

OFFICE OF THE PRINCIPAL
PATTAMUNDAI COLLEGE, PATTAMUNDAI

OFFICE ORDER

No- 1053 Date 31/08/2023

Account Section

The following documents are to be ready and updated for Administrative Audit for the session 2020-21 & 2021-22.

List of Documents

1. ERP – SAP Software, if implemented for online Collection of fees.
2. Cash Book.
3. Salary Bills.
4. Income Tax.
5. Fee Collection / Income Register/DCR.
6. Acquittance Roll.
7. PF/NPS status.
8. Bank Reconciliation :-
 - a) Compare the deposits/Fixed deposits.
 - b) Adjust the bank statement.
 - c) Adjust the Cash Account.
 - d) Compare the balance.
9. Budget & Audit Report.
10. Establishment of Cheque Register (ECR).
11. Loan & Advance Registers.
12. Vouchers of all Payments.
13. Pension disbursement Register.
14. Purchase Files / Quotation / Tenders.
15. Bills of Electricity, Telephone, Wi-Fi, etc.

*Received one copy
As per
21/08/23*

DC
31/8/23
Principal
Pattamundai College
Principal
Pattamundai College