintendent

The under mention information are require to prepare the Internal Audit Report for the Financial Year 2016-2017 (i.e. 1st April, 2016 to 31st March, 2017).

1. Name of the Halls/ Hostel:
2. Address:
3. i) Rented / University own property:.....
ii) Ladies Hostel/Men's Hostel:
- iii) Under Graduate / Post Graduate / Both:
- iv) Number of seats at your Hostel:
- v) Total No. of boarders in your Hostel at present:
4. Name of Hostel Superintendent / Assistant superintendent (with employee code):.....
.....
i) Resident / Non Resident:.....
5. No. of supporting staff (with designation) :.....
6. i) No. of staff working under outsourcing agency:.....
ii) Name of the outsourcing agency:.....
.....
iii) Designation of those staff:.....
7. Whether the service of the outsourcing agency is satisfactory or not:.....
ii) If 'No' then what official action has been taken. (Please attach the supportive official complain letter in this regard)
iii) What action C.U. Authority has taken after receiving your complain letter.
8. Service Book up-date (for C.U. staff): (Yes/No) (If 'No' please state the reasons thereof).
.....
.....
.....
.....

(a) Leave statement up to date or not:

9. Whether any Asset/Equipment were purchased or received during 2016-2017:(Yes/No)

If 'Yes' then please mention the source of fund& details.....

.....

.....

10. Whether any Asset/Equipment were disposed during 2016-2017 :(Yes/No)

If 'Yes' then please provide necessary details:.....

11. (i) Whether Asset Register is maintained:.....(Yes/No)(If 'Yes' then please statewhether up-dated or not).....

(ii) Whether the Asset Register is as per the C.U. approved pro-forma:..... (Yes/No)

12. Whether Stock Register is maintained:(Yes/No)

(If 'Yes' then please statewhether up-dated or not).....

13. Whether Contingency Expenditure Register is maintained:.....(Yes/No)

(If 'No' then please state reasons thereof).....

14. Whether Bill Register is maintained:.....(Yes/No)

(If 'No' then what is your observation).....

15. Advance:If taken then mention Budget Head/Any Funding Agency/U.G.C. :

(a) Name of the person concern:

(b) If taken then amount: Voucher No. : Date:

(c) Whether it is adjusted or not: Voucher No. : Date:

(d) Whether it is submitted to the adjustment section or not:Date of Submission:

(If necessary, separate sheet may be attach)

16. Whether Gate-Pass Book/Register is maintained:..... (Yes/No)

17. If there is any attendance registrar of the boarders:(Yes/No)

If 'Yes', how it is maintained:.....

.....

18. How does entry and exit of the boarders to the hotel is recorded:.....

.....

19. How the visitors of the Hostels are monitored:

.....

20. Fire fighting equipments are adequate:(Yes/No)

If 'No' then state your opinion how to improve it:.....
.....

21. Are you satisfied about the Civil & Electrical work which were undertaken happened during the financial year 2016-17.....(Yes/No)

If 'No', Then please provide us the reason:.....

22. Is there any scope of the boarders to express their any type of grievances:.....(Yes/No)

23. Do you think that for security purpose installation of CCTV is necessary:..... (Yes/No)

24. What is your opinion regarding your hostels:
.....
.....

..... Date:.....
(Signature & Seal of the Head of the Department)

- Kindly note that to prepare Internal Audit Report for the financial year 2016-2017the above mentioned information are very important and your kind co-operation is solicited for this purpose.
- Please furnish the above information within 31st May, 2017 to the Internal Audit Section College Street Campus, C.U.
- Additional information (if any) or any financial or non financial transaction / event occur(s) after the submission of this format, relevant to financial year 2016-2017must be submitted to the Internal Audit Section with in 12thJune, 2017.