



**Memo No. : I.A./S/02/Departmental Audit Information**

**Dated : 28.07.2020**

This is to inform the “Head of the Department” of all Academic and Administrative departments of University of Calcutta, that the “Departmental Audit Query” form, for the financial year 2019-2020, has been uploaded in Calcutta University website. After properly filling up the form, mail the soft copy (only as *MS- Word* file, no Scan or PDF copy) to official Email-ID ([cu.aa.ia.2016@gmail.com](mailto:cu.aa.ia.2016@gmail.com)) of Internal Audit Section within the stipulated date i.e. 15<sup>th</sup> September, 2020.

This is for further information that due to the pandemic situation for *Covid-19*, no physical verification will be possible (if the present situation continues) for the Internal Audit Staff for the period under Audit. Accordingly, the Internal Audit Report for the financial year 2019-2020 will be finalised based upon the inputs available from various Academic/Administrative departments of the University against corresponding Audit Queries.

Sd/-

Internal Auditor, C.U.



**From:**  
**Internal Audit Section**  
**University of Calcutta**

**To:**  
**The Head of the Department**

.....  
The under mentioned information are required to prepare the Internal Audit Report for the Financial Year 2019-20 (i.e. 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2020).

1. Name of the Department: .....
2. No. of Teaching Staff: .....
3. No. of Non-Teaching Staff: .....
4. Service Book up-dated: .....(Yes/No) (If 'No' then please state the reasons thereof).
  
5. (i) Whether any Asset/Equipment were purchased or received during 2019-2020: .....(Yes/No)  
(ii) If 'Yes' then please mention the name of the funding agency & details.
6. (i) Whether any Asset/Equipment were disposed off during 2019-2020: .....(Yes/No)  
(ii) If 'Yes' then please provide necessary details.
7. Whether Stock Register is maintained: .....(Yes/No) (If 'Yes' then please state whether up-dated or not).
8. Any Special Grant received from U.G.C. or any other financial assistance(s) received: .....(Yes/No) (If 'Yes' then please provide details).
9. Whether Contingency Expenditure Register is maintained: .....(Yes/No) (If 'No' then please state reasons thereof).
10. Whether Bill Register is maintained: .....(Yes/No) (If 'No' then give necessary observation).
11. (i) Self – Financing Course(s) (if any) running within the department: .....(Yes/No).  
(ii) If 'Yes' then please provide necessary details:
  - (a) C.S.R. No. : ..... Date.....
  - (b) Name of the Coordinator: .....
  - (c) Bank Accounts details: .....

.....  
.....  
(d) Deposition of University contribution/Share: .....  
(If necessary, separate sheet may be attach)

12. Advance taken:.....(Yes/No)

If 'Yes' (If necessary, separate sheet may be attach)

a. Advance sanctioned from: Budget Head/Other Funding Agency/U.G.C. :  
.....

b. Advance sanctioned against ( Name of the person  
concerned):.....

c. Amount: ..... Voucher No. : ..... Date: .....

d. Whether it is adjusted .....(Yes/No)

If Yes, Voucher No. : ..... Date: ..... Date of Adjustment.....

If No;

e. Whether Statement of Accounts has been submitted for adjustment to the Audit & Accounts  
section:.....(Yes/No)

If 'Yes' Voucher No. : ..... Date: .....Date of Submission: .....

13. Whether Gate-Pass Book/Register is maintained: Yes/No.....

.....  
(Signature & Seal of the Head of the Department)

Date: .....

- Kindly note that to prepare Internal Audit Report for the financial year 2019-20, the above mentioned information are very important and your kind co-operation is solicited for this purpose. **A soft copy should be submitted** to the Official Email-ID of Internal Audit Section: [cu.aa.ia.2016@gmail.com](mailto:cu.aa.ia.2016@gmail.com) **within 15<sup>th</sup> September, 2020 (only MS-Word file, no Scan or PDF copy)**