

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-01

Date: 18.11.2024

Sub: Requisition for records/files

Following records/registers for the period from February 2017 to March 2024 may please be furnished to audit for observation.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

1	File Index Register	21	Report returns to higher authorities
2	All Cash Books including PL cash books	22	UC files
3	Bill Register	23	Recruitment of staff records
4	Book of drawal	24	All receipt orders and files
5	Contingent Register	25	Annual establishment review
6	Money receipt books& its Register	26	Annual Activity Report
7	Bank Passbooks, PL Pass books	27	Purchase file
8	GIA files	28	Monthly Progress Report on Target & Achievement
9	Advance ledger	29	Tender/quotation files
10	Allotment/ Budget register/ files	30	Circular guard file
11	BD/DCR register	31	Voucher Guard files
12	Acquaintance rolls	32	Log books of vehicles
13	Undisbursed Pay and allowance	33	Records of hiring of vehicles
14	Service book and leave accounts	34	Copies of Treasury Challans
15	All stock registers	35	Files relating to Contracts and agreements
16	Asset Register	36	Register quarter allotment and recovery of house rent/ license fee
17	Reports of Statutory Auditors/ Local fund audit	37	Office copies of TA/LTC/RCM Bills
18	Internal Audit Report	38	Auction Files
19	Previous audit report and compliance given	39	Files on misappropriation/ embezzlement
20	Handing over / Taking over charge reports	40	Any other records/register/files as and when required

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-02

Date: 18.11.2024

Sub: Physical verification of Closing Balance of Cash Book

As per Finance Department letter No. 16689/F dated 27/4/2000, the Drawing and Disbursing Officer is required to conduct the physical verification of cash balance in presence of A.G. Audit party and also record the finding thereof in the cash book with dated signature of Drawing and Disbursing Officer. So, physical verification of cash balance on 18.11.2024 may please be conducted as per proforma given below.

PHYSICAL VERIFICATION OF CASH BALANCE

Physically verified the cash balance in the presence of AG's Audit party on 18.11.2024 and found ₹ (Rupees.....)) only as closing balance. Out of this, ₹(Rupees.....) is hard cash which agrees with the book balance figures. Denomination-wise hard cash along with the other component of the closing balance are given below.

Component-wise closing balance		Hard cash	
Bank Account		₹500 x	
PL Account		₹100 x	
Advance		₹50 x	
Civil Deposit		₹20 x	
Paid Vouchers		₹10 x	
Bank Draft/DCR		₹5 x	
Banker's Cheque		₹	

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-03

Date: 18.11.2024

Sub: General Information

The following information relating to the period from February 2017 to March 2024 may please be furnished to audit for scrutiny and return.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

Sl. No.	Subject	Compliance
1	Full address of the office	
2	Telephone No/Fax No/ Email Id of the office	
3	Name & Designation of the Head of the Office from 1 st April 2016 to date of Audit	
4	Name & Designation of the DDO in charge of accounts from 1 st April 2016 to date of Audit	
5	Number of the following records maintained and produced to audit a. Cash Book b. Books of drawal c. Bill Register d. Postal/Bank S.B Accounts	
6	Whether cash chest has been embedded to the wall at a secure place	
7	Whether duplicate keys of cash chest had been deposited in the Treasury and the register of duplicate keys maintained?	
8	Whether security deposit have been arranged from persons handling cash and stores in shape of cash/fidelity insurance policy or bond as per GOFD Order No. Try-III-70/79-	

	20093(130)/F dated 10-04-99?	
9	Whether there was any case of theft/misappropriation/embezzlement etc. of Govt. money or store during the period covered under audit? If so, the details may be intimated to A.G Audit.	
10	Whether physical verification of store and stock has been conducted as per Rule 111 and 112 of OGFR Vol. I? If yes, a report may be furnished to audit.	
12	List of unserviceable / damaged stock if any along with their date of Procurement, money values may be furnished	
13	Whether there was any case of suspension and reinstatement of Govt. servant the period covered under audit? If so, details may please be intimated to audit	
14	Whether any records were seized by police/departmental higher authorities /Vigilances? If so, a copy of seizure may please be produced to audit.	
15	Whether any surrender leave salary/provisional pension or gratuity has been paid? If so, the concerned files may be produced to audit.	
16	Whether Govt. quarters have been allocated to any staff? If so, details of such allotment may be produced to audit.	
17	Whether any accounts in bank or post office savings bank is in operation? If so, accounts number and up to date balance and last bank reconciliation statement may be produced to audit.	
18	Whether note of arrear claims drawn were kept in the office copy of the original bills?	
19	Period up to which internal audit was conducted. A copy of last IAR may please be supplied to audit.	
20	Whether any amount has been deposited under the head of Civil Deposit? If so, a. Whether a separate register for civil deposits has been maintained? b. The amount kept under civil deposits.	
21	Whether there was any auction sale of Govt. property during the period covered under audit, if so, the files may be furnished to	

