



KARNATAKA STATE SEEDS CORPORATION LTD.
(A Government of Karnataka Undertaking)
"BeejBhavan", Bellary Road, Hebbal, Bengaluru -560024.
Ph:080 - 23415652 / 5656 / 23416953. Fax: 080-
23415895

No.KSSC/IA&Vig/114/4120 /2022-23

Date: 27-01-2023

**EXPRESSION OF INTEREST FOR APPOINTMENT OF INTERNAL AUDITORS
FOR THE FINANCIAL YEAR 2022-23 ON HALF YEARLY BASIS**

Karnataka State Seeds Corporation Ltd. Hebbal, Bengaluru-560024 is intended for Expression of Interest from the Chartered Accountants /Cost Accountants Firms for Internal Audit of the Company Accounts of Head Office and Branch offices in Karnataka for the year 2022-23 on half yearly basis.

The interested Chartered Accountants/Cost Accountants Firms can download the e-Tender documents from e-Procurement website www.eproc.karnataka.gov.in

1. Last date for submission of tender through e-Procurement is On 15.02.2023 at 3.00 p.m.
2. Date of opening of Technical Bid is on 16.02.2023 at 03.30 p.m at Registered Office and opening of Commercial Bid will be intimated later.

Sd/-
Managing Director



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No.KSSC/IA&VIG/114/4120/2022-23

Date: 27.01.2023

EXPRESSION OF INTEREST FOR APPOINTMENT OF
INTERNAL AUDITOR

Expression of Interest is invited from the Chartered Accountant/Cost Accountants Firms for Internal Audit of the Company for the year 2022-23 on half yearly basis. The Terms of references are available in the website www.eproc.karnataka.gov.in and can be downloaded. The (1) Technical bid and (2) Commercial bid, proposals shall be submitted separately for the above mentioned services on or before 15-02-2023 up to 3.00 PM. through e-procurement portal. For any clarifications, you may contact the Manager(FA&MIS), KSSC Ltd. Cell No.9141013077 or 080-23415656, 23415652, Extn.122.

Sd/-

MANAGING DIRECTOR

KARNATAKA STATE SEEDS CORPORATION LIMITED

'BEEJ BHAVAN', BELLARY ROAD, HEBBAL,
BENGALURU - 560 024.

I. Introduction:

The Karnataka State Seeds Corporation Limited (KSSCL) is a Government Company registered under Companies Act - 1956 for the purpose of dealing with the most vital input 'SEEDS' and 'FERTILIZERS' for the benefit of the farmers of the State.

The main objective of the Company is to emerge as an industry leader in the State, in seed and fertilizer line of activity, with a continuous pursuance of excellence in quality and effective distribution service, with an eye on right product, right time, right price, and right place of supply.

The Government of Karnataka, National Seeds Corporation Limited and the Seed growers are eligible for investment in the share capital in the proportion of 35:30:35 respectively.

The Corporation is marketing its seeds through its own retail outlets and through Raitha Samparka Kendras of the Karnataka State Department of Agriculture under subsidy schemes and 2021-22 onwards Corporation is also marketing the Buffer stock of fertilizers.

The Corporation at the operating level called "Centres" are fairly computerized with tally accounting package be used. The Corporation also have all its operations computerized through accounting packing Tally Prime.

The Corporation having turnover of Rs 279.89 crores in 2021-22 wishes to appoint independent internal auditors for the Financial year 2022-23 for internal audit of the accounts and transactions of its Head office and centers. The details of Zone of Centres are shown in the Annexure-A. In this connection, expression of interest is invited from the eligible Chartered Accountants/Cost Accountants firms.

II. The broad objectives of the management by carrying out internal audit assignment are as under:

- (a) The company aims to bring a systematic and disciplined approach in the book keeping system, evaluating and improving the effectiveness of the internal control system and thereby strengthening the Financial Management of the organization as a whole.
- (b) The company aims at highlighting the organizational problems and getting professional solutions by analyzing business processes, procedures and activities.
- (c) The company also wishes to ascertain its compliance with established policies, plans, procedures, laws and regulations and focus on issues relating to the efficacy of operations, reliability of financial reporting.

