Maharaja Ranjit Singh Punjab Technical University
O/o Director, IQAC
Email- dir.iqac@mrsptu.ac.in

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

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 & related record 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. **Details of Revenue generated**

Sr. No	Details	2022-23	2023-24
1	Amount Generated in consultancy Projects (in lakhs)		
2	Number of consultancy projects carried out		

17. **Staff available** Yes/No

Name	Designation

18. **Any other information (to be added by Department)**

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19. Observations/suggestions of Internal Audit Committee

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Internal Audit Committee

Chairperson **Member-1** **Member-2**