SI 8.10C: Items to be checked during 1st Month Audit

1. Sanction Order issued to PIA and MoU executed
2. Ledgers maintained by the PIA
3. Vouchers maintained by the PIA
4. Statement of Project dedicated bank account
5. Invoice, bills, legal papers, certificates and other supporting documents
6. Payment of entitlements to candidates.
7. Expenditure on boarding and lodging facilities provided to candidates in case of residential facilities
8. Expenditure under budgetary heads prescribed in DDU-GKY guidelines
9. Cash and bank book
10. Copy of account payee cheques/DD, for payments made through cheques /DD
11. Bank reconciliation statement
12. Appointment letter and Contract of employment of trainers/master trainers and salary slips
13. Appointment letter and Contract of employment of Q team members and salary slips
14. Any other documents as required