	audit.	
22	Number of schemes under implementation	
23	Whether family declaration has been obtained from the persons claiming TA, RCM, LTC etc.? If so, concerned files may be produced to audit	
24	Whether any penalty was imposed by State Information Commission? If so, the details may be furnished to audit.	
25	Aim of the setting up of the office and activities of the organization	
26	Whether income tax has been deducted at source from any officer during the period of audit? If so, the details with cost may be furnished to audit.	
27	Whether any construction works was undertaken departmentally?	
28	Test Audit Note issued by the last AG Audit may be returned with compliance to the present audit.	

Total salary										
Components of Non-salary										
Infrastructure										
library										
Training										
Purchase of furniture										
Equipment										

NB: Allotment and expenditure for rest financial years may be furnished in the above proforma.

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-05

Date: 18.11.2024

Sub: Closing balance of Cash Books

Information on above matter in the following format in respect of all cash books and bank pass books may be furnished to audit.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

A. Closing Balance

Sl. No.	Name of the cash Book	Closing Balance as on 31.03.2023	Closing Balance as on 31.03.2024
Total			

B. Mode of Closing Balance as on 31.03.2023

Sl. No.	Name of Cash Book	Mode of retention of closing balance as on 31.03.2023					
		Hard cash	Advance	Paid voucher	Saving Bank A/c	Current Bank Account	Cheque/ Draft
	Total						

C. Mode of Closing Balance as on 31.03.2024

Sl. No.	Name of Cash Book	Mode of retention of closing balance as on 31.03.2024					
		Hard cash	Advance	Paid voucher	Saving Bank A/c	Current Bank Account	Cheque/ Draft
	Total						

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-06

Date: 18.11.2024

Sub: Information on Outstanding Advance as on 31.03.2023 and 31.03.2024

Information on above cited subject may kindly be furnished in the following format.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

Party-wise break-up

Sl No	Name of the person/party	Date of payment of advance	Purpose of advance	Amount of advance sanctioned	Amount adjusted	Amount outstanding 31.03.2023	Amount outstanding 31.03.2024

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-07

Date: 18.11.2024

Sub: Outstanding LTC, Motor car, Motor cycle, Medical Advance

Information on above cited subject may kindly be furnished in the following format.

Sl. No.	Name of the person	Type of advance	Date of advance	Bill No/Date of drawal	Amount remained outstanding 31.03.2024	Reason for outstanding

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-08

Date: 18.11.2024

Sub: Position of Utilization Certificate

Information on above cited subject for the period from 2016-17 to 2023-24 may kindly be furnished in the following format.

A. Year-wise position of pending Utilization Certificate :

Year	OB	Receipt	Total	Issued	Balance
2016-17					
2017-18					
2018-19					
2019-20					
2020-21					
2021-22					
2022-23					
2023-24					

B. Details of pending utilization certificate as on 31.03.2024

Sl No	Name of the scheme	From whom funds received	Date of receipt	Amount received	Amount for UC submitted	Amount for which UC pending	Reason for non-submission of UC

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-09

Date: 18.11.2024

Sub: Information on Government Accommodation as on 31.03.2024

Information on above cited subject may kindly be furnished in the following format.

Types of quarter	No of quarters available with DDO	No of quarters allotted	Rate of rent recovered	Outstanding licence fee to be recovered	Number and type of quarters lying vacant	Reason for vacancy	Quarters occupied in case of transfer/retirement	Action Taken	Remark

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-10

Date: 18.11.2024

Sub: Information on Government Vehicle

Information on above cited subject may kindly be furnished in the following format.

A. Status of vehicles

Sl No	Regd. No of the vehicle	Type of vehicle	Date of purchase	Off road / Condemned	From (Date)	Off-set price	Auction price	Remittance date
1								
2								
3								
4								
5								

A. Repair and maintenance of vehicle during 2016-17 and 2023-24

Regd. No of the vehicle	Year of purchase	Year of running on date (based on date of purchase)	Expenditure incurred during the running year other than tyre, tube & oil	Admissible expenditure fixed by Finance department	Excess expenditure, if any	Whether excess expenditure was regularized by higher authority

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-11

Date: 18.11.2024

Sub: Information on Service Books

Information on above cited subject may kindly be furnished in the following format.

