



नेशनल टेक्सटाइल कॉरपोरेशन लिमिटेड  
NATIONAL TEXTILE CORPORATION LIMITED

(भारत सरकार का उपक्रम)  
(A GOVERNMENT OF INDIA UNDERTAKING)  
CIN : U74899DL1968GOI004866

पंजीकृत कार्यालय  
कोर-4,  
स्कोप कॉम्प्लेक्स,  
7- लोदी रोड,  
नई दिल्ली -110003

Registered Office,  
Core-IV,  
Scope Complex,  
7-Lodhi Road,  
New Delhi-110003

**Corrigendum to Tender No NTC/07590 dated 25.07.2018**

The word "Chartered Accountants" should be read as "Chartered Accountants and Cost Accountants". Last date for submission of tender has been extended till 31.08.2018 3.00 P.M. and bids shall be opened on 04.09.2018 3:00 P.M. All other tender terms and conditions remain unchanged. Further details and tender document are available at [www.ntcltd.org](http://www.ntcltd.org) & [eprocure.gov.in/epublish/app](http://eprocure.gov.in/epublish/app).

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**NATIONAL TEXTILE CORPORATION LIMITED**

**Tender for Appointment as Internal Auditors for undertaking Internal Audit work of our various units across India and one Central Internal Auditor**

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## **Introduction**

National Textile Corporation Limited, (NTC) is a schedule "A" Central Public Sector Enterprise under the Ministry of Textiles, Government of India, having turnover of approx. Rs 1100 crores, engaged in production of yarn and fabric through its 23 mills in operation, located all over India with 8.2 lakhs spindles and 408 looms producing around 600 lakhs kgs of yarn and 250 lakhs meters of fabric per annum. NTC also has 88 operational retail stores which manages and operates through 8 RMDs / Divisional Offices spread across India.

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## **Guidelines on Internal Audit**

With a view to have independence of the internal audit and to further strengthen the internal audit system, the Corporation proposes to appoint reputed, well experienced Chartered Accountants / Cost Accountants firms having certificate of practice for not less than 5 years to undertake the internal audit work at various units across India.

Internal audit is an independent appraisal function of the Corporation. It objectively examines, evaluates and reports on the internal control systems after thorough verification. The internal auditor should identify and evaluate the organization's internal control system as a basis for reporting upon its adequacy and effectiveness.

The internal auditor should ensure adherence to management policies and directives, safeguard of assets, completeness and accuracy of records and compliance with statutory requirements etc. He should be able to exercise judgment, express opinions and present recommendations with impartiality. The internal audit, notwithstanding his employment by the Corporation, should be free from any conflict of interest. Internal auditor should ensure coverage of all areas mentioned in the scope of work. Standard Checklist provided as Annexure "I" should also be submitted along with the Internal Audit report. (Standard Checklist is supplementary to the main Internal Audit Report)

Before issuing the final report, the internal auditor should normally discuss the contents with the Unit Head, and may submit a draft report to them, for confirmation of factual accuracy and their comments. He should ensure that arrangements are made to follow up audit observations to monitor what action has been taken on them.

Final internal audit report is required to be submitted to the HO under copy to respective unit and regional office. The Audit report should include audit findings, Comments of the branch, recommendations and conclusions of the audit.

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## **Scope of Work**

Detailed Scope of Work has been provided as:

- Scope of Internal Audit for Mills as Annexure "II".
  - Scope of Internal Audit for Closed Mills as Annexure "III".
  - Scope of Internal Audit for Head Office / Regional Offices / Sub Offices as Annexure "IV".
  - Scope of Internal Audit for Retail Marketing Division / Depot / Showrooms as Annexure "V".
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**General Terms and Conditions**

1. The National Textile Corporation Limited (*hereinafter referred to as "NTC"*) invites sealed tenders in two bid system from **Chartered Accountants / Cost Accountants firms** for the Appointment as internal auditors of its various units across India and one Central Internal Auditor. (List of units to be audited and their details are annexed as Annexure "VI")
2. NTC shall not be responsible for any expense incurred by bidders in connection with the preparation and delivery of their bids, participating in the discussion and other expenses incurred during the bidding process.
3. Tender should be submitted as under:
  - **Envelope A** - (Technical Bid-I with all enclosures and EMD)
  - **Envelope B** – (Financial Bid-II)
  - **Envelope C** - Contain both **Envelope "A" & Envelope "B"**
4. Each envelope be super scribed as "**Tender for Appointment as Internal Auditors for undertaking Internal Audit work of <<Unit Name>> located at <<Unit Address>>** or **Tender for Appointment as Central Internal Auditor**, as the case may be and should bear the full address of tenderer at left side bottom.
5. Each page of the bid should be numbered and signed.
6. The tenderer should submit the tender for each unit separately if applying for more than one unit. A tenderer may submit the tender for maximum of three (03) units.
7. Central Internal Auditor (hereinafter referred to as "CIA")
  - Should have registered office in Delhi-NCR
  - Will be assigned the internal audit of NTC head office at New Delhi.
  - Will not be assigned the internal audit of any other NTC unit.
  - Will review internal audit reports of other NTC units across India mentioned in Annexure "VI" and submit its report separately.
8. Evaluation of technical Bid-I shall be as per eligibility criteria and financial Bid of the tenderer shall be opened only if it qualifies the technical Bid-I.
9. Technical Bids of the tenders shall be opened on 04.09.2018 at 3:00 PM in the presence of tenderers who may wish to remain present. Financial Bids of only technically qualified parties shall be opened.
10. The last date for bid submission is 31.08.2018 3:00 PM. Bids are valid for 90 days from the opening of the Bid.
11. Earnest money amounting to Rs. 5,000/- (Rupees five thousand only) in the form of Crossed Demand Draft / Pay Order / Banker's Cheque drawn on any Scheduled Bank in favour of "NATIONAL TEXTILE CORPORATION LIMITED", payable at New Delhi must accompany the Technical Bid-I (except for Category V - Showrooms). Bidder for internal audit work of showrooms need not submit any Earnest money deposit.
12. The EMD of Rs 5,000/- of the successful Bidder shall be released after successful completion of internal audit work allotted. The EMD of Rs 5,000/- of the unsuccessful Bidder shall be released within 30 days of the opening of the Bid.
13. Internal Audit Fees should be quoted inclusive of TA/DA/Boarding/Lodging etc. and exclusive of applicable Taxes, if any.
14. The L-1 firm will be allotted the internal audit work of the unit. In case, the L-1 fee is quoted by more than one firm, the oldest firm (based on the date of registration / incorporation) shall be treated as L-1.

15. The engagement of Internal Auditor will be initially for the Financial Year 2018-19 beginning from 01.04.2018 to 31.03.2019. The Corporation reserves its right to cancel the engagement prior to expiry of the tenure, in case services are not found satisfactory. In case of satisfactory performance the period of engagement may be further extended by two years each for total three years at existing terms and conditions.
16. The internal audit should commence immediately after closing of the quarter / half year.
17. Internal Audit reports should be submitted as under:
  - Hard copy in triplicate – one copy to In-charge of the unit; one copy to Regional Office; one copy to DGM (IA), Head Office at New Delhi;
  - Soft copy by e-mail to [deepika.sharma@ntcltd.org](mailto:deepika.sharma@ntcltd.org)
18. However, in case audit performance is not found satisfactory, the firm can be removed after giving one month notice during the engagement period of one year. In this case the next firm in the line of L-1 shall be called upon to accept the engagement provided he agrees for L-1 fees.
19. The assignment of internal audit of units mentioned in Annexure “VI” (Category II, III, IV, V) have been clubbed wherever necessary considering volume of work and location.
20. Internal audit firm who was assigned the job of internal audit in any of the units for 3 consecutive years prior to FY 2018-19 shall not be considered for this engagement of appointment in any unit across India.
21. An officer who has retired from the services of NTC in the last two years prior to FY 2018-19 shall not be considered for this engagement as it affect the independency of internal audit.
22. NTC reserves the right to accept or reject any Bid and to annul the Bidding process and reject all Bids at any time prior to award of contract without assigning any reason whatsoever, without thereby incurring any liability to the affected Bidder or Bidders or without any obligation to inform the affected Bidder or Bidders of the grounds or the reasons for the said action.
23. Failure to furnish all information required as per the Bidding Document may result in the rejection of the Bid.
24. If the tenderer neglects or refuses for their rates quoted after submission of their tender or to comply with any of the conditions of the tender, the earnest money deposit already paid may be forfeited.
25. Confidentiality clause:The successful bidder must not disclose the confidential information obtained from the corporation to anyone unless required to do so by law and shall maintain confidentiality. The successful bidder to whom the work is allotted shall carry out the job at their own and shall not sub-let this work to any other Agency/Organization.
26. In case of any dispute, jurisdiction of courts at New Delhi shall be final and binding upon the parties.
27. Further clarification w.r.t tender may be sought from the office of **Deputy General Manager (Internal Audit), National Textile Corporation Limited, 6<sup>th</sup>, Floor, Core IV, SCOPE Complex, 7, Lodhi Road, New Delhi – 110003, Telephone: 011-24360101 / 2622**

We hereby agree with all the terms and conditions of the tender and we hereby undertake to abide by same.

Signature and seal of tenderer:

Name:

Capacity /authority to sign:

Full address:

<<To be submitted on the letter head of the Firm>>

**Technical Bid-I for Internal Auditor (other than CIA)**

Contact details of the Firm	Name: _____ Office Address: _____ _____ City: _____ Pin Code: _____ Office Telephone No: _____ Mobile No: _____ Email: _____ Website: _____
Income tax Permanent Account Number (Self attested Copy of the same shall be enclosed)	
GST No. (Self attested copy of the same shall be enclosed)	
Details of the Firm: 1. Whether Proprietorship firm or Partnership firm; 2. Date of establishment / incorporation of firm; 3. No. of partner(s): 4. No. of qualified audit staff: 5. No. of articled clerk:	
Details of Earnest Money Deposit Amount (except for Category V Showrooms)	Rs. 5,000/- (Rupees five thousand only) drawn on _____ vide DD / PO / BC No. _____ dated _____ in favour of National Textile Corporation Limited.
Whether firm is having certificate of practice for not less than 5 years.  If Yes, then enclose Self attested copy of the registration certificate.	Yes / No

<p>Whether engaged as internal / statutory auditor of any of the units of NTC in the last three years prior to FY 2018-19.</p> <p>If Yes, then give details thereof (Name of the unit, nature of the assignment and FY under audit).</p>	<p>Yes / No</p>
<p>Whether proprietor or any partner of the firm has retired from the services of NTC in the last two years prior to FY 2018-19.</p> <p>If Yes, then give details thereof (Name of such proprietor / partner and date of retirement from NTC).</p>	<p>Yes / No</p>
<p>Whether having experience in internal audit of Public Sector companies, especially manufacturing units during the last 5 years. (Preference to be given to a firm having experience in textiles sector).</p> <p>If Yes, then give number of such assignment along with short brief thereof and enclose self attested copy of the engagement letter.</p>	<p>Yes / No</p>
<p>The firm / any partner / proprietor should not have been convicted in any disciplinary proceedings / criminal case by regulatory authority / court in connection with professional work. Bidder should not be in black list of any PSU or Govt. Department. Bidder to submit an undertaking in this respect as per attached format.</p>	<p>Undertaking attached : Yes / No</p>
<p>The firm should have office / branch office in the same state of our unit. (Complete address of the branch office along with the details of contact person and his phone number should be submitted on letter head of the Firm).</p>	<p>Complete Address and other details attached : Yes / No</p>

Signature and seal of tenderer:

Name:

Capacity /authority to sign:

Full address:

<<To be submitted on the letter head of the Firm>>

**Technical Bid-I for Central Internal Auditor (CIA)**

Contact details of the Firm	Name: _____ Office Address: _____ _____ City: _____ Pin Code: _____ Office Telephone No: _____ Mobile No: _____ Email: _____ Website: _____
Income tax Permanent Account Number (Self attested Copy of the same shall be enclosed)	
GST No. (Self attested copy of the same shall be enclosed)	
Details of the Firm: 1. Whether Proprietorship firm or Partnership firm; 2. Date of establishment / incorporation of firm; 3. No. of partner(s): 4. No. of qualified audit staff: 5. No. of articled clerk:	
Details of Earnest Money Deposit Amount	Rs. 5,000/- (Rupees five thousand only) drawn on _____ vide DD / PO / BC No. _____ dated _____ in favour of National Textile Corporation Limited.
Whether firm is having certificate of practice for not less than 5 years.  If Yes, then enclose self attested copy of the registration certificate.	Yes / No



<p>Whether engaged as internal / statutory auditor of any of the units of NTC in the last three years prior to FY 2018-19.</p> <p>If Yes, then give details thereof (Name of the unit, nature of the assignment and FY under audit).</p>	Yes / No
<p>Whether proprietor or any partner of the firm has retired from the services of NTC in the last two years prior to FY 2018-19.</p> <p>If Yes, then give details thereof (Name of such proprietor / partner and date of retirement from NTC).</p>	Yes / No
<p>Whether firm is having 4 or more partners.</p> <p>If Yes, then give details of partners and their membership number.</p>	
<p>Whether having experience in internal audit of Public Sector companies, especially manufacturing units during the last 5 years. (Preference to be given to a firm having experience in textiles sector).</p> <p>If Yes, then give number of such assignment along with short brief thereof and enclose self attested copy of the engagement letter.</p>	Yes / No
<p>The firm / any partner / proprietor should not have been convicted in any disciplinary proceedings / criminal case by regulatory authority / court in connection with professional work. Bidder should not be in black list of any PSU or Govt. Department. Bidder to submit an undertaking in this respect as per attached format.</p>	Undertaking attached : Yes / No
<p>The firm should have registered office in Delhi-NCR.</p> <p>(Complete address of the office along with the details of contact person and his phone number should be submitted on letter head of the Firm).</p>	Complete Address and other details attached : Yes / No

Signature and seal of tenderer:

Name:

Capacity /authority to sign:

Full address:

<<To be submitted on the letter head of the Firm>>

**Format of Undertaking to be submitted along with Technical–Bid Undertaking**

We hereby confirm that all the documents submitted in this tender are authentic, genuine, copies of their originals and have been issued by the issuing authority mentioned above and no part of the document(s) / information is false, forged or fabricated.

