



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

Date:

Internal Administrative Audit – Purchase

Date of Audit:

Period:

- | | |
|--|--------|
| 01. Official (s) are aware with office protocol and practices | Yes/No |
| 02. Files maintained – properly | Yes/No |
| 03. Letter dispatch/received record available & properly maintained | Yes/No |
| 04. Staff is well averse with the roles and responsibilities | Yes/No |
| 05. Record related to accounts department maintained properly | Yes/No |
| 06. Dispatch Register | Yes/No |
| 07. Dairy Register | Yes/No |
| 08. Tender Register | Yes/No |
| 09. IGST/GST and Custom Duty Exemption Certificate & File | Yes/No |
| 10. EMD and Performance Security Record Register | Yes/No |
| 11. Leave Record Register (CL/RH/SPL) | Yes/No |
| 12. All Store & Purchase Files | Yes/No |
| 13. Inventory record available | Yes/No |
| 14. Grievance register available | Yes/No |
| 15. Staff attendance & leave record available | Yes/No |
| 16. Information updated on website | Yes/No |
| 17. Availability of purchase procedure/policy documents decentralization of financial power | Yes/No |
| 18. Manual of e-portal of accounts process | Yes/No |
| 19. Manual of online sanction and payment portal | Yes/No |
| 20. Availability of separate year wise budget details for faculty support & research support schemes | Yes/No |
| 21. Record of year wise expenditure on books/journals etc. | Yes/No |
| 22. Total Expenditure excluding salary year wise during the last five years (INR in Lakhs) | |

Year					
Expenditure					

23. Total Expenditure for infrastructure development year wise during the last five years (INR in Lakhs)

Year					
Expenditure					

24. Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Year					
INR in lakhs					

25. Average percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component during the last five years.

Year					
INR in lakhs					

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
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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

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26. Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years.

Year					
Number					

27. Funds/Grants received from government bodies during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs).

Year					
INR in Lakhs					

28. Funds/Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V) (INR in Lakhs).

Year					
INR in Lakhs					

29. Audit mechanism (Internal and External)

Yes/No

30. Staff available

Yes/No

Name	Designation

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

32. Observations/suggestions of Internal Audit Committee

Internal Audit Committee

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Chairperson

Member-1

Date:
Member-2