

CATEGORIES OF DOCUMENTS HELD OR UNDER CONTROL

LIST OF DOCUMENTS HELD OR UNDER CONTROL :

1. Audit register for head wise expenditure
2. CPF ledgers and cashbook maintained separately
3. OB (Objection Book)
4. Bank book for cheque payments and receipts
5. Valuable registers
6. Cheque book register
7. Financial statements (Receipts & Payments, Income & expenditure and Balance Sheet)
8. Inward & Outward file movement register
9. Cheque issue register
10. Investment register
11. Pay audit registers
12. DD & FDD register
13. TDS register
14. Travel register
15. Telephone bill register
16. Cheque forwarding book
17. Works audit register