**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 – Dispensary

**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. OPD entry register available** Yes/No
**07. Medicine purchase record available** Yes/No
**08. Issue record available** Yes/No
**09. Medical examination register available** Yes/No
**10. Purchase record available** Yes/No
**11. Ambulance available** Yes/No
**12. Details of facility available** 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. Staff available** Yes/No

| Name | Designation |
|---|---|
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**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**