

**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS WITH
INTELLECTUAL DISABILITIES (DIVYANGJAN), SECUNDERABAD**

ENGAGEMENT OF INTERNAL AUDITOR

Scope of the Internal Audit

Audit of the transactions of the Institute and its Regional Centres and Composite Regional Centres from 01.04.2018 in the following areas:

- (a) Audit of all receipts and payments from propriety angle.
- (b) Check to ensure proper and regular maintenance of various registers and records.
- (c) Systematize periodical physical verification of cash, stores, FDRs and other assets and continued existence and use of assets created by the beneficiaries.
- (d) Check the existence and their adoption of various systems, procedures and practices for purchases, sanctions and disbursements of subsidies, etc.
- (e) Check correct and complete classification of various receipts and payments and help timely compilation of accounts, monthly, quarterly, half-yearly and annually.
- (f) Attend the Audit Committee Meetings for clearance of old outstanding paras in the previous Inspection Reports, etc.
- (g) Extend audit consultancy services in the matters of establishment, accounts and other resource management.
- (h) Any other as assigned by the authorities of the Institute
- (i) Preparation of quarterly/annual/periodical TDS returns.
- (j) Filing of Income tax return of the Institute along with the audit report.
- (k) Filing of GST returns of the Institute.
- (l) The audit of Regional Centres located at Noida, Kolkata and Navi Mumbai and Composite Regional Centres located at Nellore and Davengere needs to be done on quarterly basis. The travel expenditure for visit of these centres will be borne by the Institute as per the norms of the Institute.

Period of Report

The report of audit needs to be submitted on monthly basis. In addition, specific report needs to be furnished as assigned by the Institute.

Fees

The Fees for conduct of audit may be quoted per year by the interested agencies/persons. The payment of fees will be made on quarterly basis on submission of the reports.

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**NATIONAL INSTITUTE FOR THE EMPOWERMENT OF PERSONS
WITH INTELLECTUAL DISABILITIES (Divyangjan)**
(Formerly National Institute for the Mentally Handicapped)
(Department of Empowerment of Persons with Disabilities (Divyangjan)
Ministry of Social Justice & Empowerment, Government of India)
Manovikasnagar P.O., Secunderabad 500 009



APPLICATION FOR ENGAGEMENT OF INTERNAL AUDITOR - INDIVIDUAL

1. Name of the person/agency :
2. Age/year of establishment :
3. Address :
4. Educational qualifications :
5. Present Occupation :
6. Office from which retired :
7. Audit Experience :
8. Experience in internal audit :
9. Fees required per year :

* In case of firm, the details on the year of establishment, Status firm, profile of staff, type of audit undertaken, experience in audit of autonomous bodies, current list of government clients, ICAI Registration No., valid CAG Empanelment No., may please be furnished.

* Your quotation should be addressed to, The Director, NIEPID, Secunderabad. The quotation shall reach latest on 01.05.2018 in a sealed cover superscribed as "Quotation for Engagement of Internal Auditors" in sealed cover without superscribing details on envelop the quotation will be rejected