We hereby confirm that our Bid complies with the total technical-commercial requirements/ terms and conditions of the Bidding Document and subsequent addendum/corrigendum (if any), issued by NTC, without any deviation/ exception/ comments/ assumptions.

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy'. We hereby confirm that firm / any partner / proprietor have / has not been convicted in any disciplinary proceedings / criminal case by regulatory authority / court in connection with professional work. We further confirm that, we have not been in negative list / blacklisted by any Public Sector Undertaking / Government Organization / NTC. We also confirm that the contents of this Tender have not been modified or altered by us. We agree that if any noticed in future, our Bid may be rejected / terminated.

We hereby confirm that we have gone through and understood the Bidding Document and that our Bid has been prepared accordingly in compliance with the requirement stipulated in the said documents.

Date:

Signature with seal of the firm

Place:

Name & Full address of the firm:

<<To be submitted on the letter head of the Firm>>

**Financial Bid - II**

**Tender for Appointment as Internal Auditors for undertaking Internal Audit work of <<Unit Name>> located at <<Unit Address>> or Tender for Appointment as Central Internal Auditor**

1. I/we hereby submit our Financial Bid for profession fees for undertaking appointment as Internal Auditor of <<Unit Name>> located at <<Unit Address>> or appointment as Central Internal Auditor.

Particulars	Professional Fees (In Rs)
Internal Audit fees for undertaking appointment as Internal Auditor of <<Unit Name>> located at <<Unit Address>> or appointment as Central Internal Auditor.	
(In words: Rupees _____)	

2. The Internal audit fees quoted above is inclusive of TA/DA/Boarding/Lodging etc.
3. The Internal audit fees quoted above is exclusive of all applicable taxes.
4. Audit fees will be paid on submission of bill along with the Internal Audit Report.

We hereby agree with all the terms and conditions of the tender and we hereby undertake to abide by same.

Date:

Signature with seal of the firm

Place:

Name & Full address:

<<To be submitted on the letter head of the Firm>>

**Submission letter of Tender Document and Declaration**

Date: \_\_\_\_\_

To,  
Deputy General Manager (Internal Audit),  
National Textile Corporation Limited,  
6th, Floor, Core IV, SCOPE Complex,  
7, Lodhi Road,  
New Delhi – 110003

**Sub: Tender for Appointment as Internal Auditors for undertaking Internal Audit work of <<Unit Name>> located at <<Unit Address>> or Tender for Appointment as Central Internal Auditor**

Dear Madam,

1. I/We have read and understood all the terms & conditions of the tender and other instructions and hereby undertake to abide by them.
2. I/We are enclosing herewith, Demand Draft / Pay Order / Bankers' Cheque No. \_\_\_\_\_ dated \_\_\_\_\_ in your favour, towards earnest money deposit of **Rs.5,000/-** (except for Category V Showrooms)
3. I/We have filled, numbered and signed each page of the tender documents and the same are enclosed here with.

Signature and seal of Tenderer:

Name:

Capacity /authority to sign:

**Additional Standard Checklist as per the directions of Audit Committee**

S.No.	Area of activity	Compliance		Reasons for Non-Compliance	
		Yes	No		
1.	Monthly Reconciliation of all A/c records, such as bank accounts, sub-ledger with main ledger accounts, stock ledger etc.				
2.	Is the cash book maintained on daily basis with due accounting of all receipts and payments?				
3.	Surprise physical verification of Cash and Fixed deposits on quarterly basis and inventory on test check basis.				
4.	(i) Annual Verification of Fixed Assets (ii) Whether Fixed Assets register is timely updated & properly maintained?				
5.	(i) Whether MVRS funds are kept in separate bank account and there is no diversion of funds for any other purpose. (ii) Whether Utilization certificate of funds released for MVRS or any other purpose is given from time to time.				
6.	Whether payments are made after proper sanction of Competent Authority, duly verified and stamped?				
7.	Whether Statutory dues are deposited on time with appropriate authorities and also returns are filed on due dates?				
8.	Whether verification and review of age wise old outstanding, loans and advances etc. and details provided to Head Office for further consideration on time?				
9.	Adequacy of internal checks/internal controls (Appendix-1)				
10.	Age wise summary/Physical verification of Damaged, non moving /slow moving/FG and cut pieces stock is worked out on monthly basis and reported to Head office for further instructions.				
11.	(i) Whether the sales are made as per sales policy. (ii) Whether cash discount, Qty discount and interest collected payments for delayed payments are as per policy.				
12.	Whether scrutinizing tenders of high value is being done?(Rs. 10 lakhs & above)				
13.	(i) Whether the age wise debtors register is being maintained? (ii) Whether the efforts are being made to recover the debtors?				
14.	To verify that various terms and conditions entered with the suppliers regarding quantity, quality, rate, commission, transportation and service tax/TDS are properly adhered.				
15.	Whether analysis is being made for age wise sundry creditors?				
16.	Monthly Quantitative Reconciliation Statement				
	Particulars	Opening Stock	Purchased	Consumed	Closing Stock
	(i) Raw Material				
	(ii) RM to FG (Yarn)				
	(iii) Yarn to Cloth Reconciliation				

17.	(i) Whether the action plans to comply with the Cost Auditors observations have been made? (ii) Whether action taken report in respect of action plan is being submitted?			
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**Additional Points for RMD**

18	To check that totals of Kacchi summary head wise and variety wise are entered in the Pakki summary every fortnightly and these tally with the gross sales entered in the cash ledgers.			
19	To verify that each cash memo had been entered in the Kacchi summary in different categories of sales like control, woolens, decontrol retail and wholesales			
20	Whether the shortage/excess statement is being prepared on half yearly basis.			
21	To verify that purchase of cloth is made as per requirement duly approved by the Competent Authority			
22	To verify that purchases are as per contract/MoU entered with the respective co-operatives.			
23	To verify that purchases are made against the confirmed supply orders.			

**Adequacy of Internal checks/Internal Controls**

S.No.	Area of activity	Compliance		Reasons for Non-Compliance
		Yes	No	
1	To verify the bills of daily rated employees, medical and hospitalization bills, loans and advances to employees, workload agreements implementation etc.			
2	Verify the system of engagement of casual/badli workers with reference to rate of wages and other benefits extended to them.			
3	Verify and record the variance between strength as per workload agreement and actual strength.			
4	To verify the correctness of deduction of PF and ESI.			
5	To verify the correctness of repair and maintenance of vehicle maintained by Mills and review the nature of repairs.			
6	To verify the capital purchases including stores and spares are against the indent placed by user department and with reference to stock available, average consumption per month along with future consumption pattern.			
7	To verify the accounting of purchases of stores and spares.			
8	To ensure the correctness of order placed with most economical party after due comparison.			
9	Verification of inputs and outputs, recovery of yarn, stoppage, packing reports and maintenance along with idle capacity.			
10	To verify qty sold but not lifted as per format annexed.			
11	To verify the maintenance of cost accounting records rules			
12	To verify head wise actual expenditures made against approved budgeted estimates			
13	To check and verify expenditures on projects against their approvals			
14	To check and verify working capital requirement and its utilization			
15	To verify that purchases are made against the confirmed supply orders.			
16	To ensure proper follow up for goods sent as samples and in case of non-return within specified time the suppliers account is debited with the cost of samples.			

## CHECKLIST – Adequacy of Internal Check / Control

S. No	Particulars	Test Description	Checked		Comments/ Remarks of the Internal auditors
			Yes	No	
1	Administration	<b>A) Workers</b>			
		Whether system of engagement of contractual workers is transparent and necessary procedures have been followed?			
		Whether system of engagement of permanent/badli workers is transparent and necessary procedures have been followed?			
		Whether random verification of workers and rates offered to them have been checked and found in order? If yes, dates of random verification may please be given.			
		Whether actual deployment of workers is checked with workload agreements with them and variance if any?			
		If financial implication arising on a/c of variance between strength as per workload agreement, payment made to them and actual strength working in the mills is checked on monthly basis? (as per format "A" below)			
		Verification of correctness of deduction of PF and ESI is done or not?			
		<b>B) Time &amp; Wages</b>			
		Does System of attendance, have adequate checks and controls?			
(i) Whether payment of other allowance/ incentive payments/ overtime etc. is made after proper review and whether system of such review is adequate?					
(ii)					
(iii) If the reply to á' above is negative a separate detail of sample checks and irregularity and suggestions for improvement may also be given.					

### Format "A" (Monthly statement of contractual workers)

S. No.	Particulars of workers	Strength as per Workload Agreement	Actual Sanctioned strength	Actual on roll	Actual deployment	Variance between	Variance between	Remarks
		a	b	c	d	(a-b)	(b-d)	
1	Skilled							
2	Semi-skilled							
3	Unskilled							



S. No	Particulars	Test Description	Checked		Comments/ Remarks of the Internal auditors
			Yes	No	
2	Purchases	<b>A) Raw Material</b>			
		Whether Raw material is procured as per the prescribed/ approved policy of the corporation and in line with indent?			
		Whether deviation in respect of quality, stocking, payment and any other terms if any, in procurement dealt with as per purchase policy and tender terms and conditions?			
		Whether interest carrying charges have been paid to raw material supplier. If so, whether the payment is as per contract/ MOU/ Purchase order, Please verify in the prescribed format 'B' below ?			
		(i) Whether quality control on cotton purchases exists?			
		(ii) If yes, whether sample selection procedure is transparent and adequate?			
		(iii) Whether size of sample checked is adequate?			
		<b>B) Stores and Spares</b>			
		(i) Whether store purchases have been done according to indent by user department?			
		(ii) Whether system from raising of indent to issue of stores and spares is adequate?			
		Whether purchase procedure and system adopted for procurement of stores and spares is transparent and adequate?			
		Whether purchase of stores and spares is as per existing policy if any?			
		Whether movement of stores and spares has been checked ?			
		<b>C) Capital Purchases</b>			
Whether capital purchases on P&M, building have been done with proper approval of HO.					
Whether capital purchases of miscellaneous items like Add on items, staff car, furniture and fixtures etc. have been done with proper approval of HO/RO/Mill					
Whether utilization of funds for purpose for which released has been done?					