KARNATAKA STATE SEEDS CORPORATION LIMITED				
<i>"BeejBhavan", Bellary Road, Hebbal, Bangalore - 560 024</i>				
ZONE WISE GROUPING OF CENTRES FOR INTERNAL AUDIT				
Zone - I	Zone - II	Zone - III	Zone - IV	Zone - V
1. H.O. Accounts & Finance Division.	1. Mysore	1. Davanagere	1. Bidar	1 Bellary
2. H.O. Marketing (Purchase) Division.	2. Mandya	2. Haveri	2. Bhalki	2. Koppal
3. Bangalore	3. K.R.Nagar	3. Ranebennur	3. Kalaburagi	3. Sindhanur
4. Chikkaballapur	4. Hassan & Channarayapatna	4. Sirsi	4. Vijayapura	4. Raichur
5. Kolar		5. Dharwad	5. Bagalkot	5.Gadag
6. Tumkur & Sira	5. Chitradurga	6. Dharwad - VRDC	6. B.R.Gudi	6.Ron
	6. Chikkamagalur	7. Soundathi		
	7. Shivamogga			
	8. Kundapur			

EXPRESSION OF INTEREST

The last date for submission of both the Technical Bid and Commercial bid through e-procurement portal is on **15-02-2023 up to 3.00 p.m.**

The Technical quotes will be **opened on 16-02-2023 at 03.30 p.m** in the Registered Office of the Corporation, Hebbal, Bangalore. Subsequently, after evaluation of Technical Bids, the **commercial bids of those tenderers whose Technical Bids are accepted only will be opened.** Successful Chartered Accountant/Cost Accountants firm will be finalized based on rates quoted and a process of negotiation if considered necessary by the management. The interested Chartered Accountants/Cost Accountants firms are required may be present and attend the process of opening of bids and also the negotiations. The Technical aspects details to be submitted designed and enclosed under “**Annexure-A**”.

The submission of offers in any mode is not acceptable. If there is any clarification in terms of furnishing information, the scope or any other aspects of soliciting services of Chartered Accountants/Cost Accountants as detailed here in, such Chartered Accountants/Cost Accountants firm are requested to contact Manager (FA & MIS) (Mobile :9141013077).

(TO BE SUBMITTED TO K.S.S.C.LTD)

KARNATAKA STATE SEEDS CORPORATION LIMITED
'BEEJ BHAVAN', BELLARY ROAD, HEBBAL, BANGALORE – 560 024.

To
The Managing Director,
KSSC Limited, Hebbal,
Bengaluru – 560 024

From
.....
.....

TECHNICAL BID

Sub: Bid submitted for _____ Zone _____ (Ref. Annexure-1)

Ref:

1.	BID SUBMITTED TO	The Managing Director, Karnataka State Seeds Corporation Ltd, "BeejBhavan", Bellary Road, Hebbal, Bangalore – 560 024
2.	NAME & ADDRESS OF THE CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM	
3.	THE CHARTERED ACCOUNTANT/ COST ACCOUNTANT FIRMS HAVING THEIR OFFICE AT RESPECTIVE ZONE	
4.	WHETHER A REGISTERED FIRM IF YES, ENCLOSE COPY OF THE REGISTRATION CERTIFICATE	
5.	WHETHER A SOLE PROPRIETOR-SHIP FIRM OR PARTNERSHIP FIRM/LLP. IF SOLE PROPRIETORSHIP, THE NAME OF THE PROPRIETOR AND THE ASSOCIATES QUALIFIED CHARTERED ACCOUNTANTS /COST ACCOUNTANTS OR IF PARTNERSHIP FIRM/LLP THE NUMBER OF PARTNERS, NAME & ADDRESS OF EACH OF THE PARTNERS & THE PARTNERSHIP AGREEMENT & THE AUTHORIZATION FROM ALL THE PARTNERS FOR THEIR NOMINEE.	

