

INTERNAL AUDIT REPORT OF THE CENTRE FOR COMPUTER SCIENCE AND INFORMATION TECHNOLOGY (CCSIT) MUTTIL, WAYANAD FOR THE YEAR 2018-19

Associate Co-ordinator; Smt. Raihanath T

Teachers ; 2
Librarian ; 1 (on contract)
Peon ; 1 (on daily wages)
Team of Audit ; Smt.Rajani Devi.K.P(Section Officer)
; Sri.Manojkumar T (ASO)
; Sri.Sajeevan T V (ASO)

As per the orders of the Finance Officer, a team of IAW have visited at CCSIT Muttill in Wayanadu District on 14/11/2019 and 15/11/2019 and verified all the records and registers maintained in the office during the financial year 2018-2019.

Findings are furnished below.

1.CASH BOOK

On verification of cash book it is noted that the financial transaction of the centre is with SBI,Kalpetta Branch, A/C No 57068211398. The reconciled balance in Cash book and Bank statement is Rs 56897 on 28.03.2019. Thereafter, reconciliation has not been done yet. As per the KTC Vol-I,Rule 92, the Government servant concerned should reconcile his accounts periodically at least once in a month with the accounts kept by the treasury/bank and prepare a reconciliation statement at the end of each month .

2.E-GRANTS REGISTER

E-grant transaction is going through current account at SBI Kainatty Branch with A/C 30854394385. It is noted that E-grants transactions are smoothly maintained and closing balance is always kept as zero balance.

3.ADMISSION REGISTER

Admission register is well maintained. On verification of this register, it is found that the sanctioned strength of the centre is 30. But it is seen that admission rate is comparatively lesser during the last four years. In 2016 admission 23 candidates were admitted, in 2017 it was reduced to 13 candidates, in 2018 it is 16 candidates and in 2019 admission it further reduced to 11 candidates .

4.PTA REGISTER

The centre is maintaining a PTA Register. On verification it is noted that the transactions of PTA fund is operated through Wayanad District Co- operative Bank, Muttill Branch with A/C No;130131201020031. As per the Pass Book the balance in the PTA Fund is Rs.72987.

5.ANSWERSCRIPT REGISTER

On verification of the answerscript register, it is found that stock entry of the scripts are not kept in code wise, even though the total number of stock of answer scripts are correct. Hence urgent steps are to be taken to keep the scripts in code wise.

6.CAUTION DEPOSIT REGISTER

On verification of the caution deposit register, some anomalies have been found out. 2015 admission onwards, details of the caution deposit collected has not been entered in the register. Therefore, steps are to be taken to update the register.

7.FEE FUND REGISTER.

Verified the entries in the fee fund register with the chalan receipt and found no anomalies .

8.PA REGISTER

Verified the PA Register and compared it with receipts and vouchers and no anomaly has been found.

9.CHEQUE REGISTER

Cheque register maintained for recording the details of issuance of cheque .On verification, it is seen that two cheques with No.378949 and 378966 have been cancelled.

10.ACESSION REGISTER

On verification of accession register of library it is found that there are 869 books in the centre and 12 books have been found lost.

11.STOCK REGISTER

The centre has maintained a stock register to record the stores,furnitures and electronic equipments.

12.INCUMBENT REGISTER.

Incumbent register is not seen maintained at the the centre.Hence it is directed to keep an incumbent register and update it with current details.

13.REGISTER OF AUDIT OBJECTION

As per Art 63 (b) Vol.I KFC an audit register must be kept in the office to record audit report, objection, reply, objection dropped etc. The centre is not keeping such a register. Hence, it is advised to keep an audit register in the centre.

14.GENERAL MATTERS

The centre is running on the second floor of a business building in Muttill town. There is no campus atmosphere, perhaps this may be one of the reason for the shortfall in the admission of candidates. Lack of sufficient number of faculty members is another crisis. Library and lab facilities are also limited. If remedial steps are taken, the running of the Centre will become viable.

Reply to the points noted in sl.no.1, 5, 6, 10,12,13 and 14 may be forwarded to Finance branch within four weeks, so that Internal Audit Wing can proceed further in this regard.

FINANCE OFFICER