**Format "B"**

S.No.	Party Name Order details	Amount of order as per P.O.	Date of Supply	Date of Payment	Due date of Payment	No. of days of delay	Rate of interest %	Amount of Interest	Remarks/ reasons for delay

S. No	Particulars	Test Description	Checked		Comments/ Remarks of the Internal auditors	
			Yes	No		
3	<b>Expenditures as per Budgeted Estimates</b>	Whether verification of actual head wise actual expenditures made against approved annual budgeted estimates for raw material, salary, power & fuel, consumption of stores etc. done?				
		Whether check and verification of expenditures on projects against their approvals done especially in case of Greenfield projects				
		Whether check and verification of working capital requirement and its utilization done?				
		Whether utilization of funds released has been done for purpose for which it has been approved?				
4	<b>Quality Controls</b>	Whether quality check of work in process material and finished goods is done?				
		Whether sample size is adequate and quality control is proper?				
		Whether deviations if any are dealt with as per procedure?				
5	<b>Sales</b>	<b>A) Sales</b>				
		Whether Sales are made as per the Sales Policy with regard to cash discount, Qty discount, godown charges, forward Sales, Interest collected for delayed payments etc. Please verify in the prescribed format 'B' above?				
		Whether review of sale of yarn and cloth below floor prices done and found to be authentic?				
		Whether proforma invoice has been prepared as per order and whether the actual deliveries made accordingly. Reasons for deviation should be recorded by mill management?				
		<b>B) Sold stock not lifted</b>				
		Whether reason for non-lifting within specified time has been recorded?				
		Whether interest/penalty has been charged for late lifting?				
		Whether such material has been used / disposed off after specified period?				
		Whether any loss/cost on account of above has been incurred by the company and same has been debited to party or not?				
		<b>C) Scrap/Waste Sale</b>				
		Whether process wise scrap and waste identified and segregated?				
Whether sales procedure has been followed						

		for sale of scrap and waste?			
		Whether unlifted scrap is lying for unreasonable period? Reasons for the same should be recorded by the management. Please also specify whether it has been dealt with as per procedure			
6	Miscellaneous	Whether proper follow up for goods sent as samples and in case of non-return within specified time the 'suppliers account' is debited with the cost of samples is ensured?			
		Whether verification of cloth produced is done as per production plan?			
		Whether MIS reports given to HO reconciled with records maintained by Mills on random basis with regard to production, raw material & power consumption, Sales etc.?			
		Whether verification of variety wise waste product done?			
		Whether verification of RG 1 registers for excise done and checked?			
		Whether verification of actual power cut from State Electricity Board done as per register maintained in the unit?			
		Whether power purchased from private party as per approved power agreement?			
		Whether actual shortage of power cut assessed from record?			
		Whether purchased of diesel is done as done as per procedure?			

### Scope of Internal Audit for Mill

- Internal Auditors are required to cover all the areas specified below in the **Detailed Scope of Internal Audit** for financial year 2018-19.
- Internal Auditors should inform any serious irregularity in the unit to NTC Head Office, New Delhi as "**SPECIAL REPORT TO H.O.**" separately.
- The role of internal Auditor is not confined only to pointing discrepancies but also suggesting remedial measures against these discrepancies and risk involved therein.
- Draft Internal Audit Report should be discussed with the unit head and their replies towards each auditor's observation should also be incorporated in the report.
- **Quarterly/Half yearly Trial balance should be enclosed along with the Internal Audit Report, duly signed by the Internal Auditor and the unit head. Trial Balance should provide Opening Balance, Transaction during the period (Debit and Credit) and Closing Balance.**
- Internal Audit Reports should be submitted **timely** to the unit head and HO and timelines mentioned in the appointment letter should be strictly adhered.

#### DETAILED SCOPE OF INTERNAL AUDIT

S. No.	Particulars	Particulars
<b>I</b>	<b>Trial Balance</b>	1. Reconcile opening balances of Balance Sheet items with last audited Trial Balance / Balance Sheet. 2. Ensure that no back dated voucher is passed or modification in vouchers passed is done in the previous audit period post completion of audit.
<b>II</b>	<b>Cash / Bank</b>	3. <u>Cash / Bank Position</u> a. To report Cash Balance. b. To report Bank balances in all the bank accounts (including inoperative bank accounts).  4. <u>Inoperative Bank Accounts</u> c. To identify and report inoperative bank accounts i.e. bank account in which there has been no transaction in the last one year and reasons for non-closure of such bank accounts.  5. <u>Cash / Bank Book</u>  To check and report whether : d. Cash / Bank book is serially numbered, written, closed and signed by the Accounts in charge daily with due accounting of all receipts and

payments;

- e. Cash deposited to / withdrawn from bank is entered in Cash / Bank book on the same day;
- f. Cash / Bank Balance as per books of accounts tallies with the balance as per Cash / Bank Book.
- g. There was negative cash balance on any day during the period under audit.

6. Bank Reconciliation Statement

- h. To check and report whether Bank reconciliation statement in respect of all the bank accounts is prepared and signed by the Accounts in charge on monthly basis.
- i. Verification of Bank Reconciliation Statement with Bank Statement / Bank Certificate and to check and report whether :
  - Entries appearing in BRS are settled subsequently. If not, then inquire into the nature and details of such outstanding entry.
  - Cheques issued but not cleared appearing in BRS for more than 3 months has been transferred to stale cheques and booked accordingly.

7. FDRs / TDRs

- j. To check and report whether any amount has been kept in FDRs / TDRs with bank. If yes, then report the details thereof along with the reasons thereof.

8. Physical Verification

- k. Physical / surprise verification of cash on the first day of visit during audit and check whether the physical cash balance tallies with the balance shown by the cash book and report the discrepancy found, if any.
- l. Physical verification of unused blank cheque book / cheque leaves and report the discrepancy found, if any
- m. Physical verification of cancelled cheques during the audit period on random basis and report the discrepancy found, if any.
- n. Physical verification of FDRs / TDRs and report the discrepancy found, if any.

9. Cash / Bank Payment / Receipt

To check and report whether :

- o. Payments are made after proper sanction of Authorized person.
- p. Unpaid amount, if any, on account of salary, wages, bonus etc. is deposited in cash office without any delay;
- q. Payments are made only against original supporting bills/invoices and said bills / invoices are marked as "PAID" or "CANCELLED" along with the date of payment after payment is made.
- r. All cash and bank payments are entered in Docket Book.
- s. There was any irregularity while making payment in cash beyond the limit specified under Income Tax Act, 1961.

		<p>t. Cheques and drafts received are deposited in the bank account on the same day or next working day.</p> <p>u. Receipts through NEFT / RTGS are entered into the books of account on the same day or next working day.</p> <p>10. <u>Cash / Bank Vouchers</u></p> <p>To check and report whether :</p> <p>v. All the relevant columns of the Cash / Bank Vouchers have been properly filled in and vouchers are properly authorized.</p> <p>w. Signature of the payee is taken by the cashier on the cash payment voucher at the time of making cash payment and a revenue Stamp of Re 1 is affixed thereon where cash payment exceeds ` 5,000.</p> <p>11. <u>Insurance Cover</u></p> <p>To check and report whether :</p> <p>x. Cash in safe/cash in transit is within the insurance cover taken.</p> <p>y. Fidelity insurance cover is taken in the names of persons who have the custody of cash.</p> <p>12. <u>Safe Custody</u></p> <p>To check and report whether :</p> <p>x. Cash is kept in safe custody at the close of business hours.</p> <p>y. Cheque books and bank counterfoils are kept in safe custody.</p> <p>z. Post-dated cheques received, if any are kept in safe custody until deposited.</p> <p>13. To report whether the cash handling person is permanent employee of NTC.</p>
III	<b>Fixed Assets</b>	<p>14. To check and report whether proper authorization has been taken from the Appropriate Authority for purchase / sale / transfer of fixed assets during the audit period.</p> <p>15. To check and report whether transactions involving purchase / sale / transfer of fixed assets have been properly recorded in the books of accounts.</p> <p>16. <u>Fixed Asset Register</u></p> <p>To check and report whether :</p> <p>a. Fixed Assets Register (hereinafter referred to as "FAR") is maintained and updated on regular basis (Manual / Computerized).</p> <p>b. FAR give below details of the fixed assets :</p> <ul style="list-style-type: none"> <li>• Description;</li> <li>• Date of purchase;</li> <li>• Quantity;</li> <li>• Location;</li> <li>• Identification Number / Tag Number;</li> <li>• Original Cost / Purchase Price;</li> </ul>

		<ul style="list-style-type: none"> <li>• Rate of Depreciation / Useful life;</li> <li>• Accumulated depreciation;</li> <li>• Deletion / Inter-unit Transfer;</li> <li>• Written down value</li> </ul> <p>c. Identification number given on the fixed asset tallies with the number given in the FAR on random basis.</p> <p>17. <u>Physical Verification</u></p> <p>To check and report whether :</p> <p>d. Physical verification of fixed asset is carried out by the management at least once in a year.</p> <p>e. Physical verification sheets in respect of fixed assets are properly prepared and duly signed by the persons responsible for carrying out the physical verification. The name, designation of employees and the date of carrying out the physical verification should also be clearly mentioned in the physical verification sheets.</p> <p>18. <u>Purchase of new Plant &amp; Machinery</u></p> <p>To check and report whether :</p> <p>f. Machines are ordered after due approval and authorization at various stages</p> <p>g. Machines are received as per the specification and according to the agreed contract terms and conditions.</p> <p>h. Machines are erected / commissioned on time as per schedule and as per the terms of contract.</p> <p>i. Payments are made as per the agreed terms.</p> <p>j. Expenses incurred for procuring machines have been capitalized along with the capitalization of machines.</p> <p>k. Machines installed and commissioned are lying idle. If so, reasons thereof along with the period remaining idle.</p> <p>l. Performance of machines received with regard to working, speed etc. as per specification of machines or requirement of the mills as per running count.</p> <p>m. Any difficulty / problem are faced after erection / commissioning of machines.</p> <p>n. Suppliers of machines are attending the complaints on time and service thereafter is satisfactory.</p> <p>o. Ensure that the log book in respect of all the plant machinery and equipments are kept properly and up to date. Verify the machine log books and comment on the discrepancies observed.</p>
IV	Sundry Debtors	<p>19. Age-wise analysis of debtors giving details of debtors outstanding for:</p> <ul style="list-style-type: none"> <li>• Less than 3 months</li> <li>• 3-6 months</li> <li>• 6-12 months</li> <li>• More than 12 months</li> </ul> <p>20. Verify that collections from debtors are on time and there is no delay in collection and to ensure that interest is charged from parties on delayed payments as per the sales policy. Please verify the details in the <b>Format “B”</b> prescribed in <b>Additional Standard Checklist</b>.</p>

		<p>21. In case of sales made against Post dated cheques, if cheque has been deposited after due date, special mention in the report may be given along with the reasons.</p> <p>22. Verify the measures taken to recover / reduce sundry debtors and report whether the follow up action on outstanding debtors is sufficient or not.</p> <p>23. Comment on the Debtors' account showing closing credit balances along with the details and reasons for credit balances.</p> <p>24. Check the Debtors' account where legal case has been filed and ascertain the progress in the legal case.</p>
<b>V</b>	<b>Sundry Creditors</b>	<p>25. Age-wise analysis of creditors giving details of creditors outstanding for:</p> <ul style="list-style-type: none"> <li>• Less than 3 months</li> <li>• 3-6 months</li> <li>• 6-12 months</li> <li>• More than 12 months</li> </ul> <p>26. Comment on the Creditors account that are outstanding to be paid since long (unclaimed Creditors) and that can be considered for a write back in the books of account.</p> <p>27. Comment on the Creditors' account showing closing debit balances along with the details and reasons for debit balances.</p> <p>28. Check the Creditors' account where legal case has been filed and ascertain the progress in the legal case.</p>
<b>VI</b>	<b>Purchases</b>	<p>To check and report whether:</p> <p>29. Purchases are made as per the approved purchase manual /policy / prescribed procedures / sanction of authorized person.</p> <p>30. Interest / carrying charges paid, if any, are as per the terms of Purchase order (PO) / MoU / Contract. Please verify the details in the <b>Format "B"</b> prescribed in <b>Additional Standard Checklist</b>.</p> <p>31. Purchase Register is maintained and updated regularly (manual / computerized) indicating below details:</p> <ul style="list-style-type: none"> <li>• Item Code</li> <li>• Name of the item</li> <li>• Purchase Order Number</li> <li>• Rate per Item</li> <li>• Quantity purchased</li> <li>• Total Purchase Amount</li> <li>• Discount / Rebate, if any.</li> </ul> <p>32. Rate Variations over a period of time in respect of item of purchases should be noted. Reasons for purchases made at varying rates should be obtained. Rate Variations without a proper justification should be reported.</p> <p>33. Carry out a scrutiny of Indents / Purchase requisitions to ensure that the purchase orders are placed as per the requirements given in the Indents.</p> <p>34. Ensure that various terms and conditions entered with the suppliers regarding quantity, quality, rate, discounts / rebates, commission, transportation and GST/TDS are properly adhered.</p> <p>35. Obtain a list of Indents pending for conversion into PO and comment</p>



