

INTERNAL AUDIT REPORT

Report submitted to: AQAR Committee

Report submitted by: Internal Audit Committee -

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The committee conducted audit of selective sections of Accounts department of Janki Devi Memorial College for the Financial Year 2022-23. The findings and recommendations are highlighted below:

1. Pay Book Register (Teaching)

Sr. No.	Findings
i.	Salary slips are sent through software in one tranche and in time.
ii.	Monthly salary file was checked and found to be complete.
iii.	Individual Pay Register was checked and found to be complete.
iv.	Individual Pay Register is maintained in both English and Hindi languages.
v.	Promotion arrears for all teaching staff have been released except for those on study leave.

2. Pay Book Register (Non-Teaching/ Library Staff/ Class IV Staff/ Pension of Retired Teachers)

Sr. No.	Findings
i.	Salary slips are sent through software in one tranche and in time.
ii.	Monthly salary file was checked and found to be complete.
iii.	Individual Pay Register was checked and found to be complete.
iv.	Individual Pay Register is maintained in both English and Hindi languages.

3. Provident Fund (Teaching and Non- Teaching)

Sr. No.	Findings
i.	Provident Fund Register was checked and found to be complete.
ii.	Provident Fund Register is maintained in both English and Hindi languages.
iii.	PF Interest is not yet credited since the meeting of the PF Committee is not held so far.

4. LTC (Teaching and Non-Teaching)

Sr. No.	Findings
i.	LTC Register was checked and found to be complete.
ii.	Financial records of LTC were checked and found to be complete.
iii.	Record of leave encashment on account of LTC was checked and found to be complete.

5. Medical Records

Sr. No.	Findings
i.	Medical records were checked and found to be complete.

6. Maintenance of Financial Accounts

Sr. No.	Findings	Suggestions
i.	Tally records for SS Account were checked and observed that ledger accounts were not created under appropriate groups.	Proper grouping of ledger accounts should be done.
ii	Depreciation has not been charged in financial statements.	University Guidelines for Depreciation Rates should be followed.
iii	Classification of Assets and Liabilities is not proper	Proper Classification of Assets and Liabilities should be done.
iv	Assets purchased are not correctly recorded in Tally.	Proper capitalisation of assets should be done.
V	Difference in Opening Balances is observed in Tally.	Correction needs to be done in Tally records.

7. Sports Audit

Sr. No.	Findings
i.	Stock Register and Accounts Register were found to be properly filled and in place.

8. Library Audit

Sr. No.	Findings
i.	The following registers were checked and found to be in order: Contingency Register (Consumable items, Stationery etc.) Reading Room Register (Magazines, Journals, Newspapers, Subscriptions etc.) Binding Register (Binding of books) Storage Register (Furniture, Shelves, Chairs, Almirahs etc.) Books Register (Books)
ii	Members can access the data online through OPAC Software.

9. Issue of Form 16 and TDS Certificate

Sr. No.	Findings	Suggestions
i.	Salary Break up is not provided with Form 16.	The Committee suggests that break up of salary be provided to all teaching and non-teaching staff to facilitate filing of personal Income Tax Returns.
ii.	Form 16 was mailed to all teaching and non-teaching staff on time.	The Committee suggests that hard copy should be provided to staff members who demand the same.
iii	Form 16A regarding interest on Provident Fund was given to all the employees.	
iv	TDS is not being deducted on uniform basis every month.	The Committee suggests that TDS should be deducted on uniform basis.