

## ANNEXURE TO CIRCULAR

The following records pertaining to School/Department/Centres/ Sections/Units may be updated and kept ready for submission to the AG's Audit as and when called for.

### CASH RECORDS

1. Bills Drawn Registers
2. Cash Books and Bank Reconciliation Statement
3. Receipt Books and Register of Receipt Books
4. Bills Transit Register
5. Register of Undisbursed pay
6. Permanent Advance Register
7. Remittance Challans
8. Register of Duplicate Keys
9. Register of Security Deposits
10. Subsidiary Cash Book
11. Reconciliation Register
12. Register of Valuables/Cheques/Demand Drafts/Investments
13. Budget Control Register

### PERSONAL LEDGER ACCOUNT

14. Cash Book
15. Cheques Drawn Registers
16. Stock Register of Cheque Books
17. Bank/Treasury Scroll
18. Paid vouchers

### ESTABLISHMENT RECORDS

19. Service Books of all the employees
20. Pay Bills and Acquaintance
21. Last Pay Certificates (Inward and Outward)
22. Contingent Bills with Register
23. TA and LTC Bills
24. Tour Advance Register
25. Medical Reimbursement Bills
26. Trunk Call Register
27. Franking Register
28. Register of Buildings/Rent, Lease etc.,
29. Register of Electricity Charges
30. Register of Loans and Advance
31. Files relating to suspension of officials and details of payment of subsistence allowances

## STOCK RECORDS

32. Stock Register of Dead stock, Stationery, Stamps, Furniture etc.,
33. Stock Register of Tools and Plants
34. Stock Register of Machineries and Equipments
35. Stock Register of Library

## MOTOR VEHICLES

36. Log Books
37. Fuel Pass Books, Fuel Indent Books and Petrol Register

## GENERAL

38. Purchase files, tenders, Agreement, Contracts etc.,
39. Stock Files
40. Scheme Files
41. Grant Records
42. Other files(Misc., etc.,)
43. Details of employment of Retired Personnel/Ex-Servicemen or  
Compassionate Appointments
44. List of records as per Appendix 73 to CPWD Manual – Volume – II
45. Annual Report 2017 – 2018 & 2018 - 2019
46. Annual Accounts with connected subsidiary accounts
47. Annual Ledgers
48. Valuable Registers
49. Records relating to Distance Education
50. Records relating to Hostels
51. Records relating to P.U Community College
52. Records relating to HRDC

  
22/8/2019  
DEPUTY REGISTRAR (F&A)