		<p>upon the old pending indents.</p> <p>36. Obtain a list of POs pending for delivery and comment upon the old pending PO where the due date of delivery of material has expired.</p> <p>37. <u>Inward Material</u></p> <ol style="list-style-type: none"> <li>a. Check that entry for the incoming material is made at the entry gate register and GRN is issued.</li> <li>b. Ensure that the weighing / counting of the incoming material are made properly and correctly at the receiving section.</li> </ol>
<b>VII</b>	<b>Sales</b>	<p>To check and report whether:</p> <p>38. Sales are made as per the approved sales policy / prescribed procedures.</p> <p>39. Sale of scrap items is made only through tender / open auction.</p> <p>40. Interest / carrying charges are collected on delayed payments, if any, as per the terms of MoU / Contract.</p> <p>41. Ensure that the discounts / rebates offered to the customers and commission to agents / dealers are as per the approved sales policy / prescribed procedures.</p> <p>42. Ensure that the weighing / counting of the outgoing material are made properly and correctly at the dispatch section.</p>
<b>VIII</b>	<b>Waste Sale (Like Cotton Waste)</b>	<p>43. Verification of sale procedure of waste variety wise and valuation thereto.</p> <p>44. To check and report whether sale of waste is made only to the registered parties.</p> <p>45. Ensure that the weighing / counting of the outgoing material are made properly and correctly at the dispatch section.</p>
<b>IX</b>	<b>Inventory</b>	<p>To check and report whether :</p> <p>46. Actual Inventory levels are as per the Inventory norms w.r.t:</p> <ul style="list-style-type: none"> <li>• Yarn</li> <li>• Cloth</li> <li>• Stores &amp; Spares</li> <li>• Raw Material</li> <li>• W.I.P</li> </ul> <p>47. Age-wise analysis of finished stock giving details for finished stock lying :</p> <ul style="list-style-type: none"> <li>• Less than 06 months</li> <li>• 06-12 months</li> <li>• More than 12 months</li> </ul> <p>48. Age wise summary of obsolete/damaged, non-moving and slow moving stock has been prepared and reported to Head Office for further instructions. If so, then report the details along with the amount thereof.</p> <p>49. Physical verification of inventory is carried out by the management at least once in a year.</p> <p>50. Samples sent outside the mills are received back within a reasonable time.</p> <p>51. Whether the systems of inventory control like Maximum level / Minimum level / EOQ / Perpetual inventory system / Bin Cards etc are prepared.</p>

		<p>52. Items of raw material and stores &amp; spares are procured and not issued within 6 months. If so, then report the details along with the reasons thereof.</p> <p>53. Unused Stores &amp; spares lying within a particular department are properly recorded / accounted.</p> <p>54. Raw material is valued on weighted average system, finished stock is valued at lower of cost or net realizable and WIP is valued properly at different stages.</p> <p>55. Monthly Quantitative Reconciliation Statement</p> <table border="1"> <thead> <tr> <th>Particulars</th> <th>Opening Stock</th> <th>Purchased</th> <th>Consumed</th> <th>Closing Stock</th> </tr> </thead> <tbody> <tr> <td>(i) Raw Material</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(ii) RM to FG (Yarn)</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>(iii) Yarn to Cloth Reconciliation</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Particulars	Opening Stock	Purchased	Consumed	Closing Stock	(i) Raw Material					(ii) RM to FG (Yarn)					(iii) Yarn to Cloth Reconciliation				
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<b>X</b>	<b>Accounting / Vouching</b>	<p>To check and report whether :</p> <p>56. Monthly reconciliation of all accounting records such as bank accounts, sub-ledger with main ledger accounts, stock ledger etc is done.</p> <p>57. Proper distinction between revenue and capital expenditure is made while accounting.</p> <p>58. All the relevant columns of the Vouchers have been properly filled in and vouchers are properly authorized and supported by bills / invoices etc.</p> <p>59. Voucher is prepared only in respect of original Bills / Invoices.</p> <p>60. Bills / invoices are passed strictly as per the terms of purchase order / MoU / Contract.</p> <p>61. To check the correctness of the accounting head – expenses or income and report the discrepancy, if any.</p> <p>62. Ensure that input credit under GST is properly recorded in the books of accounts.</p>																				
<b>XI</b>	<b>Repairs &amp; Maintenance of Plant &amp; Machinery</b>	<p>To check and report whether :</p> <p>63. Schedule of preventive maintenance of plant &amp; machinery and equipments has been made at regular intervals.</p> <p>64. Preventive maintenance schedule includes all the plant machinery and equipments.</p> <p>65. There is any deviation from the planned preventive maintenance schedule. Enquire in to the reason for such a deviation and comment upon it.</p>																				
<b>XII</b>	<b>Insurance</b>	<p>66. Obtain a list / statement of all the Insurance policies and ensure that all the assets of the company are fully and adequately insured.</p> <p>67. Obtain a list of all the insurance claims pending for settlement and comment upon the old pending cases.</p> <p>68. Ensure that the Insurance policies are renewed in time i.e. before the expiry of the period of validity.</p> <p>69. Prepaid insurance expenses are booked adequately.</p>																				

<b>XIII</b>	<b>Advance to employees</b>	<p>70. Obtain list of Advance to employees to ascertain the amount outstanding in the name of each employee and the date since when the advance is outstanding to be settled. Enquire and report cases where advances have not been settled for a long period along with the reasons thereof.</p> <p>71. Ensure that no further advance is given to an employee unless the previous outstanding advance is cleared by him.</p>
<b>XIV</b>	<b>Work Contracts</b>	<p>To check and report whether:</p> <p>72. There was any lacuna in procedure adopted for award of civil work contract, which was not beneficial to NTC</p> <p>73. The rates for carrying out the jobs work was finalized after a proper comparison of the rates and further negotiation.</p>
<b>XV</b>	<b>Statutory Compliances</b>	<p>74. To check and report whether the provisions of Income Tax / GST / PF / ESI / Professional Tax have been complied with.</p> <p>75. To check and report whether tax payments are made and returns are filed within the due date.</p> <p>76. To report month wise payment of statutory dues in the format given as Annexure 'A'.</p>
<b>XVI</b>	<b>MVRS</b>	<p>77. To check and report whether MVRS funds, if any, are kept in a separate bank account and there is no diversion of funds for any other purpose.</p> <p>78. Whether Utilization Certificate of funds released for MVRS or any other purpose is given from time to time.</p> <p>79. To check that there is no deviation w.r.t to the guidelines contained in NTC Modified Voluntary Scheme.</p> <p>80. To check date of birth of the employee as per service record and to ensure that there is no change in date of birth.</p> <p>81. To check the date of joining and to ensure that ex-gratia payment is made to workers as per guidelines contained in MVRS.</p>
<b>XVII</b>	<b>Budgets</b>	<p>82. To report month wise performance of the unit in technical and financial parameters given as Annexure 'B' &amp; 'C'.</p>

<b>XVIII</b>	<b>Personnel</b>	<p>83. Review the personnel service files of employees kept by the Personnel Department to check whether –</p> <ul style="list-style-type: none"> <li>• All the copies of certificates / testimonials have been taken from the employees at the time of joining.</li> <li>• Copies of appointment advice / appointment letters / confirmation letters etc are kept in the service files</li> <li>• Nomination in case of Gratuity / Pension / PF / superannuation etc has been collected from the employees.</li> <li>• All other documents like increment letters / promotion letters etc are properly filed in the service files.</li> </ul> <p>84. Ensure that the Personnel Department is taking due care in case of contract labour employed by it to ensure that legal and statutory obligation like PF / ESI are taken care of. The Personnel Department should maintain proper attendance record in respect of the contract labour and should obtain copies of monthly PF / ESI challans from the contractor.</p> <p>85. Check that the various licenses like the Factory license etc. are renewed in time.</p> <p>86. Ensure that the various provisions of industrial and labour laws like The Apprentices Act / Factories Act / Payment of wages Act / Minimum wages Act etc. are duly complied with.</p> <p>87. Ensure that proper attendance / leave records are maintained by the Personnel Department in respect of all the workmen / staff / officers/ managers / higher management.</p> <p>88. Verify system of settlement of terminal dues.</p>
<b>XIX</b>	<b>Time Office</b>	<p>To check and report whether :</p> <p>89. Actual strength of employees / labour is as per the sanctioned strength. If actual strength is more than the sanctioned strength, then check approval for extra manpower deployed.</p> <p>90. System of marking attendance has adequate checks and controls. Point out the lacunae / weakness in the internal control system.</p>
<b>XX</b>	<b>Additional points</b>	<p>91. To assess adequacy of internal checks &amp; internal controls in the organization.</p> <p>92. To comment on the adequacy of laid down procedures.</p> <p>93. To evaluate Joint Venture's transactions and monitors its result to ensure commitments of the strategic partners in the Joint Ventures.</p> <p>94. Scrutinizing tenders / contracts of high value (Rs. 10 Lakhs &amp; above).</p> <p>95. Verification and review of old outstanding loans and advances and details provided to Head Office for further consideration.</p> <p>96. Whether the action plans to comply with the Cost Auditors observations have been made and action taken report in respect of action plan is being submitted.</p>

NAME OF UNIT \_\_\_\_\_

STATEMENT SHOWING PAYMENT OF DUES  
FOR THE MONTH OF \_\_\_\_\_

S. No.	Particulars	Amount Due	Amount Paid	Due Date of Payment	Date of Payment	Remarks, if any
1	<u>Provident Fund</u>					
	a. Employees' Contribution					
	b. Employers' Contribution					
2	<u>ESI</u>					
	c. Employees' Contribution					
	d. Employers' Contribution					
3	Professional Tax					
4	TDS					
5	GST					
6	Custom Duty					
7	Property Tax					
8	Land Revenue / Cess					
9	Electricity Bill					
10	Water Bill					
11	Others, Please Specify					
	<b>Total</b>					

NAME OF UNIT \_\_\_\_\_

STATEMENT SHOWING PERFORMANCE IN TECHNICAL PARAMETERS  
FOR THE MONTH OF \_\_\_\_\_

S.No.	Particulars	Unit	Budgeted	Actual	Deviation - Positive / Negative	Reasons for deviation	Remarks, if any
<b>TECHNICAL</b>							
1.	Working days	Nos.					
2.	<b>Commissioned Capacity</b>	Nos.					
	a) Spindles						
	b) Looms						
	c) Processing						
3.	<b>Utilization</b>	%					
	a) Spinning						
	b) Weaving						
	c) Processing						
4.	<b>Grams/Spdl (40conv)</b>	Grams					
	a) Cotton						
	b) Blends						
	c) Overall						
5.	<b>Actual (Grams/Spdl.)</b>	Grams					
	a) Cotton						
	b) Blends						
	c) Overall						
6.	HOK (overall)						
7.	<b>Yarn Realisation</b>	%					
	a) Carded						
	b) Combed						
	c) Blends						
	d) Overall						
8.	Avg. Employment-per day	Nos.					
9.	Hands/000Spindles	Nos.					
10.	Hands/00 Looms	Nos.					
11.	Power/000 Spindles	Units					
12.	Power/00 Looms	Units					
13.	Power Rate/Unit	` / Unit					

14.	<b>Production</b> <b>a) Ring Stage</b> Cotton Yarn Blend Yarn Overall Yarn  <b>b) Packed Yarn</b> Cotton Yarn Blend Yarn Overall Yarn	Lakhs Kgs.					
15.	<b>Raw material rate</b> a) Cotton b) Blends c) Overall	Rs /Kg					
16.	Hard Waste	%					
17.	<b>Average Count</b>	Nos.					

