

AUDIT CHECK SHEET

1. **Name and address of the dealer with TIN:**
2. **(a)Date of issue of notice in** (i) Form VAT-301:
(ii) Form E-25:
(iii)Under CST Act
(b)Date of service of notice on the dealer:
(c) Date of commencement of Audit:
(d) Date of completion of Audit:

3. **Period of Audit**

From	To

4. **Status of business**

Proprietorship	Partnership	HUF	Public Ltd. Company	Private Ltd. Company	Cooperative Society	Any other (specify)

5. **Name & Designation of the Authorized person / person (s) present at the time of audit:**

6. **Nature of business:**

Trading	Manufacturing	Leasing	Mining	Works contract	Hotel/Restaurant	Any other (Specify)

7. **Place of business**

Principal place of business as per Registration Certificate	Additional place of business / godown as per Registration Certificate(Inside Odisha)	Additional place of business / godown as per Registration Certificate(outside Odisha)	Any place / godown detected which the dealer has not declared but using it as place of business / godown

8. **Findings / observations on books of accounts (including accounts maintained electronically):**

A.

Accounts maintained	Total No. of invoice, challan, bill etc. received / issued, but not entered	Value of such invoice / challan bill etc. not entered	Observation if any for such non-entry Detail in AVR
(1)	(2)	(3)	(4)
Purchase Accounts			
Receipt Accounts			
Sale Accounts			
Despatch Accounts			
Challan Accounts			
Stock Accounts			
Any other Accounts (specify)			

B. Cash book and cash verification (if maintained)

Maintained up to which date	Closing balance on the date last maintained	Details of Closing balance		Cash found on verification	Discrepancy noticed, if any
		Cash in hand	Cash in bank		

D. Bank accounts (After updation by the dealer)

Sl. No.	Name of the bank	Account No.	Updated up to which date	Closing Balance up to the date maintained	Discrepancy noticed, if any w.r.t. the bank balance as per cash book**
1.					
2.					

9. Physical stock verification (not mandatory)

Sl. No.	Description of goods	Physical stock found		Stock position as per the stock register maintained ***	Discrepancy noticed, if any	Views of audit Detail in AVR
		As per actual counting / measurement*	As per best estimate**			
i.						
ii.						
iii.						
iv.						

Detailed stock verification is not possible, the audit team to examine the correctness of the stock of some selected items by applying their prudence, if possible. If stock measurement /weighing is taken up that may be according to law of weights and measures, otherwise shall not be made, as in case of multiple place of business

10. A. Details of purchases during the period under audit (Within the State)

Tax group wise	As per return (pre audit dealer profile)		As per audit (actual verification)			
	Value excluding tax	Input tax	Value as per Audit (based on actual verification)	Input tax as per Audit	Difference in value excluding tax (2)-(4)	Difference in Input tax (3)-(5)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1% tax rate						
2% tax rate						
5% tax rate (non MRP goods)						
5% tax rate (MRP goods)						
10% tax rate						
13.5% tax rate(non MRP goods)						
13.5% tax rate(MRP goods)						
18% tax rate						
20% tax rate						
23% tax rate						
25% tax rate						

35% tax rate						
50% tax rate (MRP goods)						
50% tax rate(Non MRP goods)						
Capital goods						
Goods for sale by transfer of right to use						
Exempt goods						
Local purchase of goods from unregistered sources						
Total						

B. Outside the State-

Tax group wise	Interstate Purchase			Stock transfer value			Purchase in course of Import		
	Value as per Return	Value as per Audit	Difference (3)-(2)	Value as per Return	Value as per Audit	Difference (6)-(5)	Value as per Return	Value as per Audit	Difference (9)-(8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Tax exempted									
1% taxable									
2% taxable									
4% taxable									
5% taxable									
10% taxable									
13.5% taxable									

18% taxable									
20% taxable									
23% tax rate									
25% taxable									
35% taxable									
50% taxable									
Capital goods									
Total									

