

Centre for Continuing Education Kerala

Charachira, Kowdiar PO., Thiruvananthapuram – 695003

Phone/Fax : 0471-2313065,2311654

No. CE/A/2859/14

Dt.23 /1/2015

Empanelment of Internal Auditors

Centre for Continuing Education Kerala [CCEK], a Government of Kerala organization intends to empanel firms of Chartered Accountants for appointment as internal auditors for a period of three years from 2013-2014. Interested firms of Chartered Accountants may submit their expression of interest on or before 5.00 pm on 31/1/2015. More details can be had from the website www.ccek.org.

Sd/-
DIRECTOR

Centre for Continuing Education Kerala [CCEK]
Charachira, Kowdiar PO., Thiruvananthapuram – 695003
Phone/Fax : 0471-2313065,2311654 e-mail:directorccek@gmail.com
Web:www.ccek.org

Expression of Interest for Empanelment of Internal Auditors

No. CE/A/2859/14

Dated.23 /1/2015

Centre for Continuing Education Kerala [CCEK], a Government of Kerala organization intends to empanel firms of Chartered Accountants for appointment as internal auditors for a period of three years from 2013-2014. To be eligible for consideration, the firm should have been in operational for at least 10 years and should have satisfactorily completed internal audits of similar Government of Kerala organizations. Interested firms of Chartered Accountants who have no interest in any authorities or affairs of CCEK may send a detailed profile with biodata of partners and details of staff strength, so as to reach the office of CCEK on or before 5.00 pm on 31/1/2015. The expression of interest may be addressed to the Director, Centre for Continuing Education Kerala in the following format:

Format

1. Name of the firm.
2. Firm Registration no. allotted by ICAI.
3. Address/es of the Head Office as well as Branch Offices, if any
4. Telephone Nos.
5. Details of Registration with CAG office, if any
6. Details of Internal Audit and Statutory Audit of Government of Kerala organization undertaken by the firm during the last five years
7. Details of partners with their Membership Nos.
8. Details of paid CA employees of the firm with their Membership Nos.
9. Details of total staff strength of the firm
10. Details of experience as Internal Auditors/Statutory Auditors of Government of Kerala organizations.
11. Audit fee proposed per annum.

Eligibility Criteria

1. The firm should have satisfactorily completed the internal audit of similar Government of Kerala organizations.
2. The firm should have a minimum of 10 years experience in carrying out statutory Audit/Internal Audit of Government of Kerala organizations.
3. The firm should have the capability of doing the internal audit at CCEK, Thiruvananthapuram and the institutions under its control across the State, whether existing or likely to be established within the period of empanelment.

Sd/-
DIRECTOR

Scope and Extent of coverage of internal audit:

The internal auditor should work as a friend and guide to develop and motivate the staff of CCEK (and the institutions under its control) as he / she is an important tool in the hands of the management in strengthening internal controls. The auditor may seek required information and explanations from the concerned officials / executives for accomplishment of his / her task. The auditor shall lay emphasis on compliance of all rules, regulations, policies, procedures, accounting standards, manuals, statutory obligations etc. The internal audit would, inter alia, cover the following operational activities of CCEK:

1. Vouching
2. Audit of transactions which involves examination of supporting documents, concurrence and approval from the competent authority.
3. Checking of trial balance, scrutiny of general ledger and reconciliation of each head of accounts thereof, wherever necessary, and preparing balance Sheet of the period under report.
4. Checking of expenditures incurred with reference to the laid down procedures, delegation of powers and budgetary provisions.
5. Checking of calculations and payments of statutory dues and all tax related matters as applicable to CCEK from time to time.
6. To check financial statements i.e. Balance Sheet and P&L Account (incidentals account in respect of projects under implementation) with reference to accounting standards and verifying whether the records have been properly maintained so as to safeguard the assets of CCEK.
7. Guidance relating to insurance of all assets.
8. To see whether the stocks / assets acquired / purchased are in quantities required for the smooth operation of the unit / department and as per the policies laid down by CCEK.
9. To check whether the physical verification of assets / stocks has been carried out at the close of financial year and variations, if any, have been accounted for and recorded properly.
10. To check the bank reconciliation statements.
11. To check whether the surplus funds of CCEK are judiciously invested to get the maximum possible return and in accordance with the policies of CCEK.
12. To check the cash book to ascertain whether cash in hand has been verified by the competent authority at regular intervals.
13. Checking of subsidiary ledgers.
14. To check the listing of contingent liabilities, if any, in the notes to Balance Sheet.

15. To check the calculations of salary and reimbursement bills of staff to ascertain the legitimacy of payments and deductions thereof.
16. Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for the full accounting year and verifying compliance with statutory obligations of employer towards employees viz, Gratuity, Leave encashment, Provident Fund, Bonus etc. Similar checks to be done in respect of TA / DA and claims for reimbursements.
17. To review compliance with laid down policies and procedures in respect of calling of tenders, related approvals, budgetary provisions made and letters of award (LOA) issued for work contracts.
18. To check whether the tender documents / contract documents are vetted by the competent officers/advisors of CCEK.
19. To check whether the committees for tender opening and evaluation / negotiations are constituted as per the prescribed norms of CCEK and whether the tenders have been awarded by competent authorities.
20. To verify whether the advance for works such as initial advance, interim advance, mobilization advances etc. are paid as per the terms of contract / provisions of LOA and is being adjusted from the running bills properly and regularly. Also to check whether the escalation bills are being paid as per the terms and formulae given in the LOA.
21. Whether provisions of penalty / damages / compensation / LD clauses are being invoked as per the LOA.
22. To verify the validity BGs obtained from parties to whom the work is awarded.
23. To verify whether BGs are kept in safe custody of competent authority and whether related records are properly maintained.
24. To verify whether the procurements have been made after completion of all formalities laid down by CCEK and whether approvals of competent authorities have been obtained.
25. To check whether the stationery & stocks have duly been accounted for as per accounting standards and whether records have been properly maintained to ensure safeguard of such stocks of CCEK.
26. To verify whether the funds have unnecessarily been blocked due to excess procurements.
27. Checking of Staff /Students Quarters/ Hostel registers.
28. To ensure that TDS has been deducted at applicable rates.
29. To suggest modifications to the delegation of powers, if shortcomings are noticed during audit.

30. To verify whether TDS has been properly deducted and deposited with the Income Tax Authorities within the prescribed periods.
31. To verify whether TDS returns have been submitted in time to the Income Tax Authorities.
32. To verify whether Service Tax has been properly charged, wherever applicable, and whether proper returns have been filed with the Authorities.
33. To verify whether the Works Contract tax, at applicable rate, has been deducted from the bills of the contractors and timely deposited with the Sales Tax Authorities.
34. To verify whether proper returns have filed under the Works Contract Tax.
35. Any other matter of audit importance as fixed by the competent authority of CCEK, during the period of audit.
