

**(गोपनीय/ Confidential)**  
**आंतरिक लेखा परीक्षा रिपोर्ट**

**INTERNAL AUDIT REPORT ON EXPENDITURE AUDIT**   
**(CAPITAL AND REVENUE)**

|  |  |
| --- | --- |
| **लेखा परीक्षा की तिथि / Date of Audit** | 04-FEB-23 |
| **लेखा अवधि/Period of Audit** | - |
| **कार्यालय/ Office** | NSSC |
| **क्षेत्र/ Region** | MMCR |
| **अंचल/ Zone** | MUMBAI |
| **आंचलिक आंतरिक लेखा परीक्षा प्रभाग/**   **Zonal Internal Audit Division** | NSSC |
| **आंतरिक लेखा परीक्षक का नाम/**  **Name of the Internal Auditor** | Auditor\_ MUMBAI |

|  |  |
| --- | --- |
| **Report on Expenditure Audit (Capital and Revenue) of NSSC** | |
| Name of Auditee Unit | NSSC |
| Address |  |
| Telephone No |  |
| E-mails Address |  |
| NSSC Operational since |  |
| SOL ID |  |
| Name and Designation of Head |  |
| 1. CPC-Retail Assets |  |
| 1. Retail Liability Back Office |  |
| 1. Trade Finance Back Office |  |
| 1. Call Centre |  |
| 1. CPPC |  |
| 1. Samanvay Cell |  |
| 1. V-CIP |  |
| Head of Administrative Unit-NSSC |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of Audit:** | | | |
|  | **For Previous to Previous Audit** | **For Previous Audit** | **For Present Audit** |
| Date of commencement of Audit |  |  |  |
| Date of completion of Audit |  |  |  |
| Name of Auditor | Auditor\_ MUMBAI | Auditor\_ MUMBAI | Auditor\_ MUMBAI |
| Assisted by | AM Ashta1 | - | - |
| Review Period |  |  | - |
| No. of Mandays taken |  |  |  |
| RC submitted on |  |  | RC |

**ORGANIZATION STRUCTURE:** Total Staff strength **including** executives

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Staff strength As on** | | |
|  | **For Previous to Previous Audit** | **For Previous Audit** | **For Present Audit** |

• STAFF POSITION As on DATE

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Floor** | **Department** | **Bank Staff** | | | | | | | | | |
| **GM** | **DGM** | **AGM** | **Scale-IV** | **Scale-III** | **Scale-II** | **Scale-I** | **BA** | **Support Staff** | **Total(A)** |
| **Total** | | | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** | **0** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Out Source Staff** | | | | | | | **Total (A+B)** |
| **BGSSL** | **TEAM LEASE** | **Other Out Source**  **FSL (contact Centre)** | **HK** | **Security** | **Technical / Dimension Data** | **Total (B)** |

**Observations:**

**BRIEF ABOUT NSSC:**

**Establishment details**

**Purpose of establishment of NSSC**

**Units for which NSSC is functioning-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Unit** | **Located at** | **Activities** |

**Details of activities done by NSSC -**

**OUTSOURCED AGENCY 2022-2023**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sr. No** | **Name of Agency** | **Activities** | **Agreement date** | **Contract Period** | **2020-2021** | **2021-2022** | **2022-2023** |

**Observations:**

**(2) CAPITAL EXPENDITURE BUDGET (In Actual Rupees)**

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **BUDGETED** | **ACTUAL BUDGETED ITEMS** | **Actual NON BUDGETED ITEMS** |

**BREAK UP OF CAPITAL EXPENDITURE (In Actual Rupees ) (New purchase during the year)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEMS** | **2020-2021** | **2021-2022** | **2022-2023** | |
| **ACTUAL** | **ACTUAL** | **Budgeted** | **ACTUAL** |

**Observation:**

**(3) REVENUE EXPENDITURE**

**1. FIX EXPENSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PARTICULAR** | **2020-2021** | **2021-2022** | **2022-2023** | |
| **ACTUAL** | **ACTUAL** | **Budgeted** | **ACTUAL** |

**Observation:**

**2. CONTROLLABLE EXPENSES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PARTICULAR** | **2020-2021** | **2021-2022** | **2022-2023** | |
| **ACTUAL** | **ACTUAL** | **Budgeted** | **ACTUAL** |

**Observation:**

**(5) BREAKUP OF SUNDRY CHARGES ACCOUNT: (Rs. IN LACS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **PARTICULARS/ ITEMS** | **2020-2021** | **2021-2022** | **2022-2023** |

**(6) G/L SUSPENSE ACCOUNT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Particulars** | **DATE** | **PARTICULARS** | **AMOUNT (Amount in Actual Rs.)** | **Remarks** |

**(7) Status of Sensitive accounts**

|  |  |  |
| --- | --- | --- |
| **Particulars** | **Outstanding amount** | **Reconciliation done upto** |

**(13) INCOME EXPENDITURE – COMPARATIVE FIGURES (Amount in Actual Rs.)**

|  |  |  |  |
| --- | --- | --- | --- |
| **PARTICULARS/ ITEMS** | **2020-2021** | **2021-2022** | **2022-2023** |
| **CAPITAL EXPENDITURE** | | | |
| **TOTAL** |  |  |  |
|  | | | |
| **REVENUE EXPENDITURE** | | | |
| **TOTAL REVENUE EXPENSES** |  |  |  |
| **TOTAL** |  |  |  |

**(14) PSS CLEARANCE OF FOLLOWING/MEDICAL/LFC BILLS SUBMITTED TO HRCPC**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **DATE** | **AMOUNT (Rs)** | **TYPE OF BILL** |

**(15) COMMENDABLE FEATURES:**

**(16) ADVERSE FEATURES:**

**(17) OTHER MATTERS:**

**H R Matters**

**Comments on Outsourcing**

|  |  |
| --- | --- |
| **Outsourced Agency** | **Observations** |

**Place: Gift City, Gandhinagar**

|  |  |
| --- | --- |
| **Date:** | (Prabhakar Kumar) |

Chief Manager (IA)   
 ZIAD Ahmedabad   
 Discussed with

**(LAKSHMI KANT)**

**DY. GENERAL MANAGER and**

**Administrative Head- NSSC,**

**Gift City,**  
**Gandhinagarp**