NAME OF UNIT \_\_\_\_\_

**STATEMENT SHOWING PERFORMANCE IN FINANCIAL PARAMETERS  
FOR THE MONTH OF \_\_\_\_\_**

S.No.	Particulars	Unit	Budgeted	Actual	Remarks, if any
1	<b>Sales</b> a) Yarn b) Cloth	` in Lakhs			
2	<b>Production Value</b> including Misc. Income	` in Lakhs			
3	Raw material	` in Lakhs			
4	Power & Fuel	` in Lakhs			
5	Other Manufacturing Expenses	` in Lakhs			
6	Gross Contribution	` in Lakhs			
7	Administrative, Selling & Distribution Expenses	` in Lakhs			
8	Net Contribution	` in Lakhs			
9	Wages & Salaries	` in Lakhs			
10	Net Contribution/wages & salaries	%			
15	Interest paid	` in Lakhs			
16	Cash Profit / (Loss)	` in Lakhs			
17	Depreciation	` in Lakhs			
18	Gratuity Provisions etc.	` in Lakhs			
19	Operating Profit / (Loss)	` in Lakhs			



### Scope of Internal Audit for Closed Mills

- Internal Auditors are required to cover all the areas specified below in the **Detailed Scope of Internal Audit** for financial year 2018-19.
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- e. Cash deposited to / withdrawn from bank is entered in Cash / Bank book on the same day;
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- s. There was any irregularity while making payment in cash beyond the limit specified under Income Tax Act, 1961.
- t. Cheques and drafts received are deposited in the bank account on the

		<p>same day or next working day.</p> <p>u. Receipts through NEFT / RTGS are entered into the books of account on the same day or next working day.</p> <p>10. <u>Cash / Bank Vouchers</u></p> <p>To check and report whether :</p> <p>v. All the relevant columns of the Cash / Bank Vouchers have been properly filled in and vouchers are properly authorized.</p> <p>w. Signature of the payee is taken by the cashier on the cash payment voucher at the time of making cash payment and a revenue Stamp of Re 1 is affixed thereon where cash payment exceeds ` 5,000.</p> <p>11. <u>Insurance Cover</u></p> <p>To check and report whether :</p> <p>x. Cash in safe/cash in transit is within the insurance cover taken.</p> <p>y. Fidelity insurance cover is taken in the names of persons who have the custody of cash.</p> <p>12. <u>Safe Custody</u></p> <p>To check and report whether :</p> <p>x. Cash is kept in safe custody at the close of business hours.</p> <p>y. Cheque books and bank counterfoils are kept in safe custody.</p> <p>z. Post-dated cheques received, if any are kept in safe custody until deposited.</p> <p>13. To report whether the cash handling person is permanent employee of NTC.</p>
III	<b>Fixed Assets</b>	<p>14. To check and report whether proper authorization has been taken from the Appropriate Authority for sale / transfer of fixed assets during the audit period.</p> <p>15. To check and report whether transactions involving sale / transfer of fixed assets have been properly recorded in the books of accounts.</p> <p>16. Verify the system of safeguarding the properties of the mill.</p> <p>17. <u>Fixed Asset Register / Assets held for sale Register</u></p> <p>To check and report whether :</p> <p>a. Fixed Assets Register / Assets held for sale Register is maintained and updated on regular basis (Manual / Computerized) and give below details of the fixed assets :</p> <ul style="list-style-type: none"> <li>• Description;</li> <li>• Date of purchase;</li> <li>• Quantity;</li> <li>• Location;</li> <li>• Identification Number / Tag Number;</li> <li>• Original Cost / Purchase Price;</li> <li>• Rate of Depreciation / Useful life;</li> </ul>

		<ul style="list-style-type: none"> <li>• Accumulated depreciation;</li> <li>• Deletion / Inter-unit Transfer;</li> <li>• Written down value</li> </ul> <p>b. Identification number given on the fixed asset tallies with the number given in the Fixed Assets Register / Assets held for sale Register on random basis.</p> <p>18. <u>Physical Verification</u></p> <p>To check and report whether :</p> <p>c. Physical verification of fixed asset is carried out by the management at least once in a year.</p> <p>d. Physical verification sheets in respect of fixed assets are properly prepared and duly signed by the persons responsible for carrying out the physical verification. The name, designation of employees and the date of carrying out the physical verification should also be clearly mentioned in the physical verification sheets.</p>
<b>IV</b>	<b>Sale of Scrap</b>	19. To check and report whether sale of scrap items, if any, is made only through tender / open auction.
<b>V</b>	<b>Accounting / Vouching</b>	<p>To check and report whether :</p> <p>20. Monthly reconciliation of all accounting records such as bank accounts, sub-ledger with main ledger accounts etc is done.</p> <p>21. All the relevant columns of the Vouchers have been properly filled in and vouchers are properly authorized and supported by bills / invoices etc.</p> <p>22. Voucher is prepared only in respect of original Bills / Invoices.</p> <p>23. Bills / invoices are passed strictly as per the terms of MoU / Contract.</p> <p>24. To check the correctness of the accounting head – expenses or income and report the discrepancy, if any.</p> <p>25. Ensure that input credit under GST is properly recorded in the books of accounts.</p>
<b>VI</b>	<b>Insurance</b>	<p>26. Obtain a list / statement of all the Insurance policies and ensure that all the assets of the company are fully and adequately insured.</p> <p>27. Obtain a list of all the insurance claims pending for settlement and comment upon the old pending cases.</p> <p>28. Ensure that the Insurance policies are renewed in time i.e. before the expiry of the period of validity.</p> <p>29. Prepaid insurance expenses are booked adequately.</p>
<b>VII</b>	<b>Advance to employees</b>	<p>30. Obtain list of Advance to employees to ascertain the amount outstanding in the name of each employee and the date since when the advance is outstanding to be settled. Enquire and report cases where advances have not been settled for a long period along with the reasons thereof.</p> <p>31. Ensure that no further advance is given to an employee unless the previous outstanding advance is cleared by him.</p>

<b>VIII</b>	<b>Statutory Compliances</b>	<p>32. To check and report whether the provisions of Income Tax / GST/ PF / ESI / Professional Tax have been complied with.</p> <p>33. To check and report whether tax payments are made and returns are filed within the due date.</p> <p>34. To report month wise payment of dues in the format given as Annexure 'A'.</p>
<b>IX</b>	<b>MVRS</b>	<p>35. To check and report whether MVRS funds, if any, are kept in a separate bank account and there is no diversion of funds for any other purpose.</p> <p>36. Whether Utilization Certificate of funds released for MVRS or any other purpose is given from time to time.</p> <p>37. To check that there is no deviation w.r.t to the guidelines contained in NTC Modified Voluntary Scheme.</p> <p>38. To check date of birth of the employee as per service record and to ensure that there is no change in date of birth.</p> <p>39. To check the date of joining and to ensure that ex-gratia payment is made to workers as per guidelines contained in MVRS.</p>
<b>X</b>	<b>Legal Matters</b>	<p>40. Verify pending legal cases and their progress along with the incidental legal expenses incurred thereto.</p>
<b>XI</b>	<b>Personnel and Time Office</b>	<p>41. Review the personnel service files of employees kept by the Personnel Department and check whether the same are updated regularly.</p> <p>42. To check and report whether the system of marking attendance has adequate checks and controls. Point out the lacunae / weakness in the internal control system.</p> <p>43. Ensure that in case of contract labour employed, legal and statutory obligation like PF / ESI are taken care of. The Personnel Department should maintain proper attendance record in respect of the contract labour and should obtain copies of monthly PF / ESI challans from the contractor.</p> <p>44. Ensure compliance of various Statutory Acts applicable to the mill.</p> <p>45. Ensure that proper attendance / leave records are maintained by the Personnel Department in respect of all the workmen / staff / officers/ managers / higher management.</p> <p>46. Verification of salary to employees / workers.</p> <p>47. Verify claims of employees pertaining to TA/DA/Medical / Local Conveyance etc.</p> <p>48. Verify system of settlement of terminal dues.</p>
<b>XII</b>	<b>Additional points</b>	<p>49. To assess adequacy of internal checks &amp; internal controls in the organization.</p> <p>50. To comment on the adequacy of laid down procedures.</p> <p>51. To review and report old debit and credit balances.</p> <p>52. To verify the system of deployment of security personnel.</p> <p>53. To report whether any obsolete item (inventory / stores &amp; spares) is lying in the mill premises. If yes, then details thereof.</p>

NAME OF UNIT \_\_\_\_\_

STATEMENT SHOWING PAYMENT OF DUES  
FOR THE MONTH OF \_\_\_\_\_

S. No.	Particulars	Amount Due	Amount Paid	Due Date of Payment	Date of Payment	Remarks, if any
1	<u>Provident Fund</u>					
	a. Employees' Contribution					
	b. Employers' Contribution					
2	<u>ESI</u>					
	c. Employees' Contribution					
	d. Employers' Contribution					
3	Professional Tax					
4	TDS					
5	GST					
6	Custom Duty					
7	Property Tax					
8	Land Revenue / Cess					
9	Electricity Bill					
10	Water Bill					
11	Others, Please Specify					
	<b>Total</b>					

### Scope of Internal Audit for Head Office / Regional Offices / Sub Offices

- Internal Auditors are required to cover all the areas specified below in the **Detailed Scope of Internal Audit** for financial year 2018-19.
- Internal Auditors should inform any serious irregularity in the unit to NTC Head Office, New Delhi as “**SPECIAL REPORT TO H.O.**” separately.
- The role of internal Auditor is not confined only to pointing discrepancies but also suggesting remedial measures against these discrepancies and risk involved therein.
- Draft Internal Audit Report should be discussed with the unit head and their replies towards each auditor’s observation should also be incorporated in the report.
- **Quarterly/Half yearly Trial balance** should be enclosed along with the Internal Audit Report, duly signed by the Internal Auditor and the unit head. Trial Balance should provide Opening Balance, Transaction during the period (Debit and Credit) and Closing Balance.
- Internal Audit Reports should be submitted **timely** to the unit head and HO and timelines mentioned in the appointment letter should be strictly adhered.

#### DETAILED SCOPE OF INTERNAL AUDIT

S. No.	Particulars	Particulars
I	<b>Trial Balance</b>	1. Reconcile opening balances of Balance Sheet items with last audited Trial Balance / Balance Sheet. 2. Ensure that no back dated voucher is passed or modification in vouchers passed is done in the previous audit period post completion of audit.
II	<b>Cash / Bank</b>	3. <u>Cash / Bank Position</u> a. To report Cash Balance. b. To report Bank balances in all the bank accounts (including inoperative bank accounts).  4. <u>Inoperative Bank Accounts</u> c. To identify and report inoperative bank accounts i.e. bank account in which there has been no transaction in the last one year and reasons for non-closure of such bank accounts.  5. <u>Cash / Bank Book</u>  To check and report whether : d. Cash / Bank book is serially numbered, written, closed and signed by the Accounts in charge daily with due accounting of all receipts and payments;

- e. Cash deposited to / withdrawn from bank is entered in Cash / Bank book on the same day;
- f. Cash / Bank Balance as per books of accounts tallies with the balance as per Cash / Bank Book.
- g. There was negative cash balance on any day during the period under audit.

6. Bank Reconciliation Statement

- h. To check and report whether Bank reconciliation statement in respect of all the bank accounts is prepared and signed by the Accounts in charge on monthly basis.
- i. Verification of Bank Reconciliation Statement with Bank Statement / Bank Certificate and to check and report whether :
  - Entries appearing in BRS are settled subsequently. If not, then inquire into the nature and details of such outstanding entry.
  - Cheques issued but not cleared appearing in BRS for more than 3 months has been transferred to stale cheques and booked accordingly.

7. FDRs / TDRs

- j. To check and report whether any amount has been kept in FDRs / TDRs with bank. If yes, then report the details thereof along with the reasons thereof.

8. Physical Verification

- k. Physical / surprise verification of cash on the first day of visit during audit and check whether the physical cash balance tallies with the balance shown by the cash book and report the discrepancy found, if any.
- l. Physical verification of unused blank cheque book / cheque leaves and report the discrepancy found, if any
- m. Physical verification of cancelled cheques during the audit period on random basis and report the discrepancy found, if any.
- n. Physical verification of FDRs / TDRs and report the discrepancy found, if any.

9. Cash / Bank Payment / Receipt

To check and report whether :

- o. Payments are made after proper sanction of Authorized person.
- p. Unpaid amount, if any, on account of salary, wages, bonus etc. is deposited in cash office without any delay;
- q. Payments are made only against original supporting bills/invoices and said bills / invoices are marked as "PAID" or "CANCELLED" along with the date of payment after payment is made.
- r. All cash and bank payments are entered in Docket Book.
- s. There was any irregularity while making payment in cash beyond the limit specified under Income Tax Act, 1961.