6.	A) NO.OF YEARS EXPERIENCE IN THE FIELD B) NAME OF THE PUBLIC UNDERTAKING COMPANY / COMMERCIAL COMPANIES WHOSE INTERNAL AUDIT / FINALIZATION OF ACCOUNTS CARRIED OUT C) REFERENCES OF THE ABOVE COMPANIES	
7.	NAME OF CONTACT PERSON	
	DESIGNATION	
	PHONE NO.OF (1) OFFICE: (2) RES.	
	MOBILE PHONE NO.	
	FAX NO.	
	WEB SITE	
8	MANPOWER STRENGTH OF THE FIRM a) Qualified Chartered Accountants/ Cost Accountants b) Qualified Auditors / Audit Asst. (Please enclose profile of each individual)

9. A) EMD AMOUNT :Rs.....
B) PAID through e-procurement A/c.....
C) No,..... DATE.....
D) BANK BRANCH.....

10. PAN REGISTRATION No. GST No.

11. CHECK LIST OF ENCLOSURES FOR TECHNICAL BID:

TICK FOR THE ITEMS ENCLOSED:

- a) EMD enclosed
b) A copy of the Certificate of Registration of the Firm

- c) A copy of the partnership Deed, if Partnership Firm/LLP
- d) A copy of authorization for signing if it is a Partnership Firm/LLP with signature attestation of the authorized person.
- e) An Affidavit of Ownership if it is a Proprietary Firm / Sole Trader
- f) PAN Copy and GST certificate.

- g) The details of the internal audit, finalization of accounts of the Public Sector Undertakings and commercial organization in the private sector carried out and their references are required to be furnished.
- h) Details of partners and qualified employees.

- i) Letter of Authorization of the representative authorized to deal with the bid, negotiation and finalization.

CERTIFICATE

We have read and understood the Terms & conditions contained in the Expression of Interest No.KSSC/IA&Vig/114/4120/2022-23 dated 27-01-2023 and we agree to abide by the same and accordingly this Technical Bid is submitted.

The Commercial quote for the above items are submitted in e-procurement website.

**SEAL & SIGNATURE OF THE
CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM**

Date:

Place:

TECHNICAL ASPECTS

1. Eligibility

- a) The Registered firm of Chartered Accountant / Cost Accountant should be located in any one of the centre of respective zone.
- b) The Chartered Accountant / Cost Accountant firm should have team of at least 2 qualified and experienced practicing Chartered Accountants / Cost Accountants.
- c) The Chartered Accountant / Cost Accountant firm should have sufficient manpower of audit assistants adequate working conversance with the tally prime accounting package.
- d) The Chartered Accountant / Cost Accountant firm should have at least 5 years experience in the field, especially in the areas of internal audit, finalization of accounts , etc, with Government Department/PSU.
- e) In order to assess the experience and exposure to the field, the details of the internal audit & finalization of accounts in the Public Sector Undertakings carried out and their references are required to be furnished.
- f) The Chartered Accountant/Cost Accountants firms average annual turn over (Average professional fees earned over the last 3 years) in the last 3 consecutive financial year (i.e., Financial Year 2019-20, 2020-21 and 2021-22) must be equal to or greater than Rs. 25lakhs.

The documents pertaining to above “a” to “f” criteria are to be uploaded.

2. Scope of the Assignment

The brief scope of the assignment consists of:

(Details given in Annexure-II)

- a) Carrying of Internal Audit of Accounts of Head Office / Centres, furnishing finalized certified accounts and report thereon.
- b) Training of Officers and staff of KSSC in course of Audit regarding Accounting, reconciliation and finalization etc.
- c) Review of Budget & Budgetary controls implemented by the Head Office / Centres and furnishing of performance report in this regard.
- d) Issuing of audit queries wherever required, examination of replies furnished by Centres, in-corporation of omissions / commissions in the accounts and reporting of final irregularities like short comings / short collections & remittances of sales proceeds / stock shortages / misappropriation / misutilization etc.

3. Earnest Money Deposit (EMD):

An EMD of Rs.25,000/- (Rupees Twenty five thousand only) be paid through e-procurement A/c

THE SCOPE OF INTERNAL AUDIT FOR THE FINANCIAL YEAR 2022-23

During the year under reference, the Corporation envisaged a multi-dimensional Internal Audit of the transactions of its local accounts (centre accounts) focusing the attention of the most vulnerable areas of purchases, sales and stock, cash and Bank accounts maintained on Tally accounting software. This multi-dimensional audit covers verification and certification of local accounts apart from the Internal Audit generally done in the Corporation world. The scope of audit may broadly include the following:

