



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry,

तिरुवारूर/Thiruvavur - 610 101

CUTN/2018-19/F&A/C&AG /212

04/03/2019

CIRCULAR

The C&AG Transaction Audit of the University for the period upto January 2019 will be taken by the Audit Party from 12/03/2019 to 19/03/2019.

All Departments/Sections are hereby requested to keep the records (Stock Register of Equipments/Consumables/Furniture, Log Book, Imprest Cash Book, Fee Register, etc.,) ready to be submitted to the Audit team.

The Principal Investigators of the Projects are also hereby informed to keep ready the documents and registers pertaining to their projects.

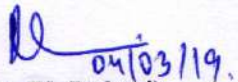
Copy of Audit para related to Non - Maintenance of Log Book for major equipments is enclosed alongwith Log Book format prescribed by C&AG. All the departments are requested to maintain the Log Book in the C& AG prescribed format.

All are requested to co-operate to comply the statutory requirements.

Encl: As above.

Copy to:

- 1) All Deans & Heads
- 2) Joint Registrar(Acad. & Estt.)
- 3) Deputy Librarian
- 4) Executive Engineer
- 5) Assistant Registrar(Purchase)
- 6) Assistant Registrar(Exam.)
- 7) Chief Wardens (Boys & Girls Hostel)
- 8) Medical Officer
- 9) System Analyst
- 10) PS to VC
- 11) PA to Registrar
- 12) PS to COE


04/03/19.
(CMA. V. Palani)
Finance Officer
Finance Officer,
Central University of Tamil Nadu,
Thiruvavur - 610 101.

Audit Slip No. 36

Audit Immediate
O/o Pr. Director of Audit (Central), Chennai
6.12.2017

Non - Maintenance of Log Book as per the prescribed format

An equipment Log book, which contains the history of the equipment throughout its lifetime, should be maintained for all major equipment in the laboratories with the details as specified in *Annexure*. The details required consist of in house maintenance schedule, AMC maintenance schedule, problems encountered, details of rectification, parts repaired and replaced etc.

However on a scrutiny of the records produced to audit during the physical inspection, it was noticed that the Register maintained by various laboratories of the institute was basically in the nature of a Usage¹ Register of the equipment rather than a log book containing the events about the equipment.

Thus due to non maintenance of log book in the proper form, audit could not ensure

- i. Whether any in-house maintenance has been carried out and its schedule.
- ii. Whether the Company Maintenance has been carried out as per Annual Maintenance contract schedule.
- iii. Whether any problem was encountered by the equipment and the action taken therein and
- iv. Details regarding equipment parts repaired or replaced and
- v. The date from which the equipment is not working

C. N. Ramanathan
Senior Audit Officer/AB-1

To:
The Registrar,
CUTN,
Tiruvarur

Copy to:

① All Heads / Co-ordinators / Dk of
Departments

② All Officers

¹ the date, name of the user, time of start and end, working condition of the equipment and signature of the user

Annexure to Para 14 of Part IIB

Name & Model of Equipment Emergency Telephone No

Date of Installation Warranty Period

In house maintenance schedule	Maintenance done on	Company Maintenance schedule as per AMC	Company maintenance done with date & time	Problems encountered with date & time	Rectification details with date & time	Parts repaired, replaced with date & time	Remarks, signature

V. T. Pughya Kumar
Assistant Audit Officer 05/01/18