		<p>t. Cheques and drafts received are deposited in the bank account on the same day or next working day.</p> <p>u. Receipts through NEFT / RTGS are entered into the books of account on the same day or next working day.</p> <p>10. <u>Cash / Bank Vouchers</u></p> <p>To check and report whether :</p> <p>v. All the relevant columns of the Cash / Bank Vouchers have been properly filled in and vouchers are properly authorized.</p> <p>w. Signature of the payee is taken by the cashier on the cash payment voucher at the time of making cash payment and a revenue Stamp of Re 1 is affixed thereon where cash payment exceeds ` 5,000.</p> <p>11. <u>Insurance Cover</u></p> <p>To check and report whether :</p> <p>x. Cash in safe/cash in transit is within the insurance cover taken.</p> <p>y. Fidelity insurance cover is taken in the names of persons who have the custody of cash.</p> <p>12. <u>Safe Custody</u></p> <p>To check and report whether :</p> <p>x. Cash is kept in safe custody at the close of business hours.</p> <p>y. Cheque books and bank counterfoils are kept in safe custody.</p> <p>z. Post-dated cheques received, if any are kept in safe custody until deposited.</p> <p>13. To report whether the cash handling person is permanent employee of NTC.</p>
III	<b>Fixed Assets</b>	<p>14. To check and report whether proper authorization has been taken from the Appropriate Authority for purchase / sale / transfer of fixed assets during the audit period.</p> <p>15. To check and report whether transactions involving purchase / sale / transfer of fixed assets have been properly recorded in the books of accounts.</p> <p>16. <u>Fixed Asset Register</u></p> <p>To check and report whether :</p> <p>a. Fixed Assets Register (hereinafter referred to as “FAR”) is maintained and updated on regular basis (Manual / Computerized).</p> <p>b. FAR give below details of the fixed assets :</p> <ul style="list-style-type: none"> <li>• Description;</li> <li>• Date of purchase;</li> <li>• Quantity;</li> <li>• Location;</li> <li>• Identification Number / Tag Number;</li> <li>• Original Cost / Purchase Price;</li> </ul>

		<ul style="list-style-type: none"> <li>• Rate of Depreciation / Useful life;</li> <li>• Accumulated depreciation;</li> <li>• Deletion / Inter-unit Transfer;</li> <li>• Written down value</li> </ul> <p>c. Identification number given on the fixed asset tallies with the number given in the FAR on random basis.</p> <p>17. <u>Physical Verification</u></p> <p>To check and report whether :</p> <p>d. Physical verification of fixed asset is carried out by the management at least once in a year.</p> <p>e. Physical verification sheets in respect of fixed assets are properly prepared and duly signed by the persons responsible for carrying out the physical verification. The name, designation of employees and the date of carrying out the physical verification should also be clearly mentioned in the physical verification sheets.</p>
<b>IV</b>	<b>Sundry Debtors, if any</b>	<p>18. Age-wise analysis of debtors giving details of debtors outstanding for:</p> <ul style="list-style-type: none"> <li>• Less than 3 months</li> <li>• 3-6 months</li> <li>• 6-12 months</li> <li>• More than 12 months</li> </ul> <p>19. Verify that collections from debtors are on time and there is no delay in collection and to ensure that interest is charged from parties on delayed payments as per the sales policy. Please verify the details in the <b>Format “B”</b> prescribed in <b>Additional Standard Checklist</b>.</p> <p>20. In case of sales made against Post dated cheques, if cheque has been deposited after due date, special mention in the report may be given along with the reasons.</p> <p>21. Verify the measures taken to recover / reduce sundry debtors and report whether the follow up action on outstanding debtors is sufficient or not.</p> <p>22. Comment on the Debtors’ account showing closing credit balances along with the details and reasons for credit balances.</p> <p>23. Check the Debtors’ account where legal case has been filed and ascertain the progress in the legal case.</p>
<b>V</b>	<b>Sundry Creditors, if any</b>	<p>24. Age-wise analysis of creditors giving details of creditors outstanding for:</p> <ul style="list-style-type: none"> <li>• Less than 3 months</li> <li>• 3-6 months</li> <li>• 6-12 months</li> <li>• More than 12 months</li> </ul> <p>25. Comment on the Creditors account that are outstanding to be paid since long (unclaimed Creditors) and that can be considered for a write back in the books of account.</p> <p>26. Comment on the Creditors’ account showing closing debit balances along with the details and reasons for debit balances.</p> <p>27. Check the Creditors’ account where legal case has been filed and ascertain the progress in the legal case.</p>

<b>VI</b>	<b>Scrap Sales</b>	28. To check and report whether sale of scrap items is made only through tender / open auction.
<b>VII</b>	<b>Accounting / Vouching</b>	To check and report whether : 29. Monthly reconciliation of all accounting records such as bank accounts, sub-ledger with main ledger accounts etc is done. 30. Proper distinction between revenue and capital expenditure is made while accounting. 31. All the relevant columns of the Vouchers have been properly filled in and vouchers are properly authorized and supported by bills / invoices etc. 32. Voucher is prepared only in respect of original Bills / Invoices. 33. Bills / invoices are passed strictly as per the terms of purchase order / MoU / Contract. 34. To check the correctness of the accounting head – expenses or income and report the discrepancy, if any. 35. Ensure that input credit under GST is properly recorded in the books of accounts.
<b>VIII</b>	<b>Insurance</b>	36. Obtain a list / statement of all the Insurance policies and ensure that all the assets of the company are fully and adequately insured. 37. Obtain a list of all the insurance claims pending for settlement and comment upon the old pending cases. 38. Ensure that the Insurance policies are renewed in time i.e. before the expiry of the period of validity. 39. Prepaid insurance expenses are booked adequately.
<b>IX</b>	<b>Advance to employees</b>	40. Obtain list of Advance to employees to ascertain the amount outstanding in the name of each employee and the date since when the advance is outstanding to be settled. Enquire and report cases where advances have not been settled for a long period along with the reasons thereof. 41. Ensure that no further advance is given to an employee unless the previous outstanding advance is cleared by him.
<b>X</b>	<b>Work Contracts</b>	To check and report whether: 42. There was any lacuna in procedure adopted for award of civil work contract, which was not beneficial to NTC 43. The rates for carrying out the jobs work was finalized after a proper comparison of the rates and further negotiation.
<b>XI</b>	<b>Statutory Compliances</b>	44. To check and report whether the provisions of Income Tax / GST / PF / ESI / Professional Tax have been complied with. 45. To check and report whether tax payments are made and returns are filed within the due date. 46. To report month wise payment of dues in the format given as Annexure 'A'.

<b>XII</b>	<b>MVRS</b>	<p>47. To check and report whether MVRS funds, if any, are kept in a separate bank account and there is no diversion of funds for any other purpose.</p> <p>48. Whether Utilization Certificate of funds released for MVRS or any other purpose is given from time to time.</p> <p>49. To check that there is no deviation w.r.t to the guidelines contained in NTC Modified Voluntary Scheme.</p> <p>50. To check date of birth of the employee as per service record and to ensure that there is no change in date of birth.</p> <p>51. To check the date of joining and to ensure that ex-gratia payment is made to workers as per guidelines contained in MVRS.</p>
<b>XIII</b>	<b>Budgets</b>	<p>52. To report whether budgeted estimates of expenditures are deviated.</p>
<b>XIV</b>	<b>Personnel</b>	<p>53. Review the personnel service files of employees kept by the Personnel Department to check whether –</p> <ul style="list-style-type: none"> <li>• All the copies of certificates / testimonials have been taken from the employees at the time of joining.</li> <li>• Copies of appointment advice / appointment letters / confirmation letters etc are kept in the service files</li> <li>• Nomination in case of Gratuity / Pension / PF / superannuation etc has been collected from the employees.</li> <li>• All other documents like increment letters / promotion letters etc are properly filed in the service files.</li> </ul> <p>54. Ensure that the Personnel Department is taking due care in case of contract labour employed by it to ensure that legal and statutory obligation like PF / ESI are taken care of. The Personnel Department should maintain proper attendance record in respect of the contract labour and should obtain copies of monthly PF / ESI challans from the contractor.</p> <p>55. Check that the various licenses are renewed in time.</p> <p>56. Ensure that the various provisions of industrial and labour laws like The Apprentices Act / Payment of wages Act / Minimum wages Act etc. are duly complied with.</p> <p>57. Ensure that proper attendance / leave records are maintained by the Personnel Department in respect of all the workmen / staff / officers/ managers / higher management.</p> <p>58. Verify system of settlement of terminal dues.</p> <p>59. To check and report whether the system of marking attendance has adequate checks and controls. Point out the lacunae / weakness in the internal control system.</p>

<b>XVI</b>	<b>Additional points</b>	<p>60. To assess adequacy of internal checks &amp; internal controls in the organization.</p> <p>61. To comment on the adequacy of laid down procedures.</p> <p>62. To evaluate Joint Venture's transactions and monitors its result to ensure commitments of the strategic partners in the Joint Ventures.</p> <p>63. Scrutinizing tenders / contracts of high value (Rs. 10 Lakhs &amp; above).</p> <p>64. Verification and review of old outstanding loans and advances and details provided to Head Office for further consideration.</p> <p>65. Whether the action plans to comply with the Cost Auditors observations have been made and action taken report in respect of action plan is being submitted.</p>
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NAME OF UNIT \_\_\_\_\_

STATEMENT SHOWING PAYMENT OF DUES  
FOR THE MONTH OF \_\_\_\_\_

S. No.	Particulars	Amount Due	Amount Paid	Due Date of Payment	Date of Payment	Remarks, if any
1	<u>Provident Fund</u>					
	a. Employees' Contribution					
2	b. Employers' Contribution					
	<u>ESI</u>					
3	c. Employees' Contribution					
	d. Employers' Contribution					
4	Professional Tax					
5	TDS					
6	GST					
7	Custom Duty					
8	Property Tax					
9	Land Revenue / Cess					
10	Electricity Bill					
11	Water Bill					
	Others, Please Specify					
	<b>Total</b>					

### Scope of Internal Audit for Retail Marketing Division / Depot / Showrooms

- Internal Auditors are required to cover all the areas specified below in the **Detailed Scope of Internal Audit** for financial year 2018-19.
- Internal Auditors should inform any serious irregularity in the unit to NTC Head Office, New Delhi as “**SPECIAL REPORT TO H.O.**” separately.
- The role of internal Auditor is not confined only to pointing discrepancies but also suggesting remedial measures against these discrepancies and risk involved therein.
- Draft Internal Audit Report should be discussed with the unit head and their replies towards each auditor’s observation should also be incorporated in the report.
- **Quarterly/Half yearly Trial balance** should be enclosed along with the Internal Audit Report, duly signed by the Internal Auditor and the unit head. Trial Balance should provide Opening Balance, Transaction during the period (Debit and Credit) and Closing Balance.
- Internal Audit Reports should be submitted **timely** to the unit head and HO and timelines mentioned in the appointment letter should be strictly adhered.

#### DETAILED SCOPE OF INTERNAL AUDIT

S. No.	Particulars	Particulars
<b>I</b>	<b>Trial Balance</b>	1. Reconcile opening balances of Balance Sheet items with last audited Trial Balance / Balance Sheet. 2. Ensure that no back dated voucher is passed or modification in vouchers passed is done in the previous audit period post completion of audit.
<b>II</b>	<b>Records</b>	3. To check that following records are kept and maintained: <ol style="list-style-type: none"> <li>a. Cash Book / Cash Ledger</li> <li>b. Petty Cash Book</li> <li>c. Bank Book / Bank Register</li> <li>d. Daily Sales Register</li> <li>e. Sales Summary Statements</li> <li>f. Kacchi Summary Register</li> <li>g. Pakki Summary Register</li> <li>h. Stock Ledgers</li> <li>i. Opening/Closing Registers of Showrooms / Godown</li> <li>j. Cash Memo Register showing receipt &amp; issue of cash recovery books.</li> <li>k. Goods receipt Challan File</li> <li>l. Supply Order File</li> <li>m. Challan File</li> <li>n. Whole sale bills File</li> <li>o. Proforma Invoice File</li> </ol>

		<p>p. Attendance Registers  q. Fixed Assets Register  r. Purchase order Book  s. Annual Shortage/ Excess Register  t. Debtors' Ledger  u. Creditors' Ledger  v. General Ledger  w. Journal Book  x. Customer / Visitor Book</p>
III	Cash / Bank	<p>4. <u>Cash / Bank Position</u></p> <p>a. To report Cash Balance.  b. To report Bank balances in all the bank accounts (including inoperative bank accounts).</p> <p>5. <u>Inoperative Bank Accounts</u></p> <p>c. To identify and report inoperative bank accounts i.e. bank account in which there has been no transaction in the last one year and reasons for non-closure of such bank accounts.</p> <p>6. <u>Cash / Bank Book</u></p> <p>To check and report whether :</p> <p>d. Cash / Bank book is serially numbered, written, closed and signed by the Accounts in charge daily with due accounting of all receipts and payments;  e. Cash deposited to / withdrawn from bank is entered in Cash / Bank book on the same day;  f. Cash / Bank Balance as per books of accounts tallies with the balance as per Cash / Bank Book.  g. There was negative cash balance on any day during the period under audit.</p> <p>7. <u>Bank Reconciliation Statement</u></p> <p>h. To check and report whether Bank reconciliation statement in respect of all the bank accounts is prepared and signed by the Accounts in charge on monthly basis.  i. Verification of Bank Reconciliation Statement with Bank Statement / Bank Certificate and to check and report whether : <ul style="list-style-type: none"> <li>• Entries appearing in BRS are settled subsequently. If not, then inquire into the nature and details of such outstanding entry.</li> <li>• Cheques issued but not cleared appearing in BRS for more than 3 months has been transferred to stale cheques and booked accordingly.</li> </ul> </p> <p>8. <u>FDRs / TDRs</u></p> <p>j. To check and report whether any amount has been kept in FDRs /</p>



TDRs with bank. If yes, then report the details thereof along with reasons thereof.

