



NATIONAL INSTITUTE FOR MICRO, SMALL AND MEDIUM ENTERPRISES
(An Organisation of the Ministry of MSME, Govt. of India)
(An ISO 9001-2008 Organisation)
Yousufguda, Hyderabad 500 045

SCOPE OF INTERNAL AUDIT

- 1) To verify the Cash account and the Cash Book and the Ledger
- 2) To verify all the relevant Ledger accounts with Debit/Credit Vouchers and to ensure the attachment of bills/invoices/copies of sanctions of competent authority in the case of debit vouchers; and copies of documents relating to inward receipts in the case of credit vouchers.
- 3) To verify the narration of each voucher whether it is clear and cogent.
- 4) To verify the purchase registers and cross verification with the amounts of payments contained in the respective vouchers.
- 5) To verify whether all assets purchased are posted clearly in the Assets Register
- 6) To verify all the Journal Vouchers and the attached documents
- 7) To verify of all sanctions and report of any deficiencies thereof.
- 8) To verify the outstanding advances and monthly broad sheets for each type of advance.
- 9) To verify the activities executed by the Institute and whether bills are raised against each activity and also realization thereof and verifying the Accrued Income Schedule.
- 10) To verify whether all statutory deductions made from salaries, etc. every month are remitted to the respective authorities.
- 11) To check the contracts duly entered with other parties and report of any deficiency thereof to take remedial action.
- 12) To report on monthly statement of expenses and income.
- 13) To take any other matter as may deem fit for the activity of Internal Auditors.
- 14) Audit must be undertaken every month and submit to the management of the Institute the audit report at the end of each quarter duly suggesting measures, if any, for further improvement in the maintenance of accounts. The quarterly audit report shall be submitted in the first/second week of the first month of following week.
- 15) Internal Auditors may discuss with the Director General on any matter and offer their suggestions, if so required.
- 16) Minimum fees @Rs.18000/- per month + taxes if any will paid the services

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Inviting Expression of Interest from reputed Chartered Accountants/Cost Accountants Firms for appointment as Internal Auditors of ni-msme for 2017-18

National Institute for Micro, Small and Medium Enterprises (**ni-msme**), an organization under the Ministry of MSME rendering its services for the growth and development of MSMEs in the country as well in developing countries. The gamut of its activities can be viewed on its website [www. nimsme.org](http://www.nimsme.org) **ni-msme** is looking for a reputed Chartered Accountants/Cost Accountants Firm for appointment as its Internal Auditors for 2017-18 to undertake internal audit of accounts and other related/relevant records and files. Document indicating the scope of internal audit can be download from our website [www. nimsme.org](http://www.nimsme.org)

The interested Firm(s) may kindly furnish the EoI duly indicating the fee for their services so as to reach the undersigned on or before 5th Aug, 2017.

Chief Administrative Officer