11. Details of sale / transfer during the period under audit (Within the State)-

	Value excluding tax(As per return)	Value as per Audit (based on actual verification)	Difference (3)-(2)	Output Tax(As per return)	Output as per Audit (based on actual verification)	Difference (6)-(5)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Tax exempted						
1% tax rate						
2% tax rate						
5% tax rate excluding MRP goods						
10% tax rate goods						
13.5% tax rate excluding MRP goods						
23% tax rate						
25% tax rate goods						
50% tax rate excluding MRP goods						
tax @ 5% collected on						

MRP						
tax @ 50% collected on MRP						
Schedule C goods (18%)						
Schedule C goods (20%)						
Schedule C goods (25%)						
Schedule C goods (35%)						
Capital goods						
Sale by transfer of right to use						
Value of goods subject to tax u/s 12*						
Total						

Purchase sale ratio:

- I) Total Sales/Total Purchase if<1
- II) Sales @ 13.5%/Purchase @ 13.5% if<1
- III) Sales @ 5%/Purchase @ 5% if<1
- IV) Intrastate Purchase/ Interstate Sales if> 1
- V) Branch transfer to total outside sale if >1/2
- VI) Output Tax/Input Tax if<1
- VII) Decrease in tax payment if more than Rs.50,000+ between any two tax periods
- VIII) Total tax free sale to tax free purchase if>1
- IX) Total tax free sale to total sale if >1/2
- IX) Nil-Filers for last 1 year with purchase from/sold to registered dealers for Rs. 2.00 lakh+

(Note for Report:

The output of this para will form a part of summary report of all audit check lists to be viewed at HO)

12. Input Tax Credit

A.

*Opening balance (as at sl. No.5 of the return of the first tax period taken up for audit) (Here check the c/f balance of the preceding tax period)		Accrual of ITC during all the tax periods taken up for audit (excluding capital goods and goods for sale by transfer of right to use)		Increase of ITC		Decrease &Reversal of ITC		Adjustment of ITC (VAT+CST)		Closing balance (as at sl. No.55 of the return of the last tax period taken up for audit) (Here check the c/f balance of the succeeding tax period)	
As per return	As per audit	As per return	As per audit	As per return	As per audit	As per return	As per audi t	As per return	As per audit	As per return	As per audi t

B. Increase of ITC

Cases of increase	As per return	As per audit(on actual verification)	Difference in value(3)-(2) (other detail remarks be given in the summery of audit visit report)
(1)	(2)	(3)	(4)
A. Input tax on purchase of capital goods (Sl. No.26 of VAT 201 of all the tax periods under audit).			
B. Input tax on goods for sale by transfer of right (Sl. No.27 of VAT 201 of all the tax periods under audit)			
C. Input tax on stock held on the date of registration (Sl. No.28 of VAT 201 with VAT 608A			
D. Increase of ITC due to receipt of debit note in all tax periods Sl. No. 25 of VAT 201 of all the tax periods under audit.			
E. Total increase of ITC			

C. Decrease of ITC

Cases Decrease	As per return	As per audit (on actual verification)	Difference in value(3)-(2) (other detail remarks be given in the summery of audit visit report)
(1)	(1)	(2)	(3)

<p>A. Non-Creditable amount of input tax in respect of despatch of goods otherwise than by way of sales. Sl. No. 21(i) of VAT 201 of all the tax periods under audit</p>			
<p>B. Reduction of ITC in excess of CST payable, as per clause (d) to the proviso in sub-section (3) of Section 20.Sl. No.20(ii) of VAT 201 of all the tax periods under audit.</p>			
<p>C. Reduction of ITC for sale value less than corresponding purchase value as per sub-section (8-a) of Section 20. Sl. No. 20(iii) of VAT 201 of all the tax periods under audit</p>			
<p>D. ITC to be reversed for other reasons. Sl. No. 20(iv) of VAT 201 of all the tax periods under audit</p>			
<p>E. VAT paid on goods for use in mining, generation of electricity including captive power plant. Sl. No. 20(v) of VAT 201 of all the tax periods under audit</p>			
<p>F. VAT paid on goods which are not input. Sl. No. 20(vi) of VAT 201 of all the tax periods under audit</p>			
<p>G. Decrease of ITC due to receipt of credit note. Sl. No. 24 of VAT 201 of all the tax periods under audit</p>			
<p>H. Non-creditable amount tax for other reasons (only amount is to be shown here, detail reasons to be</p>			

