



**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
WESTERN INDIA REGIONAL OFFICE**

**INVITATION OF THE PROPOSAL FOR APPOINTMENT OF INTERNAL
AUDITOR FOR THE FINANCIAL YEAR 2024-25**

The Institute of Companies Secretaries of India is a statutory body under an act of parliament, under the jurisdiction of Ministry of Corporate Affairs. We are in the process of appointment of Internal Auditor for the financial year 2024-25 for Western India Regional office situated at 13, 56-57 First and Fifth Floor, Jolly Maker Chamber-II, Nariman Point, Mumbai-400021.

Eligibility:

- a) Practicing Chartered Accountants/ Company Secretaries/ Cost Accountants /Firms/LLP are eligible for appointment of Internal Auditor.
- b) The firm of the internal auditors should be at least in existence for ten years.
- c) The Annual receipts as per the previous year's audited annual accounts should not be less than Rs.25 Lacs. (Copy of Audited accounts should be enclosed)
- d) The auditors' firm should be internal auditors of at least five entities, wherein appointment of Internal Auditor was mandatory under any statute, i.e. Companies Act 2013 etc., in the previous three years (Details to be enclosed)
- e) That the individual or partner of the firm should not be an Office-bearer of the Regional Council. Preference will be given to Company Secretaries in Practice preferably who have qualified the PMQ Course on Internal Audit from ICSI or Course on Internal Audit from any other Institute. (Declaration to be given on Letter head of firm)
- f) The firm should be Peer Reviewed from Statutory body.
- g) The firm should ensure that there is no disciplinary action against the Audit Firm or any partner of the firm. (Declaration on Firm's Letterhead, signed by all the Partners to be taken).

Scope of Work:

- 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 Regional Council/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) Check that all statutory payments and returns need to be filed within 15 days from it become due without waiting for the actual last date.
- l) Reconciliation of GST returns and Books of account with respect to all Credit ledgers (SGST, IGST, CGST),
- m) Reconciliation of TDS Returns with Books of account and respective party ledgers
- n) Reconciliation of total Sales and purchase with GST Returns
- o) Ensuring all administrative and financial guidelines issued by Headquarters/ Regional Councils (in the case of Chapters) from time to time
- p) 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.
- q) Action Taken Report on the observations related to the previous quarter.
- r) The Internal Auditor is accountable with respect to its scope of work.

Proposals are invited from the interested persons/firms along with professional quotes in a sealed envelope super scribing as **“Quotation for Appointment of Internal Auditor for the F.Y. 2024-25”**. Original date for submission of proproposals was 04.03.2024 which was further extended to 15th March, 2024 and now Last date for submission of Proposals is **30th March, 2024** at 17:45 hours. For any query, please feel free to contact us on Naveen.bhageria@icsi.edu or 022-61307922

Date: 22.03.2024

Place: Mumbai