No of Service Book maintained	No of Service Books produced in original	No of persons likely to retire within five years	No of service books produced out of column-3	No of service Books Not produced	Reason for non-production of service Books of column-3
1	2	3	4	5	6

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-12

Date: 18.11.2024

Sub: `Information on sanctioned strength and men in position as on 31.01.2024 and 31.03.2024.

Information on sanctioned strength and men in position as on 31.01.2024 and 31.03.2024 may be furnished in the following proforma.

Sl No	Category of post	Sanction Order No / Date	Sanctioned Post	Men in position	Vacancy(-)/ Excess(+)	Reason for vacancy/ Excess

NB: Two separate statements in the above proforma may be furnished as on the said dates.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

(To be returned in original with reply within three days)

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-13

Date: 18.11.2024

Sub: Information on “Information Technology (IT) Application System”

Information on IT application may please be furnished to audit in the following proforma

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

Sl No.	Name of the IT Application	Functional area covered•	IT system Architecture*#	Details of software		
				Operating system	Application system	Networking software

• Accounting system, financial management system, inventory/stock management system, decision support system (MIS), manufacturing/ engineering system, pay roll, personal and administration, marketing sales, EP, R & D and other (Pl. specify)

File Server System, Client Server System, Distributed Processing System or based/ED

Details of hardware		Level of dependency on the application	Systems bearing on financial and accounting aspects	Date of systems becoming operational	Total investment	
Hardware including terminals employed*	Networking hardware employed				Hardware	Software

Current status of IT system** (If system under development)	Total project cost	Stipulated date of completion (If system under development)	Methodology adopted in developing the application system***

* High, Medium, Low

** Feasibility study stage, under requirement specification state, design stage, development stage, testing stage, parallel run stage or implementation tage

*** COBIT, CMM etc.

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-15

Date: 18.11.2024

Sub: Information on contracts

Information on high value contracts/sanctions in respect of construction of College building/ hostel/ cycle stand/any other purpose issued by this office may be furnished in the proforma given below.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

PROFORMA

Year	Contract/ Sanction order Number	Date	Contract/ sanction purpose	Contract/ Sanction end date (contract termination/UC due date)	Contract/sanction amount (Rs.50 lakh and above)

(Copies of Contracts/Sanction orders may please furnished along with filled details of such contracts/
sanction order)

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-16

Date: 18.11.2024

Sub: Asset Register

Necessary information relating to assets created out of centrally sponsored schemes and maintenance of Assets register to record such assets may please be furnished to audit for scrutiny in the following proforma.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

PROFORMA

Funds received on centrally sponsored schemes	No of Assets created	Nature of Assets	Whether revenue collected from such assets and credited to Govt. account	Whether any assets transferred to the Revenue Authority for collection of revenue on such assets	Remarks

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-18

Date: 18.11.2024

Sub: Information on pending vigilance cases

Information on pending vigilance cases as on **18-11-2024** may be furnished to Audit in the proforma given below.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

Sl. No.	Name of the Govt. servant against whom case is pending	Date of institution of case	Amount spent	Subject in brief	Status of the case	Reason for pending
1	2	3	4	5	6	7

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-20

Date: 18.11.2024

Sub: Information on Fraud and Corruption.

The following information relating to the above subject may please be furnished as per the questionnaire given below.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

Sl No	Subject	Compliance
1	Policy & System to prevent and detect Fraud/ Corruption & reporting:	
2	System to establish accountability for Fraud/ Corruption:	
3	Fraud/ Corruption indicator	
4	Instances of Fraud & Corruption noticed since last audit:	
5	Action taken on such case including strengthening if internal control systems	
6	Special areas prone to risk of Fraud/ Corruption:	
7	Guidelines issued by management with regard to control of Fraud/ Corruption	

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM-21

Date: 18.11.2024

Sub: Information on Grievance Redressal Mechanism

The information relating to receipt of grievances/ complaints from public during 2016-17 to 2023-24 may please be furnished in the proforma given below along with the concerned files/ registers.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

Year	Total No. of grievance pending for disposal at the beginning of the year	Total No. of grievance received during the year		Total No. of grievances for disposal during the year	No. of grievance disposed and communicated to complainant	Percentage of achievement	Reasons of shortfall
		Online	Offline				
2016-17							
2017-18							
2018-19							
2019-20							
2020-21							
2021-22							
2022-23							
2023-24							

(To be returned in original with reply within three days)

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I)
ODISHA:BHUBANESWAR**

No. PAG (Audit-I)/AMG-I/LAP-3/ITI/RM- 22

Date: 18.11.2024

Sub: Fund Management

The following information on the above subject may please be furnished in the proforma given below.

