University
O/o Director, IQAC

□
mail- dir.iqac@mrspt



Maharaja Ranjit Singh Punjab Technical

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

mail-dir.iqac@mi	rsptu.ac.in	Phone No. 823848-9684
	Internal Administrative Audit –Store &	Date:
Date of Audit:		
Period:		
01. Official (s)	are aware with office protocol and practices	Yes/No
P T	ained – properly	Yes/No
ਬ ਉ3. Letter dispa	atch/received record available & properly mainta	nined Yes/No
Ц	l averse with the roles and responsibilities	Yes/No
_	ated to accounts department maintained properly	Yes/No
96. Stock Regis		Yes/No
07. CRP Regist	ter	Yes/No
08. Indent Boo	ks	Yes/No
09. Jeevika File	e	Yes/No
10. Stationary	Issue File	Yes/No
11. Bill Registe	er	Yes/No
12. Inventory r	record available	Yes/No
13. GeM Portal Purchase Record available		Yes/No
14. Stock Verification done regularly and record available		Yes/No
15. Grievance register available		Yes/No
16. Staff attendance & leave record available		Yes/No
17. Information	n updated on website	Yes/No
18. Availability	of purchase procedure/policy documents decent	ralization of
☐ financial po	ower	Yes/No
19. Disposal re	cord of e-waste available	Yes/No
20. Staff availa	ble	Yes/No
	Name	Designation
21. Any other i	nformation (to be added by Department)	
ਹ <i>'</i> ਨ	, , , , , , , , , , , , , , , , , , , ,	
		_

Ж	N. C.
ਬੀ	
University	
University O/o Director, IQAC	Silver Si
mail- dir.iqac@mrsptu.ac.in	
:	
Ħ	

□□ਪਤ)



Maharaja Ranjit Singh Punjab Technical

O/o Director, IQAC mail- dir.iqac@mrsptu.ac.in		Act 5 (2015) of Punjab & 2(f) & 12B of UGC Dabwali Road, Bathinda (Punjab) 15100 Phone No. 823848-968
: ₹		Date:
•		
22. Observations/suggestions	of Internal Audit Committee	
된 		
B		
₹		
Internal Audit Committee		
Chairperson	Member-1	Member-2
(
D		
D		
ਨ □		