



THE INSTITUTE OF Company Secretaries of India

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

BHAYANDER CHAPTER OF WIRC OF ICSI

Ref: Bhayander/March/01/2025

Date: 24/03/2025

To,

All Members,

- i) CS Members, Bhayander Chapter, The Institute of Company Secretaries of India (ICSI)
- ii) CA Members, Bhayander Branch, The Institute of Chartered Accountants of India (ICAI)
- iii) CMA Members, Bhayander Chapter, The Institute of Cost Accountants of India (ICAI - Cost),

**Sub: Notice inviting applications for appointment of Internal Auditor for FY 2025-26 for
Bhayander Chapter of WIRC of The Institute of Company Secretaries of India**

Respected,

Sir/Madam,

We the Bhayander Chapter of WIRC of The Institute of Company Secretaries of India having vacancy for appointment of Internal Auditor for financial year 2025-26 to carry out the internal audit work as per ICSI institute guidelines issued from time to time.

The requirements for appointment as internal auditor are as under:

- a) The firm of the internal auditors should be at least in existence for five years.
- b) Annual receipt as per the previous year's audited annual accounts should not be less than Rs. 10 Lacs.
- c) Auditors firm should be internal auditors for at least five entities in the previous three years.
- d) Practicing Company Secretaries/Chartered Accountants /Cost Accountants, with a condition that the individual or partner of the firm should not be an office – bearer of the Chapter.
- e) No disciplinary action against the Audit Firm.



Bhayander Chapter of ICSI : Shop No. 4,5 & 6 Ground Floor, Saroj Chandra Residency, Siddhivinayak Garden, Temba Road, Bhayander (W), Thane 401101
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Further the Scope of work as under:

- a) Proper accounting of all receipts and payments.
- b) Maintenance of Financial books of accounts.
- c) Proper maintenance of vouchers with supporting bills and approvals of competent authority.
- d) Compliance of internal procedures and reconciliation of bank accounts and inter-Unit transactions.
- e) Ensuring booking of transactions under specific heads, sub-heads and grouping thereof under major heads, leading to the finalization of annual accounts, are to be in uniformity with the accounting policies & guidelines as communicated by the Headquarters from time to time.
- f) Proper recording of sale of headquarters publications, regular remittance/ deposit of sale proceeds to the credit of Headquarters bank account and sending intimation thereof as well as the monthly sales-cum-stock statements to Headquarters.
- g) Reconciliation of stocks at least once in three months with the Institute's records.
- h) Physical verification of HQ publications & other stocks as per Chapter's books at least once, preferably at the close of the Financial Year.
- i) Proper maintenance of Fixed Assets and Accession Registers including physical verification as stated above, once in a year.
- j) Ensuring deposit of statutory dues by stipulated dates & submission of various periodical returns like GST to Govt. Departments and MIS reports, etc. to Headquarters.
- k) Ensuring all administrative and financial guidelines issued by Headquarters/Regional Councils (in the case of Chapters) from time to time.
- l) Ensuring Compliances of all statutory dues such as GST, TDS, PF, Professional Tax, etc, proper checking of payment of PF related documents of contractual staff engaged by third party.
- m) Action taken report on the observations related to the previous quarter.
- n) The Internal Auditor is accountable with respect to its scope of work.
- o) Any other task related to internal audit as to be given by the management committee from time to time.



Those interested to take the task of Internal Auditor for the Bhayander Chapter of WIRC of The Institute of Company Secretaries of India for the FY 2025-26 has to apply by addressing to the Chairman, Bhayander Chapter on letter head of the firm mentioning the details as per requirements for appointment mentioned above.

Last date of receipt of applications may be submitted on or before Friday, April 11, 2025 till 05:00 pm either physically at Bhayander Chapter of WIRC of ICSI, Shop No.4,5 & 6, Ground Floor, Saroj Chandra Residency, Opp.Siddhivinayak Garden, Temba Road, Bhayander West-401101. or proposal may be e-mailed at bhayander@icsi.edu

Thanking You,

For, Bhayander Chapter of WIRC of ICSI

For Bhayander Chapter of WIRC of ICSI

Ghanshyam

Chairman/Vice Chairman/Secretary/Treasurer

CS Ghanshyam Sharma

Chairman, Bhayander Chapter of WIRC of ICSI

Chapter Office No. 7738517888

