

**OFFICE OF THE COLLECTOR AND DISTRICT MAGISTRATE, KEONJHAR.**

(Social Welfare Section)

Letter No. 1101 /DSWO

Date 13/03/2024

**EXPRESSION OF INTEREST FROM C&AG EMPANELLED CHARTERED ACCOUNTANT FIRMS**

Sealed quotations are invited from interested firms of Chartered Accountants who are empanelled with C&AG of India having valid certificate, GST return & Govt. Audit Experience. The Internal Audit for Creche Project of O/o the DSWO, Keonjhar for the 1<sup>st</sup> Year of the MoA as per details given below;

Name of the Programme	Creche Project, Keonjhar.			
Name of the Job	Internal Audit for the 1 <sup>st</sup> Year.			
	Name/Type of Accounts	Total No of Accounts	Period of Internal Audit & Year	Place of Audit
	Partner Agencies	7	1 <sup>st</sup> Year	7 Block
Place of Audit	Banspal, Hatadihi, Joda, Champua, Sadar, Jhumpura, Harichandanpur			
Submission of Audit Report	Within 15days after completion of Internal Audit			

Audit firms are requested to quote their audit fees (including out of pocket expenses, GST & service tax) for each partner agencies for 1 year (Annexure-I). The scope of audit work, ToR can be downloaded from the website "www.kendujhar.nic.in". The sealed quotations should reach to the O/o the DSWO, Keonjhar on or before 18<sup>th</sup> March 2024 by 10.00 A.M. The quotations will be opened on the same day at 4.00 PM in the presence of quotationers in the office chamber of DSWO, Keonjhar. The undersigned reserved the right/cancel any or all quotations without assigning any reasons thereof.

*[Signature]*  
13/03/24  
**District Social Welfare Officer,  
Keonjhar.**

Memo No 1102 , Date 13/03/2024

Copy to DI&PRO, NIC, Keonjhar for information and necessary action. He is requested to publish the advertisement in district portal for general information and wide publication.

*[Signature]*  
13/03/24  
**District Social Welfare Officer,  
Keonjhar.**

Memo No...1103..... Dt 13/03/2024

Copy Submitted to the ADM (General), Keonjhar for favour of kind information.

*[Signature]*  
13/03/24  
**District Social Welfare Officer,  
Keonjhar.**

Memo No...1104..... Dt 13/03/2024

Copy to the CEO-DMF, Keonjhar for favour of kind information & necessary action.

*[Signature]*  
13/03/24  
**District Social Welfare Officer,  
Keonjhar.**

Memo No...1105..... Dt 13/03/2024

Copy forwarded to the PA to Collector, Keonjhar for kind information of the Collector, Keonjhar.

*[Signature]*  
13/03/24  
**District Social Welfare Officer,  
Keonjhar.**

*Annexure-"I"*

<b>FINANCIAL PROPOSALS FOR INTERNAL AUDIT</b>		
<b>Professional Internal Audit Fees per Annum per Account</b>		
<b>Sl. No</b>	<b>Name/Type of Accounts</b>	<b>Fees per account/ unit (including out of pocket expenses, GST &amp; service tax etc.) (In Rs.)</b>
1	Partner Agencies for each Block for 1 <sup>st</sup> Year	

Authorized Signatory  
(with seal)



## Internal Audit Terms of Reference

### 1. Authority

1. Internal Audit has a right of access to all books of accounts, records, register, returns, vouchers, assets, personnel and premises and has authority to obtain such information and explanations as it considers necessary to execute its responsibilities.
2. Internal Audit may carry out special reviews or assignments at the direction of the DSWO.
3. The Internal Audit Unit takes its authority and terms of reference from the DSWO, Keonjhar

### 2. Scope

By and large the Internal Auditor has to verify all financial aspects. As the Internal audit intended to be only a financial audit, the Internal Auditor need not spend times on the managerial aspects and operational plans of the project.

The Scope of work entrusted to the Internal Auditor shall be pertaining to the aspects like economy, efficiency and effectiveness of the programme. This will include.

#### 1. Checking of daily cash, bank and journal transactions to ensure:

- Transactions are recorded on principles of commercial accounting and are booked to proper accounting heads.
  - Transactions are undertaken on the basis of proper authority
  - Transactions are duly supported by proper supporting documents.
  - Propriety of the transaction.
  - Adherence to guidelines of the concerned funding Agency and financial procedures formulated by the DPMU.
2. Checking the maintenance of book of accounts and records.
  3. Checking the bank reconciliation statements.
  4. Checking of investments, short term deposits etc.
  5. Checking of components wise, category-wise and account head-wise expenditures.
  6. Checking of various MIS reports generated along with statements and information submitted to various authorities.
  7. Checking of various cost data with physical achievements data to monitor project progress.
  8. Checking of various contracts awarded.
  9. Checking of various statutory compliance like Income Tax, etc.
  10. Checking of budget prepared from time to time
  11. Suggesting revision in forms and formats from time to time.
  12. Establish and monitor the financial achievement of the project
  13. Ensure the economical, effective and efficient use of resources.
  14. Ensure compliance with establish policies (including behavioural and ethical expectations), procedures, laws and regulations.

15. Safeguard the programmer's assets and interests from losses of all kinds, including those arising from fraud, irregularity or corruption
16. Ensure the integrity and reliability of information, accounts and data, including internal and external reporting and accountability processes.
17. Checking of Utilization certificate (OGFR-7A)

### **3. Independence**

1. Internal Audit should be sufficiently independent of the activities which it audits to enable auditors to perform their duties in a manner which facilitates impartial professional judgements and recommendations, and should have no executive responsibilities.
2. Accountability for the response to the advice and recommendations of internal audit lies with the unanimous decision of DSWO, Keonjhar, who either accept and implement the advice or formally reject it.

### **4. Reporting**

1. The Internal Auditors shall report directly to the DSWO, Keonjhar and audit report shall be submitted within the 15 days after completion of programme closure audit.
2. The extent of verification by the internal auditor shall be as follows;
  - i. Scrutiny Voucher (Debit/ Credit/ Journal) : 100%
  - ii. Scrutiny of staff advance ledgers : 100%
  - iii. Books of Accounts (i.e. Cash/ Bank Book, Cheque register, Bank Reconcile statement, UC, SoE, MPR, Meeting register, Honorarium register, quotation, Income Tax, Stock Register, Asset Register, General ledger, Tally accountings, Training register, visitor register, convergence expenditure & document details, case records etc. ) : 100%
  - iv. Scrutiny of other ledger and sub-ledger accounts : At least 50%

### **5. Staffing**

1. Internal Audit be appropriately staffed in terms of numbers, grades, qualification levels, and experience, Internal Auditors should be properly trained to fulfil their responsibilities and should maintain their professional competence through an appropriate ongoing development program.
2. The Internal Auditor will ensure that their staff should have the minimum level of skill, knowledge and experience required of an internal auditor. The Internal Auditor should be a qualified accounting professional and should have a wide experience on Govt. project, community and NGO audit works.

### **6. Manuals Related to Accounting and Financial Management**

- a. Creche Operational Guideline