discussed in summary of Audit Visit Report)			
Total decrease of ITC			

B. ITC LEDGER

year	Total ITC accrued As per return Sl. No.20	verified in (ITC Ledger)		Claimed against cancelled dealers	Claimed against Non filers	Claimed against Nil filers	Claimed against fake TIN
		Matched	Un matched				
(1)	(2)	(3)	(4) = (5)+(6)+(7)+(8)	(5)	(6)	(7)	(8)

Risk analysis

I) ITC claimed against purchase from cancelled dealers, non-filers, nil-filers, suspended dealers and dealers having invalid TIN if of Rs. 50,000 +

II) ITC accrual increased day by day if it is more than of Rs. 50,000 +

III) ITC accrual of increased Rs. 2000+ in revised return

13. Total Net tax payable (Total output tax – Total input tax adjusted against VAT payable)

Year	As per return	As per audit (On actual Verification)	Difference if any (3)-(2)
(1)	(2)	(3)	(4)

Risk analysis

I) Discrepancy is more than Rs.5000+

II) Paid less more than once

14. Total tax paid

Mode of payment	As per return(As per audit (On actual Verification)	Difference if any(3)-(2)
(1)	(1)	(2)	(3)
A. Self deposit*			

B. TDS**			
C. Payment at the check gate***			
Total			
Balance tax payable	Sl.No.13 – Total of Sl. No.14		

* Detail verification of payment made by a dealer with reference to PCR No. and date or e-payment data

** TDS certificate in respect of TDS

*** Detail verification of Money receipt No. and Date and name of check gate in respect of check gate payment

15. Observation on manufacturing (It is mostly subjective and audit will determine the points of audit depending on the case)(name of goods, quantity & value)

	As per books of accounts	As per observation of audit
a. Description of finished goods manufactured by the dealer		
b. By products, if any		
c. Raw materials used for manufacturing of the finished goods		
d. Rate of tax applicable on finished product		
e. Rate of tax admissible for by products		

16. Audit of statutory forms –

a. Waybill –

year	Total outside state purchase value	Total out to in value as per way bill	Difference if any (3)-(2)	Total outside state sale value	Total in to out value as per way bill	Difference if any (6)-(5)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Risk analysis:

l) Nil-filer for last one year with waybill transaction of Rs 2.00 Lakh+

b. 'C' Forms issued-

year	Purchase in the course of inter-state trade			Total no. of C-Forms issued	Total value of C-Forms issued	Difference if any between interstate purchase and C Form utilisation(6)-(4)
	As per return	On actual verification	Difference (3)-(2)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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c. 'F' Forms issued-

year	Receipt of goods otherwise than by way of sale - by way of Branch transfer / Consignment agent			Total no. of F-Forms issued	Total value of F-Forms issued	Difference if any between interstate purchase and C Form utilisation(6)-(4)
	As per return	On actual verification	Difference (3)-(2)			
(1)	(2)	(3)	(4)	(5)	(6)	(7)

d. Any other Form like Form-I, E1 / E2 etc. prescribed under the CST Act-

Year	No. of forms issued from the office	Value of forms issued from the office	Forms utilized during the period under audit	Value of goods involved	Discrepancy if any

17. Refund claimed

Year	U/r	Refund amount claimed	Refund amount admissible	Amount of refund found inadmissible
	u/r 65			
	u/r 66			

18. Audit report u/s 65

Year	Due date of submission of audit report	Actual date of submission	Period of delay in submission

(19) Whether the dealer is audited or assessed earlier. If yes the period for which audit has been conducted /assessed or any assessment u/S 43 of OVAT Act/ u/S 10 of OET Act.

(20) Any other remarkable information.

Signature of the of Audit Team

Full Name and designation

- 1.
- 2.
- 3.
- 4.