



**GOVERNMENT OF NCT OF DELHI  
MAULANA AZAD MEDICAL COLLEGE**

And Associated Lok Nayak, G. B. Pant Hospital & Guru Nanak Eye Centre,  
2-B.S.Z. Marg, New Delhi-02  
**(Accounts Branch)**

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**Dated: 04.02.2014**

**Subject: For submission of records / information for the year 2012-13 in respect of Audit Memo No. 182 dated 04/02/2014 issued by Audit Party No. IX of Dte. Of Audit, Govt. Of NCT of Delhi for auditing.**

Please find enclosed herewith the above mentioned audit memorandums issued from the Inspecting Officer, Internal Audit Party No.- IX of which pertains to your Branch / Department for requirement of records / reply and information. The same is hereby required to submit to the Audit Party for Audit purpose at the earliest by tomorrow directly in the **“Room No.-123 in front of the Library/Museum on the 1<sup>st</sup> floor in the Administrative Block of the MAMC under intimation to the undersigned”**. The responsibility of non production / supply of record / information to the Audit Party, will be Officer in charge of the Branch / department Concern.

Encl. As above

**Sr. Account Officer /  
Nodel Officer For Audit**

DIRECTORATE OF AUDIT  
GOVT. OF NCT. OF DELHI  
DELHI SECTT. NEW DELHI

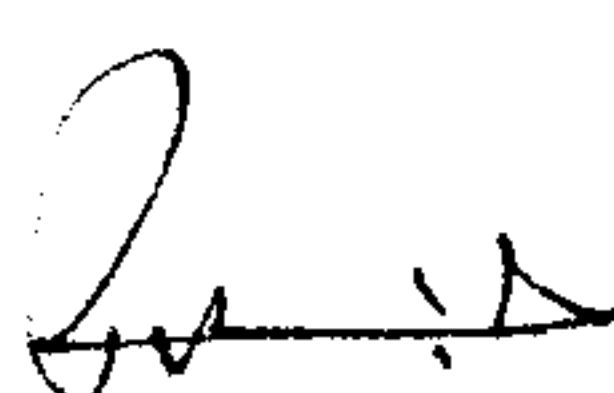
Audit memo no. : 01

Dated:- 4/02/2014

**Subject:- Providing of Information /certificate for the Audit Period 2012 to 2013.**

Reference this office letter No. F.2/Audit/Programme/2013-14/343 Dated 17/01/2014. The following records/ Information may please be produced may be to Audit Party no. IX for the period 2012 -2013.

1. Cash Book, Acquaintance Roll.
2. G.A.R.-6, Stock Register, Receipt Book etc.
3. Pay Bill Register.
4. Bill Registers.
5. Contingent Register & Contingent Bills.
6. Permanent Advance Register.
7. Surety Bond of Special pay to Cashier.
8. Stock Register consumable and Non consumables.
9. Dead Stock/unserviceable store(Stock)
10. Electricity and Water charges Register and Bills.
11. Liveries Register.
12. Service postage Stamp Register with other records.
13. Increment Registers.
14. Service Book and Leave Accounts of the staff.
15. Medical Re- imbursement charges register & Bills.
16. No. of Vehicle/ Log Book of Govt. Vehicles P.O.L Register History Sheet of Vehicles/ Vehicle Repair Register and Bills & Old spare part register .
17. Long Terms Advance Register i.e. HBA/MCA etc.
18. All purchase files and their records (Tender files)
19. Telephone/ Trunk call Register and their bills.
20. LTC/TA/OTA Registers & Bills.
21. Income Tax calculation sheet along with supporting documents.
22. Budget sanction and Expenditure Statement Sub head wise for the audit period.
23. Remittance in the Govt. Account (Challan files).
24. Register of Valuable (Cheques Issue Registers).
25. Tuition Fee Register along with their Bills.
26. Any other auditable records.

  
(ROY. CHACKO. P)  
IAO (Audit party No. IX)

To,  
The Dean,  
Maulana Azad Medical College,  
Delhi

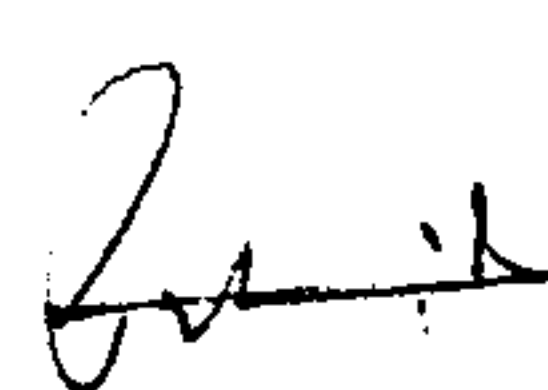
DIRECTORATE OF AUDIT  
GOVT. OF NCT. OF DELHI  
DELHI SECTT. NEW DELHI

Audit Memo No. : 02  
Dated:-4/02/2014

Subject:- Providing of Information /certificate for the Audit Period 2012 to 2013.

Reference this office letter No. F.2/Audit/Programme/2013-14/343 Dated 17/01/2014.  
The following information/ certificate may be produced to audit .

1. Any loss of Govt. Property due to fire, theft, fraud, embezzlement and misappropriation during the Audit period 2012-2013.
2. Name of the officers having the post of Head of Department/ Head of Office/ D.D.O and cashier with during the audit period.
3. Reconciliation statements of Expenditure and revenue for the month of March, every financial Year.
4. List of employees who were placed under suspension during audit period.
5. Details of final payment of GPF made to Group D staff along with GPF ledger.
6. Payment of Special Pay to any official on accounts of sterilization up to date if any.
7. Functions of the Department/Office/Division/Institution in details.
8. Total posts sanctioned, Filled and Vacant.
9. Spouse information of all the staff members in enclosed Performa.
10. Details/period of audit conducted by the office of the A. G Audit and copy of the report may also be furnished to audit.
11. List of Officers/ Officials who have completed 25 Years of service and those who are due retire with in 5 years.
12. List of Idle store/Equipments.
13. Payment of conveyance Allowance/Transport allowance to physically handicapped officials/Officers/Teachers, if yeas submit the relevant particulars.
14. List of pending pension cases and action taken may be furnished to audit.
15. List of officials who were on leave more than 30 days in a calendar.

  
(ROY. CHACKO. P)  
IAO (Audit party No. IX)

To,  
The Dean,  
Maulana Azad Medical College,  
Delhi