



INTERNAL AUDIT REPORT

Report submitted to: AQAR Committee

Report submitted by: Internal Audit Committee

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The committee conducted an audit of selective sections of the **Administrative department** of Janki Devi Memorial College for the Financial Year 2022-23. The key findings are highlighted below:

1. Leave Records

Findings: - Discrepancies have been noted in the leave records maintained physically in Leave Register and maintained online on the Leave Portal. The reason for the same is the lag between deposit of leave application by the person availing the same and entering of the leave on the Leave Portal.

Suggestions: -

Leave Records should be updated online every fortnight/ month so that updated information is displayed for the users.

2. Medical Bills

Findings: - Medical bills are cleared as per rules.

3. Promotion related work

Findings: - Work related to faculty promotion is completed on time. The entries are duly made in the service books.

4. Processing of bills for Payment in lieu of LTC

Findings: - Bills for payment in lieu of LTC are processed as per rules.

Suggestions: - Record of leave encashment for LTC should be made in the Leave register with immediate effect.



5. Service Book

Findings: - Service books are found to be complete and in order.

6. PF Passbooks

Findings:- Basic details like Designation, Nominee, Account Number, Address, Pay scale, etc are not reflected in the PF Passbooks.

Suggestions:- Basic details should be clearly mentioned on the first page of the PF Passbooks.

7. General Infrastructure

Findings: -

General Infrastructure of the college is well maintained. Regular repair and renovation work is carried on in the college premises.