

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT OF NCT OF DELHI
(INTERNAL AUDIT BRANCH)

No. BF/2404/316/AO (IA)/2022/D- 17

Dated: - 30/5/2022

The Audit Party no.2 from the office of Directorate of Audit, Govt. of NCT of Delhi has commenced the audit on the accounts of Delhi Urban Shelter Improvement Board, for the period 01.04.2010 to 31.03.2022.

In this connection the audit party has issued Audit Memo No. 1 & 1(A) (Copy enclosed) regarding providing of record/information for the period 01.04.2010 to 31.03.2022 to them, it is therefore requested that desired record pertaining to your office in r/o Audit Memo 1 & 1(A) issued by audit party may be provided directly to audit party as desired vide aforesaid memos (in Room No. 45, Punarwas Bhawan, I.T.O, New Delhi).

Note: All concerned officers are requested to forward the Audit Memo to the offices under their control for taking necessary action in r/o providing necessary record/information to the audit party.


Accounts Officer (IA)

Distribution:-

S. No.	Concerned Branches
1.	C.E-I
2.	C.E-II
3.	C.E (Elect)
4.	Dy. Director (Admin/GAD, CT, R.P.Cell)
5.	Dy. Director (Property, JJR, SUR)
6.	Dy. Director (Rehabilitation, OCM, Sociology)
7.	Dy. Director (Housing, L&L, BVK)
8.	Dy. Director (Allotment, CDF, Land, PR)
9.	Dy. Director (P&M, Recovery, IAL, CS)
10.	Dy. Director (SCP, Vigilance)
11.	Dy. Director (System)
12.	Dy. Director (Hort.)
13.	Ex Eng., (C-1, C-2, C-3, C-4, C-5, C-6, C-7, C-8, C-9, C-10, C-11, C-12)
14.	Ex Eng., (E-1, E-2, E & M(E-3), E-4)
15.	Accounts Officer (HQ, PF & Pension, Plan, Medical, B&C, DES, HAU)

Copy to:

1. B&FO for information please.
2. Audit Party no. 2, Directorate of Audit, Govt. of NCT of Delhi for information please.

M. Deelha
Wped. ka
31.5.22

**Directorate of Audit
Govt. of NCT of Delhi
4th Level, C-Wing,
Delhi Secretariat, New Delhi
(Audit Party No.02)**

Dated: 30.05.2022

Audit Memo No. 1(A)

Kindly arrange to provide the following records / information for the period **1.4.2010 to 31.3.2022** to the audit for scrutiny at the earliest:-

1. Pay Bill Registers
2. Income Tax Records (Form 16, Calculation Sheet, Saving Documents)
3. Cash Book
4. GAR 6(TR 5) Receipt books and its stock register.
5. Details of Budget and expenditure (Plan & Non plan).
6. Expenditure control registers.
7. Reconciliation statement f/m/o March of each year under audit period duly authenticated by concerned PAO.
3. Bill Registers
9. List of Outstanding AC Bills
10. Long Term/Short Term Advance Register
11. Children Education Allowance Register / File
12. LTC / Leave encashment on LTC / File-Register/Bills be provided
13. GPF Register of Class IV Employees alongwith Broadsheet.
14. Vacancy Position of Staff (Sanctioned, Filled & Vacant Posts)
15. Service Books.
16. Outstanding contingent advance for more than 1 month as on 31st March 2020 in the following format -

S.No.	Bill No.	Date	Amount (Rs.)	Details/ Particulars

17. List of employees remained on leave for more than one calendar month during the period of audit in the following format:-

S.No.	Name	Designation	Leave		Nature of Leave
			From	To	

18. List of employees (Regular & Contractual)
19. History Sheet / Log Book of vehicles/detail of hired vehicles
20. List of employees who have been provided govt. Accommodation
21. Details of tenders awarded during audit period along with files.
22. List of employees going to retire within 5 years.
23. List of employees who have been provided mobile / landline facility alongwith reimbursement files.
24. List of employees getting special increments
25. Purchase files
26. Advertisement files.
27. Files pertaining to outsourcing of staff

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28. Files pertaining to Security and Sanitation services
29. Detail of Bank Accounts / Fixed Deposits, if any.
30. Spouse Information in the enclosed Performa.
31. Medical reimbursement register
32. All Stock Registers (Consumable & Non Consumable)
33. Property register.
34. Dead stock register/Register/ List of unserviceable store in the following format:-

S. No.	Name of Articles	Quantity	Date of Purchase	Value (Rs.)
28.	Files pertaining to Security and Sanitation services			

35. Condemnation files/register.
36. Deliveries register
37. Fidelity bond filled by the cashier
38. AMC files of all machinery and equipment's.
39. OTA Register
40. RTI RECORDS
41. Newspaper & Magazine Register.
42. Attendance Register.
43. Details of employees working in this unit in diverted capacity.
44. Details of employees working in other units on diverted capacity.
45. Rent/Electricity/Water/Telephone Registers and Bills.
46. List of employees who are under New Pension Scheme and their PBR
47. Any other record/register other than the above mentioned.
48. Any other auditable records.

(B) The following information/certificates may also be produced to Audit Party immediately:-

1. Brief note of the general aims & objective of the office.
2. Certificate of loss of Govt. Property due to fire, theft, fraud, embezzlement and appropriation.
3. Name of the officer held the post of HOD//HOO/DDO and Cashier during the audit period.
4. Total posts sanctioned, filled and vacant along with dates since when vacant.
4. List of employees who were placed under suspension during the audit period.
5. Details/period of audit conducted by the A.G. Audit and copy of the report thereof.
6. Payment of conveyance Allowance/Transport Allowance to physically Handicapped r/officials, if yes submit the relevant particulars.
7. Details of advance to the suppliers/contractors and their settlement
8. Details of advance to the employees and their adjustment
9. Details of pending pension cases (No. of pending cases / Less than six months /Less than one year / More than one year)
10. Details of all the Bank and Post accounts maintained /operated by the preferably in the following performa:-