1.	Verify and confirm completely the transactions arising out of the planned business of the Corporation as recorded from time to time. The reporting and verification should be done on month to month basis pertaining to the purchases, sales, expenses, stock movement, stock accounting, cash accounts, bank accounts and Fixed assets.
2.	Verify and report the adequacy of the internal checks and control mechanism exercised by the Centres in the various operational areas. In case of inadequacy, you are required to suggest the procedures and methods which are adequate for strong internal control commensurate with the size of Company and nature of its business.
3.	Verify and report that whether all the assets of the Corporation have been properly accounted and adequately safeguarded with proper maintenance of books of accounts.
4.	Verify and confirm whether the value realized from the sales and services have been realized as per the policy and procedures of the Corporation and accounted on day-today basis. Also report whether the system of bringing on record the expenditure and the receipts (including accrued and contingent liability and income) and compilation of accounts of the Centre. Indicate any defects found by attaching a note for remedial measures required.
5.	Similarly, verify and report that the expenses incurred by the Centres are as per the procedures and policy laid down and accounted in the books on day-today basis.
6.	Verify and report the debts, loans and advances outstanding along with the certified schedules against each activity centre with ageing analysis.
7.	Verify and report on the income and expenditure leakage if any at centre level.
8.	Verify and report both in physical and financial terms, on the performance of various Governmental schemes as per the guidelines given.

9.	Verify and report that the reconciliation of cash and bank account of the Centre done with the Bank statements received from the Banks are being done regularly? If not describe the failure and suggest suitable system for remedial measures.
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Considering the above points of scope of working, you are required to submit a detailed audit program covering various areas mentioned above before proceeding to the centers for the commencement of audit. Further, we appreciate the internal audit team should invariably headed by Senior Auditor (Qualified/semi-qualified) and furnish the details of the brief profiles of officials in the team along with the schedule of visits centre-wise to the Manager (FA&MIS) for co-ordination.

AUDIT PROGRAMME - GENERAL

1. Study the system of internal control and advise the Management on its effectiveness and suggest improvements required.
2. Ensure that the Branch Offices and Sale Points have followed the instructions issued from Head Office from time to time.
3. Vouch receipts and payments of these offices and see whether they are properly authorized and accounted.
4. Check for leakage if any revenues / assets and control over expenditure for reasonableness and genuineness.
5. Check whether necessary books and records have been properly maintained and suggest improvement in their maintenance if any.

CENTRE / CASH/BANK ACCOUNT:

1. Check whether all cash / bank balances, receipts and payments have been accounted properly.
2. Check whether all Cash / Bank balances, receipts contain necessary details and all payments supported by proper documentary evidence.
3. Check whether the payments are properly authorized, acknowledged, reasonable, Genuine and within authorized limits.
4. Check that the day cash book has been properly written daily and signed by the cashier, and the centre Head (day book of Tally).
5. Check whether all cash, cheques, draft etc., collected and deposited in the bank only.
6. Reconcile all the bank account.
7. Check that the cash balance is not in excess of the average days requirement at any time.

8. Check whether all with-drawls of cash have been accounted in the books of accounts.

BANK:

1. Check whether all Bank Accounts are operated with in the authorization given and limits fixed for specific purpose. Check whether cheques drawn are proper and within the authorized limit.
2. Check whether repayments made are only on the basis of original bills.
3. List out the duplicate payments if any are made.
4. Check whether debits made by the banks belongs to Corporation.
5. Check whether rents paid are as per the rates fixed from Head Office.
6. In respect of capital expenditure check whether MD's prior approval is obtained.
7. Check whether payments are relating to the business of the Company and proper procedure / methods, have been followed are not.

PRODUCTION:

1. Check whether the programme organized is as per approved programme from HO.
2. Check whether distributions of foundation seeds are as per the approved quantity and rate.
3. Check whether programme organized is entered in the seed production register.
4. Check whether periodical inspections of seed plots have been conducted and reports furnished.
5. Check whether seed plots have been offered for certification within prescribed time.
6. Check whether inspection registration etc. charges payable to KSSOCA in advance have been collected and paid.
7. Check whether proper assessment of the yield is made.
8. Check whether proper vigil is kept on the quality and quantity of the seeds harvested.
9. Check whether seeds surrendered are as per the estimated yield and surrendered in time.
10. Check whether proper follow up has been made to get the products surrendered by the seed growers.

