



**THE INSTITUTE OF COMPANY SECRETARIES OF INDIA
BHOPAL CHAPTER
INVITATION OF THE PROPOSAL FOR APPOINTMENT OF INTERNAL
AUDITOR FOR THE FINANCIAL YEAR 2025-26**

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 2025-26 for Bhopal Chapter of WIRC of ICSI office situated at "A" Block A' Block, 2nd Floor, Chetak Complex, Zone - II, M. P. Nagar, Bhopal (M.P.) 462011

Eligibility:

- The firm of the internal auditors should be at least in existence for **ten years for Platinum Chapters**;
- The annual receipts as per the previous year's audited annual accounts should not be less than **Rs. 25 Lacs for Platinum Chapters respectively**;
- The auditors' firm should be **internal auditors for at least five entities in the previous three years**;
- Internal Auditors are to be appointed out of 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 Council/Regional Council / Chapter. *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.*
- Peer Reviewed Audit firm preferably be appointed by the Chapters.*
- There is **no disciplinary action** against the Audit Firm.
- Appointment of Internal Auditors is to be made on year-to-year basis during the beginning of the financial year, i.e. preferably latest by April.

Scope of Work:

- Proper accounting of all receipts and payments
- Maintenance of financial books of accounts
- Proper maintenance of vouchers with supporting bills and approvals of competent authority
- Compliance of internal procedures and reconciliation of bank accounts and inter-Unit transactions
- 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

Vision

"To be a global leader in promoting good corporate governance"

Motto

सत्यं वद। धर्मं चर। इष्टं कुरु तदा कुरु। अविद्वेदं तस्य तदा कुरु।

Mission

"To develop high calibre professionals facilitating good corporate governance"

- 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) Internal Audit is completed in the scheduled time as stated below

For ICSI Chapters	Scheduled Time
First Quarter (April-June)	31 st July
Second Quarter (July-Sept.)	31 st October
Third Quarter (Oct.-Dec.)	31 st January
Fourth Quarter (Jan.-March)	20 th April

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. 2025-26”**. Last date for submission of Proposals is **20th March, 2025** at 17:45 hours. For any query, please feel free to contact us on bhopal@icsi.edu or 0755-4907577, 8982143880.

Please note that only shortlisted firms will be contacted for further discussions and the ICSI Bhopal Chapter reserves the right to accept or reject any proposal without assigning any reason.

Date: 27.02.2025

Place: Bhopal