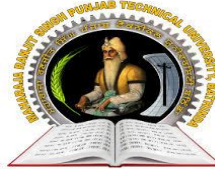


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Maharaja Ranjit Singh Punjab Technical
(Act 5 (2015) of Punjab & 2(f) & 12B of UGC)
Dabwali Road, Bathinda (Punjab) 151001
Phone No. 823848-9684

Date:

Internal Administrative Audit – Planning & Development

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. Inventory record available Yes/No
- 07. Grievance register available Yes/No
- 08. Staff attendance & leave record available Yes/No
- 09. Information updated on website Yes/No
- 10. Strategic plan (short term & long term) developed and available Yes/No
- 11. Strategic plan deployment status report available Yes/No
- 12. List and details of initiatives taken-available Yes/No
- 13. Staff available Yes/No

Name	Designation

□ 14. Any other information (to be added by Department)

□ _____

□ _____

□ _____

□ 15. Observations/suggestions of Internal Audit Committee

□ _____

□ _____

□ _____

□ _____

Internal Audit Committee

□
□
□

Chairperson

Member-1

Member-2

□
□