9. Physical Verification

- k. Physical / surprise verification of cash on the first day of visit during audit and check whether the physical cash balance tallies with the balance shown by the cash book and report the discrepancy found, if any.
- l. Physical verification of unused blank cheque book / cheque leaves and report the discrepancy found, if any
- m. Physical verification of cancelled cheques during the audit period on random basis and report the discrepancy found, if any.
- n. Physical verification of FDRs / TDRs and report the discrepancy found, if any.

10. Cash / Bank Payment / Receipt

To check and report whether :

- o. Payments are made after proper sanction of Authorized person.
- p. Unpaid amount, if any, on account of salary, wages, bonus etc. is deposited in cash office without any delay;
- q. Payments are made only against original supporting bills/invoices and said bills / invoices are marked as "PAID" or "CANCELLED" along with the date of payment after payment is made.
- r. All cash and bank payments are entered in Docket Book.
- s. There was any irregularity while making payment in cash beyond the limit specified under Income Tax Act, 1961.
- t. Cheques and drafts received are deposited in the bank account on the same day or next working day.
- u. Receipts through NEFT / RTGS are entered into the books of account on the same day or next working day.

11. Cash / Bank Vouchers

To check and report whether :

- v. All the relevant columns of the Cash / Bank Vouchers have been properly filled in and vouchers are properly authorized.
- w. Signature of the payee is taken by the cashier on the cash payment voucher at the time of making cash payment and a revenue Stamp of Re 1 is affixed thereon where cash payment exceeds ` 5,000.

12. Insurance Cover

To check and report whether :

- x. Cash in safe/cash in transit is within the insurance cover taken.
- y. Fidelity insurance cover is taken in the names of persons who have the custody of cash.

13. Safe Custody

To check and report whether :

		<p>x. Cash is kept in safe custody at the close of business hours.</p> <p>y. Cheque books and bank counterfoils are kept in safe custody.</p> <p>z. Post-dated cheques received, if any are kept in safe custody until deposited.</p> <p>14. To report whether the cash handling person is permanent employee of NTC.</p>
<b>IV</b>	<b>Fixed Assets</b>	<p>15. To check and report whether proper authorization has been taken from the Appropriate Authority for purchase / sale / transfer of fixed assets during the audit period.</p> <p>16. To check and report whether transactions involving purchase / sale / transfer of fixed assets have been properly recorded in the books of accounts.</p> <p>17. <u>Fixed Asset Register</u></p> <p>To check and report whether :</p> <p>a. Fixed Assets Register (hereinafter referred to as “FAR”) is maintained and updated on regular basis (Manual / Computerized).</p> <p>b. FAR give below details of the fixed assets :</p> <ul style="list-style-type: none"> <li>• Description;</li> <li>• Date of purchase;</li> <li>• Quantity;</li> <li>• Location;</li> <li>• Identification Number / Tag Number;</li> <li>• Original Cost / Purchase Price;</li> <li>• Rate of Depreciation / Useful life;</li> <li>• Accumulated depreciation;</li> <li>• Deletion / Inter-unit Transfer;</li> <li>• Written down value</li> </ul> <p>c. Identification number given on the fixed asset tallies with the number given in the FAR on random basis.</p> <p>18. <u>Physical Verification</u></p> <p>To check and report whether :</p> <p>d. Physical verification of fixed asset is carried out by the management at least once in a year.</p> <p>e. Physical verification sheets in respect of fixed assets are properly prepared and duly signed by the persons responsible for carrying out the physical verification. The name, designation of employees and the date of carrying out the physical verification should also be clearly mentioned in the physical verification sheets.</p>
<b>V</b>	<b>Sundry Debtors</b>	<p>19. Age-wise analysis of debtors giving details of debtors outstanding for:</p> <ul style="list-style-type: none"> <li>• Less than 3 months</li> <li>• 3-6 months</li> <li>• 6-12 months</li> <li>• More than 12 months</li> </ul> <p>20. Verify that collections from debtors are on time and there is no delay</p>

		<p>in collection and to ensure that interest is charged from parties on delayed payments as per the sales policy. Please verify the details in the <b>Format “B”</b> prescribed in <b>Additional Standard Checklist</b>.</p> <p>21. In case of sales made against Post dated cheques, if cheque has been deposited after due date, special mention in the report may be given along with the reasons.</p> <p>22. Verify the measures taken to recover / reduce sundry debtors and report whether the follow up action on outstanding debtors is sufficient or not.</p> <p>23. Comment on the Debtors’ account showing closing credit balances along with the details and reasons for credit balances.</p> <p>24. Check the Debtors’ account where legal case has been filed and ascertain the progress in the legal case.</p>
<b>VI</b>	<b>Sundry Creditors</b>	<p>25. Age-wise analysis of creditors giving details of creditors outstanding for:</p> <ul style="list-style-type: none"> <li>• Less than 3 months</li> <li>• 3-6 months</li> <li>• 6-12 months</li> <li>• More than 12 months</li> </ul> <p>26. Comment on the Creditors account that are outstanding to be paid since long (unclaimed Creditors) and that can be considered for a write back in the books of account.</p> <p>27. Comment on the Creditors’ account showing closing debit balances along with the details and reasons for debit balances.</p> <p>28. Check the Creditors’ account where legal case has been filed and ascertain the progress in the legal case.</p>
<b>VII</b>	<b>Purchases (for RMD only)</b>	<p>To check and report whether:</p> <p>29. Purchases are made as per the approved purchase manual /policy / prescribed procedures / sanction of authorized person.</p> <p>30. Interest / carrying charges paid, if any, are as per the terms of Purchase order (PO) / MoU / Contract. Please verify the details in the <b>Format “B”</b> prescribed in <b>Additional Standard Checklist</b>.</p> <p>31. Purchase Register is maintained and updated regularly (manual / computerized) indicating below details:</p> <ul style="list-style-type: none"> <li>• Item Code</li> <li>• Name of the item</li> <li>• Purchase Order Number</li> <li>• Rate per Item</li> <li>• Quantity purchased</li> <li>• Total Purchase Amount</li> <li>• Discount / Rebate, if any.</li> </ul> <p>32. Rate Variations over a period of time in respect of item of purchases should be noted. Reasons for purchases made at varying rates should be obtained. Rate Variations without a proper justification should be reported.</p> <p>33. Carry out a scrutiny of Indents / Purchase requisitions to ensure that the purchase orders are placed as per the requirements given in the Indents.</p> <p>34. Ensure that various terms and conditions entered with the suppliers</p>

		<p>regarding quantity, quality, rate, discounts / rebates, commission, transportation and GST/TDS are properly adhered.</p> <p>35. Purchases are made against the confirmed supply orders.</p> <p>36. Obtain a list of Indents pending for conversion into PO and comment upon the old pending indents.</p> <p>37. Obtain a list of POs pending for delivery and comment upon the old pending PO where the due date of delivery of material has expired.</p> <p>38. <u>Inward Material</u></p> <ol style="list-style-type: none"> <li>a. Check that entry for the incoming material is made at the entry gate register and GRN is issued.</li> <li>b. Ensure that the weighing / counting of the incoming material are made properly and correctly at the receiving section.</li> </ol>
<b>VIII</b>	<b>Sales</b>	<p>To check and report whether:</p> <p>39. Sales are made as per the approved sales policy / prescribed procedures.</p> <p>40. Sale of scrap items is made only through tender / open auction.</p> <p>41. Cash Memos had been entered in Kacchi Summary in different categories of sales and verify rates, quantities and discounts.</p> <p>42. Totals of Kacchi Summary headwise and variety wise are entered in the Pakki Summary every fortnightly and these tally with the gross sales entered in the Cash Book / Ledgers.</p> <p>43. Cash memos of sale proceeds have been properly entered in the Sales Summary Statements.</p> <p>44. Interest / carrying charges are collected on delayed payments, if any, as per the terms of MoU / Contract.</p> <p>45. Ensure that the discounts / rebates offered to the customers and commission to agents / dealers are as per the approved sales policy / prescribed procedures.</p> <p>46. To review payment of sales incentive to employees and ensure that payment is in accordance with the approved sales policy / prescribed procedures.</p> <p>47. Ensure that the weighing / counting of the outgoing material are made properly and correctly at the despatch section.</p> <p>48. Multiple Bill / Invoice Book are in use at the same time. If yes, enquire into the reasons and report if any discrepancy is observed.</p>
<b>IX</b>	<b>Inventory</b>	<p>To check and report whether :</p> <p>49. Actual Inventory levels are as per the Inventory norms w.r.t:</p> <ul style="list-style-type: none"> <li>• Yarn</li> <li>• Cloth</li> </ul> <p>50. Age-wise analysis of finished stock giving details for finished stock lying :</p> <ul style="list-style-type: none"> <li>• Less than 06 months</li> <li>• 06-12 months</li> <li>• More than 12 months</li> </ul> <p>51. Age wise summary of obsolete/damaged, non-moving and slow moving stock has been prepared and reported to Head Office for further instructions. If so, then report the details along with the amount thereof.</p> <p>52. Physical verification of inventory is carried out by the management at</p>

		<p>least once in a year.</p> <p>53. Samples sent outside are received back within a reasonable time.</p> <p>54. Whether the systems of inventory control like Maximum level / Minimum level / EOQ / Perpetual inventory system / Bin Cards etc are prepared.</p> <p>55. Finished stock is valued at lower of cost or net realizable.</p> <p>56. Shortage in stock is recovered from the concerned employee as per the policy.</p>
<b>X</b>	<b>Accounting / Vouching</b>	<p>To check and report whether :</p> <p>57. Monthly reconciliation of all accounting records such as bank accounts, sub-ledger with main ledger accounts, stock ledger etc is done.</p> <p>58. Proper distinction between revenue and capital expenditure is made while accounting.</p> <p>59. All the relevant columns of the Vouchers have been properly filled in and vouchers are properly authorized and supported by bills / invoices etc.</p> <p>60. Voucher is prepared only in respect of original Bills / Invoices.</p> <p>61. Bills / invoices are passed strictly as per the terms of purchase order / MoU / Contract.</p> <p>62. To check the correctness of the accounting head – expenses or income and report the discrepancy, if any.</p> <p>63. Ensure that input credit under GST is properly recorded in the books of accounts.</p>
<b>XI</b>	<b>Insurance</b>	<p>64. Obtain a list / statement of all the Insurance policies and ensure that all the assets (cash, stock, fixed asset) lying in RMD / showroom or in transit are fully and adequately insured.</p> <p>65. Obtain a list of all the insurance claims pending for settlement and comment upon the old pending cases.</p> <p>66. Ensure that the Insurance policies are renewed in time i.e. before the expiry of the period of validity.</p> <p>67. Prepaid insurance expenses are booked adequately.</p>
<b>XII</b>	<b>Advance to employees</b>	<p>68. Obtain list of Advance to employees to ascertain the amount outstanding in the name of each employee and the date since when the advance is outstanding to be settled. Enquire and report cases where advances have not been settled for a long period along with the reasons thereof.</p> <p>69. Ensure that no further advance is given to an employee unless the previous outstanding advance is cleared by him.</p>
<b>XIII</b>	<b>Work Contracts</b>	<p>To check and report whether:</p> <p>70. There was any lacuna in procedure adopted for award of civil work contract, which was not beneficial to NTC</p> <p>71. The rates for carrying out the jobs work was finalized after a proper comparison of the rates and further negotiation.</p>

