

03. Maintenance of Important Books and Registers (Manual Books or/and Computer Based) (If duly updated put "A", If partly updated put "B", If not Updated put "C")

Name of the Entity	Fixed Assets Register	Register of Personal emoluments (Pay Ledger)	Deposit Register	CC 10 Register	Debtors/Creditors Register (Advance B Account)	General Audit Query Register	Internal Audit Report Register	Leave Register	Public Officers Security	Register of Losses	Register of Cheques and Money orders received	Register of Consumable Stores	Inventory Book (Gen 44)

04. Number of General Audit Queries up to the end of each quarter

Name of the Entity	Received		Total	Replied	Balance	Age Analysis			
	Not answered B/B/F	Current Quarter				Less Than One Month	1 to 3 Months	3 to 12 Months	Over 12 Months

05. Number of Internal Audit Reports up to the end of each quarter

Name of the Entity	Issued		Total	Replied	Balance	Age Analysis			
	Replies not Received B/B/F	Current Quarter				Less Than One Month	1 to 3 Months	3 to 12 Months	Over 12 Months

06. Details of Internal Audit Reports issued within the quarter

Name of the Entity / /Mid Office / Sub office	Date of Issue	Subject (in Brief)	Internal Audit Plan Ref.

07. Details of General Audit Queries Received within the quarter

Name of the Entity	Date of Issue	Subject (in Brief)

08. Progress of implementing Internal Audit Activities in entities belongs to the institutions at the end of each quarter. (Details should be summoned from Internal Auditors of relevant audit entities)

Name of the Entity	Progress of Execution (%)	Comments of Ministry Chief Internal Auditor

09. Details of AMC / Project Internal Audit Review Committee Meeting held at the institutions / Projects which are under the purview of the Ministry / Department / District Secretariats

Name of the Institution / Project Name	Date of held			
	Q 1	Q 2	Q 3	Q 4

10. Details of audit paras of preceding years reported but not discussed at the Committee on Public Accounts/ Committee on Public Enterprises

Name of the Entity	Year and Date	Number of paras

11. Progress of implementing previous COPA/COPE directives.

Name of the Entity	Year	Total Number of Directives	Number of corrective actions implemented	Number of Directives, actions not taken yet

12. Other Duties Performed by Chief Internal Auditor / Internal Auditor.

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 Signature CIA / IA

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 Date