



Name of the Auditors		
Designation		
Address		

Sl. No.	Name of the File	Availability	Rating ( 5 – Very Good and 1 - Very Poor)					Remarks
			5	4	3	2	1	
	Brief history of the Administrative section	Yes/No						
	Objectives of the Administrative section	Yes/No						
	Quality Policies	Yes/No						
1.	Section Functionalities	Yes/No						
2.	Organization Chart	Yes/No						
3.	Stock file – Policy/GO/JGC Guidelines/Statutory guidelines/ work Instructions / Other Regulations related to work	Yes/No						
4.	Inward/Outward Communication Register (Distribution Register / Personal Register)	Yes/No						
5.	Circular Folders & Action Taken	Yes/No						
6.	Pending Correspondence – monitoring mechanism	Yes/No						
7.	Deadline for various activities	Yes/No						
8.	Action plans for the year	Yes/No						
9.	Visitor's Book – (it applicable)	Yes/No						
10.	Duties, Responsibilities of each staff member	Yes/No						
11.	Procedures to carryout work	Yes/No						
12.	Current & Disposed Files / DOC maintained – related to the procedures (with file opening / close dates)	Yes/No						

13.	File indexing	Yes/No							
14.	Display of user related procedures / Guidelines	Yes/No							
15.	Suggestions / Feedback Registers	Yes/No							
16.	Attendance / Biometric report & Late Register	Yes/No							
17.	Name list of employees and their profile (as per attached proforma)	Yes/No							
18.	Compliance / Progress monitoring mechanisms	Yes/No							
19.	Inventory	Yes/No							
20.	Assessment / Appraisal procedure	Yes/No							
21.	RTI / CM cell / Collector petition related matters	Yes/No							
22.	Website updating related to section	Yes/No							
23.	Training register – On Job Training	Yes/No							
24.	Classification of Documents / files One year / 3 years / 10 years / Permanent	Yes/No							
25.	File Destruction	Yes/No							
26.	Tapal / Files – Handed over / Take over	Yes/No							
27.	Action taken on pervious administrative audit report	Yes/No							
28.	Staff Movement Register	Yes/No							
Total Score									

**Note:** The auditor can provide his constructive suggestions for the quality enhancement in an elaborate manner as appendix, mentioning the serial numbers. Further they can write their detailed remarks in a separate sheet.

Auditor - 1

Auditor - 2

Signature :

Signature :

Name : .....

Name : .....

Designation : .....

Designation : .....

Date : .....

Date : .....