

**Accounts Internal Audit: Minutes of Meeting, Compliance and Action Taken Report (ATR)**

Meeting held on 11.07.2025, Friday

Members Present : Prof. Swati Pal (Principal)  
Dr. Kaushal Kishore (Administrative Officer)  
Mr. Manpreet (Section Officer)  
Mr. Varun Jain  
Mrs. Deepti Chauhan  
Mr. Krishan Kumar  
Mr. Dheeraj Kumar  
Mr. Harsh

1. The Principal shared the Internal Audit Report with all members of the Accounts Section.
2. It was noted that the audit report was satisfactory and there were no suggestion.
  1. Pay Book Register (Teaching) :- **No Action Required**
  2. Pay Book Register:- (Non-Teaching/Library Staff/Class IV Staff/pension of Retired Teachers) :-  
**No Action Required**
  3. Provident Fund (Teaching and Non-Teaching) :- **No Action Required**
  4. LTC (Teaching and Non-Teaching) :- **No Action Required**
  5. Medical Records:- **No Action Required**
  6. Maintenance of Financial Accounts:- **No Action Required**
  7. Issue of Form 16 and TDS Certificate:- **No Action Required**
  8. Sports Audit:- **No Action Required**

Meeting ended with the vote of thanks to the chair.

*Swati Pal*

# INTERNAL AUDIT REPORT

Report submitted to: AQAR Committee

Report submitted by: Internal Audit Committee -

Prof. Madhu Gupta  
Prof. Neeru Vasisht  
CA Shweta Gupta (On leave)  
Ms Shilpa Maggo  
Ms Himani Dahiya

Date of Submission: 9<sup>th</sup> July, 2025

The Committee conducted an audit of selective sections of Accounts department of Janki Devi Memorial College for the Financial Year 2024-25. The findings and recommendations are highlighted below:

## 1. Pay Book Register (Teaching)

Sr. No.	Findings
i.	Salary slips are sent through software in time.
iii.	Individual Pay Register for FY 2024-25 was checked and found to be complete.
iv.	Individual Pay Register is maintained in both English and Hindi languages.
v.	Individual Pay Register for new appointees was checked and found to be complete.
vi.	Pay fixation of new appointees is done as per the rules. Pay fixation for promotion from level 10 to 11 has been sent to the University.

## 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 time.
iii.	Individual Pay Register for FY 2024-25 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.



#### **4. LTC (Teaching and Non-Teaching)**

<b>Sr. No.</b>	<b>Findings</b>
i.	Financial records of LTC were checked and found to be complete for FY 2024-25.
ii.	Payment related to leave encashment is settled on time.

#### **5. Medical Records**

<b>Sr. No.</b>	<b>Findings</b>
i.	Medical records were checked and found to be complete for FY 2024-25.
ii.	Medical bills are settled on time.

#### **6. Maintenance of Financial Accounts**

<b>Sr. No.</b>	<b>Findings</b>
i.	Tally records for SS Account were checked for the Financial Year 2024-25. Ledger accounts were created properly under appropriate groups.
ii	Assets and liabilities are properly classified.

#### **7. Issue of Form 16 and TDS Certificate**

<b>Sr. No.</b>	<b>Findings</b>
i.	Form 16 is mailed to all teaching and non-teaching staff on time.

#### **8. Sports Audit**

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



### 9. Library Audit

<b>Sr. No.</b>	<b>Findings</b>
i.	The following registers were checked and found to be in order: <b>Contingency Register</b> (Consumable items, Stationery etc.) <b>Reading Room Register</b> (Magazines, Journals, Newspapers, Subscriptions etc.) <b>Binding Register</b> (Binding of books) <b>Storage Register</b> (Furniture, Shelves, Chairs, Almirahs etc.) <b>Books Register</b> (Books)
ii	Members can access the data online through OPAC Software. Delhi University elibrary provides access to its digital collections for teachers.
iii	Payment related to library purchases are settled as per the approved budget.