



Employees' Provident Fund Organisation

(Ministry of Labour & Employment, Govt. Of India)

Head Office.

Bhavishya Nidhi Bhawan,

14-Bhikaiji Cama Place, New Delhi-110066.

No. Audit/18(2)11/Monitoring/

Dated

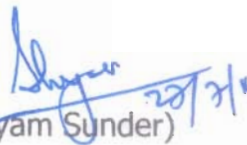
Sub: Inclusion of List of Registers in Audit Observations.

28 JUL 2011

It is noticed that Internal Audit Parties while carrying out audit of offices are resorting to dubiously increase the number of Audit Paras by making one Para each for each type of Register and same observations are repeated in subsequent audits also.

In order to avoid such dubious non-purposeful observations, the IAPs may henceforth make one audit Para in each report bringing out the status of maintenance of about 15 Registers out of the list of Registers annexed. Care may be taken to not include same Registers in the subsequent audit. While making observations specific observations as whether maintained, if maintained in proper format, whether all entries are posted, whether authenticated by Branch Officer etc. may be made.

Compliance may be ensured by all IAPs from the Audit report of station in which the IAP is camping on the date of receipt of this communication.



(V. Shyam Sunder)
Director (Audit).

To

All Deputy Director(Audit)
All Assistant Director(A)/OIC of IAP

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वी. श्याम सुंदर / V. SHYAM SUNDER
निदेशक (लेखा परीक्षा)

List of Registers

1	406/ 409 IPC cases
2	7A cases
3	8 F Register
4	A – Assessment Register
5	Attachment/ release of properties
6	Attendance Register of Office Staff
7	Automatic Premia Payment Register
8	BIFR cases Register
9	BLUE/ RED Book to be maintained by each circle officer
10	Cash Books
11	Cheques book Stock Register
12	Claim inward register (Form 10-D/10-C(EPF))
13	DCB Register
14	Dead Stock Register Permanent
15	Demand Register
16	Establishment increment register
17	Establishments (unexempted & exempted)
18	Important Correspondence
19	Input Data Sheet receipt & disposal register
20	Money Order Register
21	Monthly list of PPOs authorised
22	Overpayment Register
23	Part Payment Register
24	Postage Stamp Account Register
25	PPO control Register
26	Prosecution register
27	Recovery Certificate Register
28	Register for automatic Life Assurance premium
29	Register for initial premium
30	Register for issue of Annual Statement of Accounts
31	Register for Stock-Assigned insurance policies
32	Register for watching levy and recovery of damages
33	Register for watching payees receipt for withdrawal for financing LIP
34	Register for watching receipt of due documents
35	Register for watching receipts and disposals of cheques
36	Register for watching the receipt and disposal of returns
37	Register of claims
38	Register of covered factories/establishments
39	Register of DRF
40	Register of files

41	Register of Form 2
42	Register of Inspection Charges
43	Register of Inspection of factories and establishment
44	Register of Ledger Card/Volume
45	Register of past accumulations
46	Register of Pension Payment Orders
47	Register of Securities
48	Register of SRF
49	Register of transfer advice issued
50	Register of undelivered Money orders
51	Register of valuable documents
52	Register of withdrawal
53	Register on payment o pension dues to postal department
54	Register on transfer of PPOs
55	Registers of Contingency advances
56	Reminder Register
57	Scheme certificate control register A to E
58	Scroll Inward Register
59	Service charges account
60	Show Cause notice register
61	Stock of ledger cards and other forms
62	Transfer in in/out PPO register
63	Transfer of Account (IN/OUT) Register
64	Tribunal cases Register
65	Writ Petitions Register
66	Incumbency Register
67	TA/ TTA/ DA Advances Register
68	Housing Advances Register