PROCESSING:

1. Check whether the bulk seeds delivered by the seed growers are properly acknowledged and accounted.
2. Check whether processing of the seeds have been taken up timely or not.
3. Check whether the processing done is as per the prescribed norms.
4. Check whether rejection and blow off percentage is within the prescribed limit.
5. Check whether samples are drawn properly soon after processing / cleaning and sent for test.
6. Check whether the bagging and certification is taken up immediately on receipt of results.
7. Check whether the packing materials used as per norms and consumable such as chemical, lead seals, etc., are properly accounted.
8. Check whether the quantity certified has been properly accounted through stock received notes immediately on certification and bills prepared.
9. Check whether there are any shortages between quantity processed / cleaned and quantity certified.
10. Check whether the rejected seeds are returned back to the respective farmers and proper acknowledgement is obtained.
11. Check whether payments made to the laborer are proper and as per approved contract rate.
12. Check whether machinery log books have been regularly maintained and entries properly recorded.

PURCHASES (SEEDS AND FERTILIZER):

1. Check whether purchase of seeds are out of approved production programme organized by the Corporation and check whether quantity procured are as per the quantity processed and certified.
2. Check whether the season-wise rate applied as per the rate approved and communicated from Head Office.
3. Check whether the purchase bills have been supported by proper documents required.

4. Check whether the quantity purchased has been properly accounted in stock accounts.
5. Check whether the quantities purchased are as per the estimates made at the time of organizing production (The excess area covered than the authorized and the excessive procurement if any compared with estimated field shall be specifically reported).

SALES

A. CASH SALES:

1. Check whether sales have been conducted as per the programme.
2. Check whether rates communicated from Head Office have been properly applied for sale of Seeds and Fertilizers.
3. Check whether subsidy commissions have been allowed as per the rates communicated from Head Office / Department of Agriculture.
4. Check whether cash realized has been properly accounted on day to day basis and promptly remitted to collection account to the bank.
5. Check if the sale proceeds are diverted for any other purpose.
6. Check whether sales realization has been properly accounted in the day cash book.
7. Cross verify whether the amount realized agrees with the quantity sold under each variety and class of seeds and Fertilizers.
8. Check whether remittances made to the bank collection account are properly accounted by the Bank and mail transferred to Head office account regularly.
9. Ensure cent percent verification of sales as to the quantity, value realized and remittance to Bank.
10. Check whether the commission allowed to dealer as per HO directions and proper - any excessive allowances be specifically reported.
12. Check whether schedules of advance paid by dealers and schedule of commission payable to dealers are maintained and entries recorded.

B. CREDIT SALES:

1. Check whether the supplies are properly documented through delivery note cum invoice for seeds.
2. Check whether proper sale rate and GST rate is applied for seeds and fertilizers in Deliver Note cum invoice for invoicing and Check whether GST amount is collected correctly and proper information forwarded to Head office for GST returns filing.
3. Check whether supplies in respect of various schemes of Department of Agriculture are made against specific indents and proper acknowledgement.

4. Check whether invoices have been preferred and realized promptly. Whether proper follow up is ensured for timely realization of dues.
5. Check whether the realization have been properly accounted by raising cash / Bank balance receipts.
6. Check whether the realizations have been regularly remitted to Cash / Bank balances and transferred to Head Office account.
7. Check stock supplied, returns, sales, sales collection and remittances for sale of seeds and fertilizers. Ageing Analysis of Debtors account
 - a) Below six months
 - b) Above Six months

C. SUBSIDY:

1. Check whether the subsidy allowed by the centres are in accordance and within the quantity that was allotted for the district concerned (clubbed together from all the centres in a District).
2. Check the rate applied is as per the subsidy communicated from Head Office or from local offices of Asst. Director of Agriculture in respect of Taluk and Joint Director of Agriculture in respect of District.
3. Check whether the subsidy receivable / payable are properly bifurcated and respectively accounted. The payable are restructured to the actual amount due. (If any excess allowed shall be reported specifically).
4. Check whether proper and timely claims and performed with the respective authorities and realized within a reasonable time.
5. Check whether the guidelines issued in this regard have been properly followed.

