

# UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI:COOCH BEHAR:WEST BENGAL PIN - 736165

Phone- (03582) 270742 Fax- (03582)270249

## COMPTROLLER'S DEPARTMENT

From: Mr. Arnab Ghosh

Assistant Auditor&Comptroller-in-Charge

Ref No.: 515 /UBKV/Comp/NT\_AGWB\_C\_Audit\_2023-24

Date: 08/01/2024

### NOTICE

It is being informed that the AG, Audit Team of AG, WB will visit University different on- campus or off-campus units of the University for the purpose of the conduction of the Compliance Audit during the period from 15<sup>th</sup>. Feb'2024 to 7<sup>th</sup>. March 2024. Audit Programme Schedule may be extended by the concerned audit team, if this audit team (consists of four members) feelsto do so. All concerned In-Charges or Nodal Officers, or Programme Coordinatorsof each responsibility unit (either Off-Campus or On-Campus) of the University are requested to present &readyfor producing the following financial documents, files, registers etc.along with their key personnel to the Compliance Audit Team at the time of conduction of this compliance audit programme for the period ended on 31<sup>st</sup>. March 2023in due time: -

- All Dr., Cr., Jr. Vouchers as evidential documents, arranged in chronological order
- Each Financial Year Budget Estimate, Concerned Sanction & Release orders, Treasury Control Register (if any), Expenditure Control Registers, etc.
- All Cash Book, General Ledgers, Stock Books, Stores Ledgers, Fixed Asset Registers, Salary Acquittances, Pension Disbursement Register, Statutory Remittance Control Register, Lab-EquipmentMaintenance Control Register, Tour Approval for Seminar, Workshop& Symposium, Curriculum-wise Student Admission Register, Curriculum-wise Student Pass-out Registers, Student Hostel Accommodation Register,Student Collection Registers, Stipend/ Scholarship Control Register, Fellowship & Post- doctoral Associateship Control Register, Contractual Staff Salary Acquittance Register, Contractual Staff's EPF Register, Contractual Staffs' Attendance Register etc.
- Bill Register, Bill Objection Register, ATD Control Register, Bill for Collection Register, Cheque Book Register, Undisbursed CASH Registers, Statutory Remittance Control Register etc.
- Cost Control Register for Farm-Produces, Seed Production Control Register,Seed & Planting Material Collection Register under FPC/FPO/PPP agreements, Fuel Control Register, Vehicle Maintenance Control Register, Purchase Day Book, Sales Day Book, Stores Ledger for Critical Inputs, Labour Requisition & Attendance Confirmation Register, Farm- Implements Maintenance Control Register, Scrape Disposal Control Registers,Job Contract Cost Control Register, All Registers in relation with controlling labour and fuel cost separately, All registers in relation with the different provisions of the M W Act 1948 & the EPF &MP Act 1952 and any amendments thereof during the period of audit concerned etc.
- DCR Collection Register, DCR Stock Book, Warehouse Maintenance Control Register, Subsidy Collection Register from Governments, Project/ Programme Cost Control Register etc.
- Bank Reconciliation Statement of all operative and non-operative bank as on 31<sup>st</sup>.March of each financial year, covered herewith.
- Cash Verification Report, Stock Verification Report as on 31<sup>st</sup>.March of each financial year, involved herewith.
- Branch Remittance Reconciliation Statement as on 31<sup>st</sup>.March of each financial year, involved herewith.
- Tender Register, EMD Register, PS/SD Control Register, BG Control Register as Contingent Asset, Works Register, UBKV-Employee's EPF Control Register etc.
- Employee's Advance Register, HO Remittance Register, Supplier's Advance Register (if any)
- Fixed Deposit Register as on 31<sup>st</sup>.March of each financial year, involved herewith. (if any)
- Library Books Accession Register, Student Usage Archival, maintained by the library-in-charge concerned, Library Fees & Fine Collection Register (if any), EMD Register, PS/SD Control Register, BG/FD Control Register as Contingent Nature, Library Advisory Committee Meeting Register
- Hostel Accommodation Control Register, Guest House Accommodation Control Register, Quarter Allotment Register, Guest House Collection Register, Quarter Amenities Collection Register etc.

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- Register for University Student Health & Hygiene Support System, Staff's Health & Hygiene Control Register, Staff's Welfare Register, Student's Welfare Register etc.

Timely submission of documents, files, evidences etc. against audit requisition or audit queries, raised by this Compliance Audit Team are essential for successful conduction of such audit in due time frame. It is to be further noted that failure to produce necessary records, documents or to respond to the clarification, sought by the audit team would tantamount to preventing a Government Officer from performing his/her duties. Any concerned Officials cannot take or sanction any kind of leave during the period of this audit except on medical ground. The undersigned brings to kind notice that the audit team would expect only professional work environment, assistance to day-to-day function and nothing else.

Your kind cooperation in this regard is quite expected and appreciated.

Yours faithfully,  
Sd/-  
AA&ICD, UBKV

Copy to:

- 1) Vice Chancellor, Secretariate. UBKV, Pundibari for information
- 2) Registrar for necessary intimation and communication
- 2) Director of Research for kindly communicating all In- Charges of RRS, RRSS, ADRs or other officials, as you deem fit for this purpose.
- 3) Dean in the Faculty of Agriculture for duly communicating the concerned officials as you deem fit for this purpose.
- 4) Dean in the Faculty of Horticulture for duly communicating the concerned officials as you deem fit for this purpose.
- 5) Dean in the Faculty of Technology for duly communicating the concerned officials as you deem fit for this purpose.
- 6) Associate Dean of the College of Agriculture for duly communicating the concerned officials as you deem fit for this purpose.
- 7) Director of Extension Education for duly communicating the KVK'S SS&H & other officials, as you deem fit
- 8) Director of Farms for duly communicating the Farms' officials, as you deem fit
- 9) ICD for necessary correspondence as you deem fit for this purpose
- 10) Office Copy of Audit Section for future correspondence

Arnab Ghosh  
AA&ICD, UBKV