**Asst. Audit Officer/LAP-3,
PAG(Audit-I), Odisha,
Bhubaneswar**

**To
The Principal,
Government ITI,
Berhampur.**

(G)

Sub: Information on all bank accounts maintained by DDO as on 31.03.2024

Name of the D.D.O: **Principal, Government ITI, Berhampur.**

SI No	Account Number.	Account operated for the purpose (Scheme) *	OB as on 01.04.2023	Amount Received during 2023-24	Amount Paid during the year 2023-24	CB as on 31.03.2024	Interest accumulated up to 31-03-2025	Date of last transaction made

***Annexure (To be collected from specific Scheme account books (ledger, cash book etc.))**

SI No	Name of scheme.	Type	Amount lying in A/c as on 1 st April 2023.	Amount received during 2023-24	Amount spent during 2023-24	Amount lying unutilized as on 31 March 2024

(H)

Sub: Information on Bank Reconciliation Statement as on 31.03.2024

Name of the D.D.O: **Principal, Government ITI, Berhampur.**

Name of the cash Book	Balance at bank as per Cash book.	Balance as per Bank pass book.	Difference	Remarks
	As on 31-03-2024	As on 31.03.2024	As on 31.03.2024	

Sub: Placement by Central Placement Cell

Information on placement of B Tech pass out students by Central Placement Centre during 2016-17 to 2023-24 may be furnished to audit

Year	B Tech			No of candidates placed in employment
	Trade	Target	No of candidates registered	
2019-20				
2020-21				
2021-22				
2022-23				
2023-24				

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-1)
ODISHA :: BHUBANESWAR.

No.AG (Audit-I)/LAP-3/PMEC /RM-23

Date 20th February 2024

Subject: Information regarding placement of student.

The following information may be furnished to audit in the proforma given below-

P R O F O R M A

Year	Name of the company	Com pany type	Job location	Eligibility	CTC/Salar y	Joining date	No. of candidates applied	No. of application validate	No. of candidates participat e	No. of candidates appeared final examination	Offer letter issued to the candidates	No. of candidates joined	Amount expende d for the above purpose
2019-20													
2020-21													
2021-22													
2022-23													

To
The Principal,
PMEC, Sitalapali

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-1)
ODISHA :: BHUBANESWAR.

IM No. Pr. AG(Au-1)-AMG-1/LAP-03/PMEC/24

Dated: 20-02-2024

Sub: Engagement of PTGF for the session 2019-20 to 2022-23

The following information may be furnished to audit in the proforma given below-

For the year 2019-20

Name of the branch	Intake with TFW and supernumerary	Effective teaching load in hours/periods	No. of teaching faculty required as per council teaching load calculation	No. of regular teaching faculty in position	No. of Guest Faculty required	No. of Guest Faculty engaged
Civil						
Mechanical						
Electrical						
Electronics & T.C.						
Computer Science						
Production						
Information Technology						
Metallurgy & Material Engg.						
Architecture						
Chemical						
Total						

For the year 2020-21

Name of the branch	Intake with TFW and supernumerary	Effective teaching load in hours/periods	No. of teaching faculty required as per council teaching load calculation	No. of regular teaching faculty in position	No. of Guest Faculty required	No. of Guest Faculty engaged
Civil						
Mechanical						
Electrical						
Electronics & T.C.						
Computer Science						
Production						
Information Technology						
Metallurgy & Material Engg.						
Architecture						
Chemical						
Total						

For the year 2021-22

Name of the branch	Intake with TFW and supernumerary	Effective teaching load in hours/periods	No. of teaching faculty required as per council teaching load calculation	No. of regular teaching faculty in position	No. of Guest Faculty required	No. of Guest Faculty engaged
Civil						
Mechanical						
Electrical						
Electronics & T.C.						
Computer Science						
Production						
Information Technology						
Metallurgy & Material Engg.						
Architecture						
Chemical						
Total						

For the year 2022-23

Name of the branch	Intake with TFW and supernumerary	Effective teaching load in hours/periods	No. of teaching faculty required as per council teaching load calculation	No. of regular teaching faculty in position	No. of Guest Faculty required	No. of Guest Faculty engaged
Civil						
Mechanical						
Electrical						
Electronics & T.C.						
Computer Science						
Production						
Information Technology						
Metallurgy & Material Engg.						
Architecture						
Chemical						
Total						

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-1)
ODISHA :: BHUBANESWAR.**

IM No. Pr. AG(Au-1)-AMG-1/LAP-03/PMEC/25

Dated: 20-02-2024

Sub: Information on student-teacher position and infrastructure facility of PMEC, Sitalapali

The above information may be furnished to the audit in the proforma given below.