STOCK ACCOUNT (SEEDS AND FERTILIZER):

1. Check whether all the seeds processed certified and procured are properly accounted under respective stock accounts and all fertilizers are properly accounted.
2. Check whether all the stock received from Seed Processing Units, other centres/Sales points, returned from Raitha Samparka Kendra's and vice-versa have been correctly accounted by raising stock received notes. Check whether all the fertilizers received have been correctly accounted by raising stock received notes.
3. Check whether sales of seeds and fertilizers have been properly accounted in the books of accounts
4. Check whether transfer to other centres / sale points have been correctly

acknowledged by the receiving centre / agencies.

7. Check whether opening balances have been properly adopted based on physical stock verification conducted at the end of previous year.
8. Check whether proper care has been taken to maintain the stock in good condition and periodical revalidation has been got done timely.
9. Check whether consumption of packing materials, chemicals etc., are commensurate with the quantity of seeds procured and reprocessed and repacked.
10. Check whether the packing materials received out of retail sales, released out of disposal of seeds for other than seed purpose and repacking, have been properly accounted back.
11. Check whether the spares and materials replaced have been properly accounted and controlled under dead stock.

IMPREST EXPENSES (Seeds and Fertilizer)

1. Check whether the imprest amounts released from Head Office have been properly accounted for seeds and fertilizer is the both of account.
2. Check whether the amount drawn from the bank has been correctly accounted in cash book.
3. Check whether the fertilizer monthly expenditure incurred i,e handling charges, godown charges , insurance charges and secondary transport charges and other charges (if any) have been reconciled with Joint Director of Agriculture (JDA) and same report is sent to Head office monthly for reimbursement of the expenses.
4. Check whether the payments made are proper, authenticated and are well within the delegated powers of the officers authorizing the payments.
5. Check whether the expenses are properly classified and accounted in the books of accounts.
7. Check whether the amount received towards staff claims have been properly accounted and disbursed simultaneously.
8. Check whether the amounts are not diverted for any other purpose than the one authorized from head office.
8. Suggest measures to minimize the expenses wherever feasible.
9. Check whether diesel consumption for generators is commensurate with the proportionative output of processed / packed seeds.

PURCHASE ADVANCE (SEEDS):

1. That the amounts released from Head Office have been properly accounted and disbursed to the beneficiaries.
2. That the advances paid are as per the norms prescribed by HO.
3. That other liabilities if any such as debtors etc., have been taken note of before making advances.
4. That the advances so paid have been fully recovered out of respective procurement bill or before returning the failed stock in case of seeds not certified.
5. That the Purchase advance outstanding should be cross verified with stock held at centre as on date.

FINAL PAYMENT (Seeds):

1. That the purchase bills are properly scrutinized before settling in respect and technical and accounting aspects.
2. That the recoveries of debtors, advances, interest etc., have been correctly made.
3. That the journals have been regularly maintained and sent to HO as prescribed in time.
4. That the periodical bank reconciliation has been made.

FIXED ASSETS:

1. That all the fixed assets that have been supplied / transferred from HO / other places have been properly accounted and numbered for identification and adequately safeguarded.
2. That proper control has been exercised over the movement of assets.
3. That the assets register has been correctly maintained indicating the location of the assets.

REPORTING:

The finalized report should contain certified trial balance of the centre, all relevant schedules, details of discrepancies, irregularities, and recommendations if any.

OTHERS:

That the registers for stationary stock account, vehicle and machinery log books, etc. have been properly maintained and entries recorded regularly.

