



**Institute of Human Resources Development
Prajoe Towers, Vazhuthacaud,
Thiruvananthapuram-14.
PROCEEDINGS**

IHRD – Re- Constitution of internal Audit wing - Sanctioned- Orders issued.

No.EA4/14495/2012/IHRD

Dated, Thiruvananthapuram, 03rd December 2014

Read:- 1. *This office Proceedings of even no. dated 13.03.2014*
2. *This office Circular of even no. dated 01.09.2014.*

ORDER

As per the circular 2nd read above willingness were invited from IHRD staff in the category of Office Assistant and above for participation in the Internal Audit wing. 23 incumbents submitted their willingness in time and it has been decided to constitute two audit team comprising of 5 members each including 1- Junior Superintendent, 1- Head Clerk, 2- Senior Office Assistant & 1- Office Assistant

In the above circumstances the Internal Audit team is re- constituted with the following staff members.

Team A

- | | |
|---|--------------------|
| 1. Sri. KTK Chandran, Junior Superintendent | MPT, Vadakara |
| 2. Sri. Vinod Kumar. R, Head Clerk, | CE, Karunagappally |
| 3. Sri. Rajesh. C.D, SOA | CE, Cherthala |
| 4. Sri. Bijumon. K, SOA | CAS, Neruvambram |
| 5. Smt. Priya. ES, OA | MTHSS, Kapprassery |

Team B

- | | |
|---|-------------------|
| 1. Sri. K. Chandra Kumar, Junior Superintendent | CAS, Kundara |
| 2. Sri. Roopesh Chandran Nair M, Head Clerk | THSS, Muttada |
| 3. Sri. Basheer Ahemmed, SOA | RC, Tvm |
| 4. Sri. Sudeep. A. C, SOA | CAS, Kuthuparamba |
| 5. Smt. Komala. M. V, OA | CAS, Manathavady |

The team members will perform the audit work in addition to the normal duties assigned to them in their Parent Institution.

They will perform the audit works as per the direction from the Director IHRD from time to time. While conducting the audit work, the audit team will have to check the following documents/ Registers/ files and submit report to the Director within 5 days from the date of completion of the audit duty assigned.

LIST OF ITEMS TO CHEK	
SL No	PARTICULAR'S
I	Attendance Register
	C/L Register
	Half Pay Leave Register
	Loss of pay
II	Total strength of staff – At present working Excess or shortage of staff. Expect
III	Total amount regard for salary, wages, Remuneration
	Staff wise – individually surrender of EL
	Opening Balance as on the date of commencement of the financial year
	Opening Balance as on Inspection date
IV	Details of course fee etc.
	Administration fee
	AICTE Affiliation University affiliation fee
	Caution Deposit
	NRI refundable deposit
V	Cash book
	Verification of cash cheque/ cash
	Bank Register, Service Book
	Reconciliation of accounts
	NRI loan from Head Office, Amount to be remitted from Head Office
	Amount remitted to Head Office towards loan
	Details of NRI refund with names of student. 2 years
	Subsiding Register if any
	Acquittance Register
	Cheque details for the last five years
	Verify each and every cheque with vouchers
	Tally account to be verified
VI	CPF details
	Schedule of subscription and contribution with interest from the very beginning (1997)
	NRA and CPF loan details
VII	Purchase Files
	1. Plan Fund Purchase from the very beginning
	2. Purchase of all other item from consolidated fund
VIII	Stock Register of Furniture equipment etc
IX	Vehicle – Log Book
X	Skill Development Programme – Training
XI	NSS Training
XII	Usufructs
	Public works- Plan Fund and Consolidated Fund
	Work entrusted to PWD / BSNL
	Present Position
XIII	PT fund Receipt and Expenditure
	Minutes of Committee
XIV	Issue of Receipt Book
XV	SD / EMD Register

The incumbents are eligible for TA/DA as per rules. This office proceedings first read above hereby stands cancelled.

Sd/-
Dr.S. Sheela
DIRECTOR

To

- 1. All heads of institution*
- 2. The incumbent concerned (through Head of institutions)*
- 3. Finance officer*
- 4. Administrative Officer*
- 5. All section heads in the IHRD Head Quarters*
- 6. SF*
- 7. OC*

Forwarded /By Order

Office Superintendent