

Proposal for Appointment of Internal Auditors for Periodic Audit of the Books of Accounts

Introduction

National Centre for Financial Education (NCFE) is a Section 8 (Not for Profit) Company promoted by Reserve Bank of India (RBI), Securities and Exchange Board of India (SEBI), Insurance Regulatory and Development Authority of India (IRDAI) and Pension Fund Regulatory and Development Authority (PFRDA).

Our objective is to promote Financial Education across India for all sections of the population as per the National strategy for Financial Education of Financial Stability and Development Council. And to create financial awareness and empowerment through financial education campaigns across the country.

NCFE Intends to appoint the Internal Auditor for the Financial Year 2019-20. Areas and scope for conducting internal audit is given here under.

Areas and scope

- Verification of all the financial records, i.e. Cash Book, Bank Book, Ledger Account, Bank Reconciliation, Stock Register, Assets Register etc.
- Vouching of the receipts and payments transactions with regard to the approval etc.,
- Compliance of Statutory Requirements viz. Budgetary Control, MIS, General Administration, TDS & Service Tax etc.
- Implementation of the financial and administrative guidelines about maintenance of records, procedures issued by Regulators.
- Physical verification of Cash and Assets should be carried out at least once a year, preferably at the end of each Financial Year.
- At the end of each financial year, a certified copy of the trail balance is required to be submitted.
- Any other activity to ensure proper controls, governance and risk management processes in place in the organization from time to time.

Time Limit

The Internal Audit would be conducted on Quarterly basis and Report would be submitted within 20 days from the close of the each quarter of the financial year.

Eligibility

A firm of Practicing Chartered Accountants having at least 05 years of experience in practice as on 31st March 2019. The firm must have previous experience of handling Internal Audit and Partner / Proprietor should have at least 5 years of post-qualification experience.

Proposal

The eligible firms may send their proposal following format to info@ncfe.org.in on or before 12th of July 2019.

SI no	Particulars	Details
1	Name of the Firm	
2	Registered address	
3	Date of Establishment	
4	Total Experience (as on 31.03.2019)	
5	Number of Partners	
6	Name of Partners / Proprietor (with number of experience for each partner)	
7	Number of employees with qualification and Experience	
8	Address, e-mail Id, Telephone Numbers & Mobile Number	
9	Whether the firm has been Peer Reviewed	
10	Fees for engagement of Internal Auditor for Financial Year 2019-20	
11	Service tax and any other expenses applicable	
12	Details of Reg. No & Date of Registration of CA Firm/LLP, PAN, Service Tax No. of the firm/ LLP	

NCFE reserves the right to short out the list of eligible firms and can reject any proposal without assigning any reason.