AREAS TO BE COVERED UNDER INTERNAL AUDIT OF CENTRES

- 1) SALES ACCOUNT :
 - I. CASH SALES - COLLECTION & REMITTANCE
 - a) SHORT BILLED
 - b) SHORT COLLECTION
 - c) SHORT REMITTANCE
 - d) NON REMITTANCE
 - e) DELAYED REMITTANCE
 - f) EXCESS DEALERS COMMISSION ALLOWED
 - II. INVOICE SALES - DEBTORS ACCOUNTS(Seeds and Fertilizers)
 - a) SHORT INVOICED
 - b) DEBTORS ACCOUNTS
 - c) OUTSTANDING BALANCE
 - i. PREVIOUS YEARS BALANCE
 - ii. CURRENT YEAR BALANCE
- 2) COLLECTION AND REMITTANCE :
 - a) NON REMITTANCE
 - b) SHORT REMITTANCE
 - c) DELAYED REMITTANCE
- 3) IMPREST ACCOUNT: - EXPENSES DETAILS
 - a) RECONCILED FINALIZED ACCOUNT
 - b) AUDIT OBSERVATIONS IF ANY
- 4) KSSCA ACCOUNT : - FINALIZED ACCOUNT
- 5) PURCHASE ACCOUNT: - PURCHASE OF SEEDS, FERTILIZER, CREDITORS ACCOUNT ETC,.
- 6) STOCK ACCOUNT : - SEEDS, FERILIZERS& PACKING MATERIALS - BOOK BALANCES
 - a) STOCK STATEMENT
 - b) STOCK SHORT ACKNOWLEDGED
 - c) STOCK TRANSFERS NOT ACKNOWLEDGED
 - d) APPROVALS FOR STOCK SHORTAGES
 - e) HOLDING OF STOCKS
 - f) AVOIDABLE MOVEMENT OF STOCK
 - g) UNFIT STOCK ACCOUNT
- 7) ASSETS ACCOUNT : - STOCK ACCOUNT OF MACHINERIES AND FURNITURES
- 8) PRODUCTION / PROCESSING AREAS
 - a) PRODUCTION TARGETS V/S ACHIEVEMENTS
 - b) DELAYED PROCESSING
 - c) DELAYED PACKING

9) BANK ACCOUNT : - RECONCILIATION OF IMPREST ACCOUNTS FOR SEEDS AND FERTILIZER,
RECONCILIATION OF PURCHASE ACCOUNT ADVANCE FOR SEEDS,
RECONCILIATION OF COLLECTION ACCOUNT FOR SEEDS and FERTILIZERS
RECONCILIATION OF DIVIDEND ACCOUNTS

10) CASH BOOK :-

11) SUBSIDY ACCOUNT

- a) SCHEME WISE ALLOCATION, ALLOWED, CLAIMED & BALANCE SCHEDULE
- b) SHORT CLAIMED / NOT CLAIMED / EXCESS CLAIMED

12) MACHINERY LOG BOOK

13) SHEDULES TO BE PREPARED

- a) TA DA ADVANCE TO STAFF
- b) EMD
- c) RMD
- d) DEALERS DEPOSIT
- e) SECURITY DEPOSIT
- f) SUNDRY DEBTORS - PREVIOUS / CURRENT YEAR
- g) SUNDRY CREDITORS
- h) OUTSTANDING PURCHASE ADVANCE - PREVIOUS / CURRENT YEAR
- i) STOCK ACCOUNT - SEEDS, FERTILIZERS& PACKING MATERIALS
- j) ANY OTHERS

14) SCHEMES TO BE REVIEWED

- a) SEED BANK
- b) CREDIT POLICY
- c) I & R CHARGES PAID ON BEHALF OF GROWERS
- d) SUBSIDY - GOK, KSSC
- e) CREDIT NOTES

15) ACCOUNTS BE FINALIZED IN ALL RESPECT & CERTIFIED ACCOUNTS BE FURNISHED ALONG WITH SCHEDULES & BASIC RECORDS

16) THE DETAILS OF IRREGULARITIES, OMISSIONS / COMMISSIONS ARE TO BE LISTED AND BROUGHT OUT IN AUDIT QUERIES AND THE SAME SHOULD BE ISSUED TO CENTRE HEADS

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Details of Documents , schedules, statement to be furnished along with the internal Auditor`s report.

I. Bank Account :

All Bank accounts detailed reconciliation statements for the year 2022-23 should be enclosed along with the Bank Confirmation Letter. Cheques issued but not encashed or cheques deposited which are not credited by more than 3 months in the Bank should be reversed and the details be furnished.

II. Subsidy Accounts:

1)Scheme wise details be furnished in the following format:

Scheme	Opening Balance	H.O Receipt	Centre Receipt	Adjusted during the year	Balance	Remarks

2) Income Subsidy

Particulars of Subsidy	Name of ADA/JDA	CR No.& Date	Amount	Details of claims

III. Fixed Assets (Asset Wise):

Office equipment / Furniture & Fixture

Sl. No.	Name of supplier	Bill No. & Date	SR No. & Date	Date of use	Amount	Remarks

IV. List of Security Deposit collected at Head office and adjusted at Centres.

H.O.CR No.	Name of Party	Amt. adjusted	Cash Bill No.date

V. Dealership Deposit:

Name of the Dealer	CR No. & Date	Amount

VI. Reconciled Purchase Advance Details:

Particulars	
Opening Balance	
Advance received from Head office	
Advance paid to seed Growers	
Closing Balance	

