

जानकी देवी मेमोरियल कॉलेज
(दिल्ली विश्वविद्यालय)

JANKI DEVI MEMORIAL COLLEGE
(University Of Delhi)

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1st July 2021

संदर्भ संख्या/Ref. No.....

दिनांक/Dated.....

**Compliance to the Internal Audit Report of the Accounts Department for the financial year
2019-2020**

As per our discussion in the meeting held in the office of the undersigned today, 1st July, 2021 at 11 am, the following points were discussed about which queries/suggestions/weaknesses were pointed out in the Report:

Serial no1. vi. Regarding Pay Book Register (Teaching), the Audit committee pointed out that TDS is not being deducted on a uniform basis every month.

The matter was discussed and it was strongly underlined that the staff dealing with it must have a clear picture of the income tax liability of every employee (serving and retired) and make the deduction as evenly as possible on the basis of the total amount of tax liability divided by the months involved in the financial year. The concerned staff agreed to be more careful.

Serial no5. i. Regarding capital assets where the Audit committee recommended that the assets be identified and necessary corrections be made in the Balance Sheet prospectively and that there be a physical verification of Fixed assets conducted at least once a year.

The matter was discussed and the AO assured that the corrections would be made prospectively. Moreover, it was pointed out that the physical verification is done once a year.

Serial No. 8 regarding Library Audit, the Accounts Department requested that the Library Committee be asked to make their purchases before the 31st of March and in fact that it would be best for Audit purposes if expenditure is done before 31st March and the bills submitted to the accounts office by that time too.

Swati Pal

Prof. Swati Pal

प्राचार्या/Principal
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