Student-teacher position for last five years

Year	Number of Students enrolled	Sanction Strength of Lecturers	Number of Lecturers available	Number of post vacant	Percentage of vacancy	Student Faculty Ratio
2019-20						
2020-21						
2021-22						
2022-23						

Number of classrooms and its size

Sl No	Room Size	Item	Sq Feet
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL(AUDIT-1)

ODISHA :: BHUBANESWAR.

IM No. Pr. AG(Au-1)-AMG-1/LAP-03/PMEC/26

Dated: 20-02-2024

Sub: Reminder for submission of records

Audit of the accounts of Veer Surendra Sai University was taken up from 16th January 2024. More than two weeks have been passed till date. It was ascertained from the chartered accountants report that 60 cash books in 2019-20, 62 cash books in 2020-21 and 54 cash books in 2021-22 had been maintained to keep the day-by-day transactions of the institution. Till date already two weeks had been passed away. Only eight cash books have been furnished till date. As audit is time bound it is requested to furnish all the cash books, vouchers and corresponding file of approval of expenditure for the year from 2017-18 to 2022-23 may be furnished for smooth conduct of audit.

Sl No	Subject matter	Acknowledgement
1	Requisition for records/files	
2	Physical verification of Closing Balance of Cash Book	
3	General Information	
4	Information on allotment and expenditure from 2017-18 to 2022-23	
5	Closing balance of Cash Books	
6	Information on Outstanding Advance as on 31.03.2023 and 30.11.2023	
7	Outstanding LTC, Motor car, Motor cycle, Medical Advance	
8	Position of Utilisation Certificate	
9	Information on Govt Accommodation	
10	Information on Govt Vehicle	
11	Information on Service Books	
12	Information on sanctioned strength and men in position as on 31.01.2023	
13	Information on ‘Information Technology (IT) Application System’	
14	Information on status of various construction works under different schemes during 2017-18 to 2022-23	
15	Information on contracts	
16	Asset Register	
17	Compliance to outstanding Paras of previous I.Rs.	
18	Information on pending vigilance cases	
19	Unserviceable/damaged/broken articles	
20	Information on Fraud and Corruption.	
21	Information on Grievance Redressal Mechanism	
22	Fund Management	
23	Information regarding placement of students	
24	Information on drop out student	
25	Information on student-teacher position and infrastructure facility of VSSUT, Burla	
26	Engagement of PTGF for the session 2018-19 to 2022-23	

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I) ODISHA, BHUBANESWAR

No. AG (Audit-I)/LAP-3/VSSUT /RM-26

Date 16th January 2024

Sub: Requisition for records/files

Following records/registers for the period from April 2017 to March 2023 may please be furnished to audit for observation.

**To
The Vice Chancellor.
VSSUT, Burla**

**Asst Audit Officer, LAP-3,
AG(Audit-I), Bhubaneswar**

(To be returned in original with reply within three days)

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I) ODISHA, BHUBANESWAR

No.AG (Audit-I)/LAP-3/PMEC /RM-26

Date 21th February 2024

Sub: - Details of PTGF/PTGI

The following information may be furnished to audit in the proforma given below-

SI No.	Year	Name/Number of Guest Faculty engaged	Period of engagement		No. of months for which engaged	Monthly Remuneration (₹)
			From	To		
1	2016-17					
2	2017-18					
3	2018-19					
4	2019-20					
5	2020-21					
6	2021-22					
7	2022-23					
8	2023-24					

**To
The Principal,
PMEC, Sitalapali**

**Asst. Audit Officer, LAP-3,
AG(Audit-I), Bhubaneswar**

(To be returned in original with reply within three days)

OFFICE OF THE ACCOUNTANT GENERAL (AUDIT-I) ODISHA, BHUBANESWAR

No.AG (Audit-I)/LAP-3/PMEC /RM-27

Date 21th February 2024

Sub: - Details of Laboratories maintained in the College

The following information may be furnished to audit in the proforma given below-

SI No.	Name of the laboratory	Department	Date of last physical inspection conducted	Remarks

**To
The Principal,
PMEC, Sitalapali**

**Asst. Audit Officer, LAP-3,
AG(Audit-I), Bhubaneswar**