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முகாமைத்துவக் கணக்காய்வுத் திணைக்களம்
DEPARTMENT OF MANAGEMENT AUDIT

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நிதி அமைச்சு

MINISTRY OF FINANCE

මහලේකම් කාර්යාලය, කොළඹ 01

செயலகம், கொழும்பு 01

The Secretariat, Colombo 01

මගේ අංකය
எனது இல
My No

} DMA/SYS.AUD/Check List/01

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date } 2019.09.18

Chief Internal Auditors /
Internal Auditors

Personal files checklist

The Internal Auditors are advised to inspect personal files to assure whether they are properly maintained and duly updated. Observations has been made that incompleteness of personal files leads to various irregularities and there may be some delays to get the retirement benefits.

Therefore, you are advised to pay your attention to examine personal files during audit and it can be examined all the files within few years. You may include this activity in your Audit Plan.

A format of checklist which can be used as a guide to examine the personal files is attached here with as Annex – I.

Audit evidence should be collected by using attached checklist when checking up personal files and shortcomings found through the audit should be reported in audit report. The working papers as per Annex – I should be attached to the current audit file.

You are allowed to examine any special matters found not mentioned in our checklist and inform us to update the checklist.

S.A.Chandrika Kulathilaka,
Director General

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Director General

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வெப் சைட் www.treasury.gov.lk
website

Personal File audit checklist

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Name of the organization:

Date of Checked:

Name of the Auditor:

Serial Number	Name of the Document	File Number									
		1	2	3	4	5	6	7	8	9	10
1	Letter of appointment										
2	Letter of Assuming Duties										
3	If Probation Period Extended – Relevant Documents										
4	Medical Report										
5	Copy of NIC or Driving License										
6	Copies of Educational Qualifications										
7	Copies of Professional Qualifications										
8	Letter of Confirmation of Service										
9	Affidavit/Pledges										
10	Letters relating to the casual services if any										
11	Copy of W&OP membership card or number										
12	Public Service Provident Fund Contribution Letter										
13	Service Promotion Letters										
14	Salary Increments Approved Letters										
15	Letters Relating to Transfers										
16	Efficiency Bar Completion Certificates or Exemption Letters										
17	Masters or any other requirement according to the service minute										
18	Certificates of promotion exams (if any)										
19	Promotion confirmation letters										
20	Second language completion certificates or exemption letters										
21	Link Language completion certificates or exemption letters										
22	Birth Certificate of the Employee										
23	Marriage Certificate original										
24	Spouse birth certificate original										
25	Certified copy of Spouse National ID										
26	In case of difference in name of spouse, affidavit										
27	Employment details of the spouse										
28	Children's Birth Certificates original										
29	If Spouse or children dead, death certificates original										
30	If divorced, copy of judgment										
31	If married again new marriage certificate original										
32	Certificates of Local & Foreign Training										
33	Particulars of No pay or Half Pay Leave										
34	Particulars of Maternity Leave										
35	Particulars of Accident Leave										
36	Particulars of Foreign Leave										
37	Leave obtained in successive years										
38	Study Leave details if any										
39	Annual Leave Records (To pay for residual leave at the retirement)										

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