

ਪ੍ਰੋ. (ਡਾ.) ਆਸ਼ਿਸ਼ ਬਾਲਦੀ
ਡਾਇਰੈਕਟਰ ਆਈ.ਕਿਊ.ਏ.ਸੀ.



ਮਹਾਰਾਜਾ ਰਣਜੀਤ ਸਿੰਘ ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ
(ਯੂ.ਜੀ.ਸੀ. ਵੱਲੋਂ ਮਾਨਤਾ ਪ੍ਰਾਪਤ)

Prof. (Dr.) Ashish Baldi
Director, IQAC
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Maharaja Ranjit Singh Punjab Technical University
(Act 5 (2015) of Punjab & 2(f) & 12B of UGC)
Dabwali Road, Bathinda (Punjab) 151001
Phone No. 823848-9684

Dir/IQAC/MRSPTU/2021/.....

Date:

Internal Administrative Audit – Consultancy Department

Date of Audit:

Period:

- | | |
|--|--------|
| 1. Official (s) are aware with office protocol and practices | Yes/No |
| 2. Files maintained – properly | Yes/No |
| 3. Letter dispatch/received record available & properly maintained | Yes/No |
| 4. Staff is well averse with the roles and responsibilities | Yes/No |
| 5. List of consultancy projects request receipt record | Yes/No |
| 6. Revenue generation record available | Yes/No |
| 7. Reports/Test analysis record available | Yes/No |
| 8. Advance bill record available | Yes/No |
| 9. Bill/Payment record available | Yes/No |
| 10. List of files available | Yes/No |
| 11. Record related to accounts department maintained properly | Yes/No |
| 12. Inventory record available | Yes/No |
| 13. Grievance register available | Yes/No |
| 14. Staff attendance & leave record available | Yes/No |
| 15. Information updated on website | Yes/No |
| 16. Staff available | Yes/No |

Name	Designation

17. Any other information (to be added by Department)

18. Observations/suggestions of Internal Audit Committee

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Internal Audit Committee

Date:

Chairperson

Member-1

Member-2