



सत्यमेव जयते

OFFICE OF THE PRINCIPAL

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Estd. In 2013

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MEMO. No: 353/PRTGC/22-23/TENDER

DATE: 03/02/2023

- The vendors or the bidders are requested to include the following stages in the task of Green Audit.

Annexure-I

• Stages of the Audit

a. Pre Audit


- (i) Plan the audit
- (ii) Seminar on Green Audit
- (iii) Select the audit team
- (iv) Schedule the audit facility
- (v) Acquire the background information Visit the site On-site

b. Audit Process on Site

- (i) Understand the scope of audit
- (ii) Analyze the strengths and weaknesses of the internal controls
- (iii) Conduct the audit
- (iv) Evaluate the observations of audit program
- (v) Prepare a report of the observations side by side

c. Report Preparation

- (i) Produce a draft report of the data collected
- (ii) Produce a final report of the observations and the inference with accuracy
- (iii) Distribute the final report to the management
- (iv) Prepare an action plan to overcome the flaws Keep a watch on the action plan


(Swapan Sarkar)
Officer-in-Charge
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P.R. THAKUR GOVT. COLLEGE
Thakurnagar