GOVERNMENT COLLEGE FOR WOMEN (AUTONOMOUS)



KUMBAKONAM - 612 001

Affiliated to Bharathidasan University
DST - CURIE Sponsored Institution
IV Cycle of Accreditation



3 0435 – 2401391



CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.4. Financial Management and Resource Mobilisation

6.4.3. Internal and External audits

6.4.3.1 Internal Audit

Annual Checking Reports (Sample Copies)



PRINCIPAL
Government College for Women (Autonomous)
KUMBAKONAM.

CHECKING REPORTS

Government College for Women (Autonomous), Kumbakanam

	NNN	EXI	JRE - I	(Just), Kumbakanam	
	annual Verification p				
1	Annual Verification Rep Name of the Department	ort	for the Ye	ear 2023-2024	
5	· · · · · · · · · · · · · · · · · · ·		Whole	college for	arriture aletails
3	Name of the Checking officer or officers Date of Checking		1.00	D	
4.	Name of the Occ			M DHANALAK	(Phy. Edu) SHMI (Tamil)
	Name of the Officer or Officers incharge of the Library, Lab. Department etc.			Rojakajeswaci	
5.	Names of Registers maintained in the				(Euonomics)
6.			STOCK	negisten - 1	
	Whether all the purchase made during the year 2013 to 2024 entered in the Stock vouchers (Details of Discrepancy if any may be given in a separate at the stock of the stoc		yes	,	
7.	- For die Statement				
	A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed)		-		
8					
	List of Books for Binding if any		-		
9.	Whether action has been taken in the case of articles reported in the previous year as unserviceable Details of action taken may be recorded. If not immediate report for auctioning the articles to be		-		
10	di ficies to be				
	Any suggestions made by the verifying officer to improve the method of maintaining the registers etc.		-		
11.	Signature of the Verifying officer and their assistants	0	Lidy	ahea 16/61a.	
12.	Signature of the Verifying officer who is in charge of Department	S	- Ryala	16/4/24 oralla pfz 16.4.24.	,
13.	Special Remarks of the officer if any		_ '	T6.4.24.	

Lan. Westers 18 11 - 2024

ANNEXURE - III STATEMENT OF DISCREPANCIES OF STOCKS

Same of the Institution

: Govt. College for Women (A), Kumbakonam

S. No	Stock Voile	THE IVO OF	Govt. College for Women (A), Kumbakonam Store/Unit/Section									
No. and Year	Name of the article and description	Price		Book	Actual	Discrepancies Excess VIII						
	2	3	4	Rate	Per	Balance Qty	Verifie d Qty	Excess	Value	Shorte		
				5	6	7	8	9	10	-		
										11		
	Residence					-						
				1								
				1								
				1								
					1							
-					1	4-						

Verified Asst. Stock Verification Officers

Signature: 5.04.2024

Name & Designation of the

Custodian of Stores

CHECKBES DEFORTS.

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		1100	TRANSPORT OF THE PARTY OF

- Name of the Charlesy officer or officers
- 3. Date of Charles
- Forms of the Officer or Officers incharge of the Library, Lab. Department are.
- Plants of Beginners montrolled in the Departments
- Whether all the purchase made during the year 2019. In 2020 entered in the Stock Engelor with reference to receive or vanishers (between of bits repency of any continuous and bits repency of any continuous and bits repency of any continuous and continuous.) may be given in a separate statement
- 7. A her of onterpleable articles if my for being condensed and written off call particulars must be furnished acts date of purchase and solve of articles in the Annexore - III enclosed)
- ft. Last of Beeks for Binding II see
- 9. Whather action has been taken in the core of orticles reported in the previous year as inserviceable Default of action taken may be recorded. If not investigate report for motioning the articles to be
- 10. Any suggestions made by the verifying officer to improve the method of montancey the registers etc.
- Signature of the Verifying officer and their opportunits
- 12. Signature of the Verifying officer who is in charge of Department
- 13. Special Remarks of the officer of any

F. Suyattal

P. P. Samuellin

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	Discrepancies											
Actual Verifie	Excess		Shortage	Volu								
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& Designation of the

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Counters(great)

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ANNEXURE - III STATEMENT OF DISCREPANCIES OF STOCKS

wine of the Institution

Govt. College for Women (A), Kumbakenam

100	f Physi	cal Verification										
	Stock	Volume No. of		Price			Book	Actual	Excess	Value	Shortage	Volue
	Voile	Stock Reg.	Name of the article and description	Rate	P		Balance Qty	d Qty				
	No.					4	7		9	10		
T	2	3	4	5		6		8				
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	160											

Verified
Asst. Stock Verification Officers
2. A. Jeyachita

Signature VVJI

Name & Designation of the

Custodian of Stores P P-SOJATONA

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CHECKING REPORTS

Government College for Women (Autoromous), Kombokanom ANNEXURE - I

Annual Verification Report for the Veor 2023-2024

- Name of the Department
- Name of the Checking officer or officers
- Date of Checking
- Name of the Officer or Officers incharge of the Library, Lob Department etc.
- Names of Registers maintained in the Departments
- Whether all the purchase mode during the year 2019_ to 2020 entered in the Stock Register with reference to invoices or vouchers (Details of Discrepancy if any may be given in a separate statement
- 7. A list of unserviceable articles if any for being condemned and written off (all particulars must be furnished with date of purchase and value of articles in the Annexure - III enclosed)
- B. List of Books for Binding if any
- Whether action has been taken in the case of articles reported in the previous year as unserviceable Details of action taken may be recorded. If not immediate report for auctioning the articles to be
- 10. Any suggestions made by the verifying officer to improve the method of maintaining the registers etc.
- 11. Signature of the Verifying officer and their assistants
- Signature of the Verifying officer who is in charge of Department (NSS)
- 13. Special Remarks of the officer if any

ECONOMICS (NSS) J. Raja Rajaswari

11 76 4 - REF

M. Kala, K. Jayachika, Soumaky

: Stock. Register (N.SS)

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Countersigned

LOT. WEGLONIAT