<b>XIV</b>	<b>Statutory Compliances</b>	<p>72. To check and report whether the provisions of Income Tax / GST/ PF / ESI / Professional Tax have been complied with.</p> <p>73. To check and report whether tax payments are made and returns are filed within the due date.</p> <p>74. To report month wise payment of dues in the format given as Annexure 'A'.</p>
<b>XV</b>	<b>MVRS</b>	<p>75. To check and report whether MVRS funds, if any, are kept in a separate bank account and there is no diversion of funds for any other purpose.</p> <p>76. Whether Utilization Certificate of funds released for MVRS or any other purpose is given from time to time.</p> <p>77. To check that there is no deviation w.r.t to the guidelines contained in NTC Modified Voluntary Scheme.</p> <p>78. To check date of birth of the employee as per service record and to ensure that there is no change in date of birth.</p> <p>79. To check the date of joining and to ensure that ex-gratia payment is made to workers as per guidelines contained in MVRS.</p>
<b>XVI</b>	<b>Personnel</b>	<p>80. Review the personnel service files of employees kept by the Personnel Department to check whether –</p> <ul style="list-style-type: none"> <li>• All the copies of certificates / testimonials have been taken from the employees at the time of joining.</li> <li>• Copies of appointment advice / appointment letters / confirmation letters etc are kept in the service files</li> <li>• Nomination in case of Gratuity / Pension / PF / superannuation etc has been collected from the employees.</li> <li>• All other documents like increment letters / promotion letters etc are properly filed in the service files.</li> </ul> <p>81. Ensure that the Personnel Department is taking due care in case of contract labour employed by it to ensure that legal and statutory obligation like PF / ESI are taken care of. The Personnel Department should maintain proper attendance record in respect of the contract labour and should obtain copies of monthly PF / ESI challans from the contractor.</p> <p>82. Ensure that the various provisions of industrial and labour laws like The Apprentices Act / Payment of wages Act / Minimum wages Act etc. are duly complied with.</p> <p>83. Ensure that proper attendance / leave records are maintained by the Personnel Department in respect of all the workmen / staff / officers/ managers / higher management.</p> <p>84. Verify system of settlement of terminal dues.</p>
<b>XVII</b>	<b>Time Office</b>	<p>To check and report whether :</p> <p>85. Actual strength of employees / labour is as per the sanctioned strength. If actual strength is more than the sanctioned strength, then check approval for extra manpower deployed.</p> <p>86. System of marking attendance has adequate checks and controls. Point out the lacunae / weakness in the internal control system.</p>

<b>XVIII</b>	<b>Budgets</b>	<p>87. To report whether budgeted estimates of expenditures are deviated.</p> <p>88. To report month wise performance of the unit in financial parameters given as Annexure 'B'</p>
<b>XIX</b>	<b>Additional points</b>	<p>89. To assess adequacy of internal checks &amp; internal controls in the organization.</p> <p>90. To comment on the adequacy of laid down procedures.</p> <p>91. To evaluate Joint Venture's transactions and monitors its result to ensure commitments of the strategic partners in the Joint Ventures.</p> <p>92. Scrutinizing tenders / contracts of high value (Rs. 10 Lakhs &amp; above).</p> <p>93. Verification and review of old outstanding loans and advances and details provided to Head Office for further consideration.</p> <p>94. Whether the action plans to comply with the Cost Auditors observations have been made and action taken report in respect of action plan is being submitted.</p>

NAME OF UNIT \_\_\_\_\_

**STATEMENT SHOWING PAYMENT OF DUES  
FOR THE MONTH OF \_\_\_\_\_**

S. No.	Particulars	Amount Due	Amount Paid	Due Date of Payment	Date of Payment	Remarks, if any
1	<u>Provident Fund</u>					
	a. Employees' Contribution					
2	b. Employers' Contribution					
	<u>ESI</u>					
3	c. Employees' Contribution					
	d. Employers' Contribution					
4	Professional Tax					
5	TDS					
6	GST					
7	Custom Duty					
8	Property Tax					
9	Land Revenue / Cess					
10	Electricity Bill					
11	Water Bill					
	Others, Please Specify					
	<b>Total</b>					



NAME OF UNIT \_\_\_\_\_

**STATEMENT SHOWING PERFORMANCE IN FINANCIAL PARAMETERS  
FOR THE MONTH OF \_\_\_\_\_**

S. No.	Particulars	Unit	Budgeted	Actual	Remarks, if any
1	<b>Sales</b> a) Yarn b) Cloth	` in Lakhs			
2	Misc. Income	` in Lakhs			
3	Total Income	` in Lakhs			
4	Margin	` in Lakhs			
5	Purchases	` in Lakhs			
6	Administrative, Selling & Distribution Expenses	` in Lakhs			
7	Other expenses				
8	Net Contribution	` in Lakhs			
9	Wages & Salaries	` in Lakhs			
10	Net Contribution/wages & salaries	%			
11	Interest paid	` in Lakhs			
12	Cash Profit / (Loss)	` in Lakhs			
13	Depreciation	` in Lakhs			
14	Gratuity Provisions etc.	` in Lakhs			
15	Operating Profit / (Loss)	` in Lakhs			

**List of units to be audited and their details****Category I - Running mills (Period of reporting – Quarterly)**

S. No.	Particulars of the Running Mills	Location	Capacity		Provisional Annual Turnover (In Rs Lakhs)
			Spindles (Nos.)	Looms (Nos.)	
1	Cambodia Mills	Coimbatore, Tamil Nadu	42672	-	3946.79
2	Pankaja Mills	Coimbatore, Tamil Nadu	31500	-	3337.43
3	Pioneer Mills	Paramakudi, Tamil Nadu	46176	-	6083.95
4	Keleeswarar 'B' Mills	Kalayarkoil, Tamil Nadu	52768	-	7061.86
5	Sri Rangavilas Mills	Coimbatore, Tamil Nadu	40320	-	5320.58
6	Coimbatore Murugan Mills	Coimbatore, Tamil Nadu	15960	48	3844.2
7	Coimbatore S. & W Mills	Coimbatore, Tamil Nadu	17136	-	1189.4
8	Vijay Mohini Mills	Thiruvananthapuram, Kerala	25056	-	3277.18
9	Cannanore Spg. & Wvg, Mills	Mahe, Puducherry	28560	-	3157.29
10	Cannanore Mills	Kannur, Kerala	52032	-	8609.42
11	Alagappa Mills	Thrissur, Kerala	45296	-	3341.22
12	Kerala Laxmi Mills	Thrissur, Kerala	42944	-	4463.26
13	New Minerva Mills	Hassan, Karnataka	43200	48	6847.84
14	Tirupathi Mills	Tirupathi, Andhra Pradesh	8640	-	983.34
15	Podar Mills	Mumbai, Maharashtra	13776	-	1630.06
16	Tata Mills	Mumbai Maharashtra	34640	96	3630.14
17	Indu No. 5 Mills	Mumbai Maharashtra	39008	-	3934.76
18	Barshi Mills	Barshi Maharashtra	23312	-	2345.2
19	New Bhopal Textile Mills	Bhopal, Madhya Pradesh	25200	-	6264.1
20	Burhanpur Tapti Mills	Burhanpur Madhya Pradesh	51264	-	8371.89
21	Arati Mills	Kolkata, West Bengal	29520	-	2625.52
22	Finlay Mills	Achalpur Maharashtra	48000	144	5556.22
23	Raj Nagar Textile Mills	Ahmedabad, Gujarat	36000	72	6003.39

**Category II - Closed Mills (Period of reporting – Half Yearly)**

S. No.	Particulars of the Closed Mills	Location
1	Parvathi Mills	Kollam, Kerala
2	Finlay Mill	Mumbai, Maharashtra
3*	Laxmi Narayan Cotton Mills; Orissa Cotton Mills & Sodepur Cotton Mills	Kolkata, West Bengal
4*	Atherton West Mills; Luxmi Ratan Cotton Mills; Muir Mills; New Victoria Mills & Swadeshi Cotton Mills	Kanpur, Uttar Pradesh
5	Bijli Cotton Mills	Hathras, Uttar Pradesh
6	Raebareli Textile Mills	Raebareli, Uttar Pradesh
7	Shree Vikram Cotton Mills	Lucknow, Uttar Pradesh

8	Lord Krishna Tex.Mills	Saharanpur, Uttar Pradesh
9	Swadeshi Cotton Mills	Mau, Uttar Pradesh
10	Swadeshi Cotton Mills	Naini, Uttar Pradesh
11	Mahalaxmi Mills	Beawar, Rajasthan
12	Shree Bijai Cotton Mills	Bijainagar, Rajasthan
13	Udaipur Cotton Mills	Udaipur, Rajasthan

**Category III - Regional Office(s) / Sub Office(s) / Divisional Office (Period of reporting – Quarterly)**

S. No.	Particulars of the Regional Office(s) / Sub Office(s) / Divisional Office	Location
1*	Southern Regional Office & Closed Mills of Bangalore Office.including minerva mill	Coimbatore, Tamil Nadu
2	Western Regional Office	Mumbai, Maharashtra
3	Sub-Office - Ahmedabad	Ahmedabad, Gujarat
4*	Sub Office, Kolkatta including closed mill - Bihar Cooperative & Associated Industries Assam	Kolkata, West Bengal
5	Sub Office, Indore	Indore, Madhya Pradesh
6	Kanpur Sub Office	Kanpur, Uttar Pradesh
7*	Divisional Office, Delhi including 02 closed mills - Kharar Textile Mills and Suraj Textile Mills and 01 showroom at Shahdara	Shahdara, Delhi

**Category IV - Retail Marketing Division / Depot**

S. No.	Particulars of the RMD / Depot / Showroom	Location	Period of Reporting
1	Retail Marketing Division - Coimbatore	Coimbatore, Tamil Nadu	Quarterly
2*	Retail Marketintg Division - Mumbai with 10 Show Rooms (WRO)	Mumbai, Maharashtra	Quarterly
3*	Retail Marketing Division - Ahmedabad with 03 showrooms	Ahmedabad, Gujarat	Quarterly
4*	Retail Marketing Division - Kolkata with 01 showroom at Nehru Road	Kolkata, West Bengal	Quarterly
5*	Retail Marketing Division - Guwahati with 01showroom at Guwahati	Guwahati, Assam	Quarterly
6	Retail Marketing Division - Bhubaneswar	Bhubaneswar, Odisha	Quarterly
7	Retail Marketing Division - Patna	Patna, Bihar	Quarterly
8	Central Distribution Depot, CS&W Mills Compound	Coimbatore, Tamil Nadu	Half Yearly
9	Up-Country Depot, Bhiwandi	Bhiwandi, Maharashtra	Half Yearly
10	Local Yarn Depot - Tirupur	Tirupur, Tamil Nadu	Half Yearly
11	Local Yarn Depot - Erode	Erode, Tamil Nadu	Half Yearly

**Category V – Showrooms (Period of reporting – Half Yearly)**

S. No.	Particulars of the Showroom	Location	Provisional Annual Turnover (In Rs Lakhs)
1*	R.S. Puram	Coimbatore, Tamil Nadu	9.51
	Sundarapuram		19.32
	Karpagavilas		18.59
	Peelamedu		22.92
2	Attur	Tamil Nadu	22.64
3	Chengam	Tiruvannamalai District, Tamil Nadu	9.53
4	Cuddalore	Tamil Nadu	18.33
5	Kumbakonam	Tamil Nadu	6.17
6	Madurai	Tamil Nadu	7.49
7	Mayiladuthurai	Tamil Nadu	3.27
8	Nagercoil	Tamil Nadu	7.84
9	Neyveli	Tamil Nadu	11.69
10	Ooty	Tamil Nadu	12.31
11	Pattukottai	Tamil Nadu	3.19
12	Paramakudi	Tamil Nadu	7.21
13	Purasavakam	Chennai, Tamil Nadu	17.84
14	Trichy	Tamil Nadu	9.49
15	Aluva	Kerala	32.43
16	Kannur	Kerala	115.75
17	Ernakulam	Kerala	58.28
18	Kollam	Kerala	115.21
19*	Jaya Nagar	Bengaluru, Karnataka	3.28
	Public Utility Building		34.25
	Rajaji Nagar		3.38
20	Belgaum	Karnataka	2.11
21	Mangalore	Karnataka	4.32
22	Mysore	Karnataka	4.71
23	Gun foundry	Hyderabad, Telangana	31.56
24	Bhopal	Madhya Pradesh	6.75
25*	Behala	Kolkata, West Bengal	3.09
	Chandan Nagar		4.35
	College Street		40.45
	Gariahat		20.71
	Lake Town		1.56
	Park Street		10.01
26	Palta	Palta, West Bengal	5.07
27	Bhubaneshwar	Odisha	9.01
28	Nalco Nagar	Odisha	1.10
29	Patna	Bihar	136.80
30	Bhagalpur	Bihar	18.83
31	Muzaffarpur	Bihar	26.74
32*	Delhi Cantt.	Delhi	14.24

	East of Kailash		8.25
	Kailash Colony		2.94
	Moti Nagar		26.60
	Shanker Road		21.70
	Tagore Garden		6.96
	Tilak Nagar		6.04
33	Ajmer	Rajasthan	5.72
34	Jaipur	Rajasthan	616.02
35	Bhilwara	Rajasthan	4.82
36	Jodhpur	Rajasthan	23.63
37	Kota	Rajasthan	12.06
38	Sikar	Rajasthan	14.79
39	Udaipur	Rajasthan	20.17
40	Karnal	Haryana	171.25
41	Chandigarh	Chandigarh	31.44
42	Shimla	Himachal Pradesh	5.76
43	Kanpur	Uttar Pradesh	46.01

**\* The assignment of internal audit of units has been clubbed wherever necessary considering volume of work and location.**