VII. Reconciled Seeds Imprest Advance details:

Particulars	
Opening Balance:	
Cash	
Bank	
Advance received from H.O	
Payment of Expenses	
Closing Balance:	
Cash	
Bank	

VIII. Reconciled Fertilizers Imprest Advance details:

Particulars	
Opening Balance:	
Cash	
Bank	
Advance received from H.O	

Payment of Expenses	
Closing Balance:	
Cash	
Bank	

IX. Reconciled Dividend Account:

Particulars	
Opening Balance:	
Bank	
Amount received from H.O	
Payment to Share holders	
Closing Balance as per Bank book	
Balance as per Bank certificate	

VIII. Purchase Advance outstanding with the Seed Growers:

Name of the Seed Grower	Opening balance	Advance paid during the year	Advance recovered during the year	Balance as on 31.03.2023

Old outstanding dues still not recovered, such details be furnished separately.

IX. Reconciled Sundry Debtors Balances:

Name of the party	Opening Balance	Additions during the year	Receipts		Credit Note No. Sales return	Balance as on 31.03.2023	Remarks (Reason for outstanding)
			H.O CR	Center CR			

X. Reconciled Sundry Creditors Balances:

Name of the party	Opening Balance	Additions during the year	Payments		Balance as on 31.03.2023
			At H.O	At Center	

XI. Party wise list of Debtors and Creditors as on 31.03.2023 outstanding more than 6 months & less than 6 months be furnished.

XII. Stock Account:

1)Seeds (In Qtl)

Name of crop	Kind/ Variety	Opening balance	Purchase	Receipt	Total	Transfer	Sales	Closing Stock	Phy. stock	Difference	Remarks (Reason for Difference)

2)Rice (In Qtl)

Opening balance	Receipt	Total	Trans fer	Sales	Closing Stock	Phy. stock	Difference	Remarks (Reason for Difference)

3)Fertilizers (IN Mts)

Name of Fertilizer	Company Name	Opening balance	Purchase	Receipt from centers	Total	Transfer to centers	Sales	Closing Stock	Phy. stock	Difference	Remarks (Reason for Difference)

4) Packing Material:

Sl. No.	Particulars	Opening balance	Receipt	Total	Utilization	Transfer	Closing Stock	Phy. stock	Difference	Remarks (Reason for Difference)

5) Purchase of Seeds

Sl. No	Crop/Variety	Qty In Qtls	Rate/Qtl	Value

6) Purchase/Receipts of Fertilizers

Sl. No	Name of Fertilizers	Company Name	Types of Fertilizer	Qty In Mts	Value

7) Sale of Seeds

Sl. No	Crop/Variety	Qty In Qtls	Rate/Qtl	Value

8) Sale of Fertilizers

Sl. No	Name of Fertilizers	Company Name	Qty In Mts	Rate	Value GST	Value Sales

9) Land/Building

Sl. No	Land / Building	Lease or Own or Rent	Title Deed available (if own)	Lease Rent/Monthly rented value	Lease amount/Rental value	Whether lease rent/Rent agreement is valid

XIII. Finalized following schedules be furnished:

- 1) EMD
- 2) RMD
- 3) SD
- 4) TA DA to staff
- 5) Old Debtors / Creditors
- 6) Short collection/ Remittances
- 7) Delayed/Non remittances of Sale proceeds
- 8) Stock not acknowledged / Short acknowledged
- 9) Stock Shortage
- 10) Details of disallowed expenses

XIV. Details of non compliance of guidelines /Instructions issued in respect of:

- 1) Operation of Bank Accounts
- 2) Remittances of funds from collection account to Head office
- 3) Payment & Recovery of Purchase advance
- 4) Utilization of imprest advance
- 5) Collection & Remittance of TDS/GST
- 6) Preparation of Vouchers with valid certified document
- 7) Sales amount and cash handling
- 8) Disbursement of subsidy to the Seed Growers / Farmers
- 9) Payment of dividend to shareholders
- 10) Processing and packing of seeds and returning of rejected seeds
- 11) Maintenance of office, Seed Godown and Seed Processing Unit
- 12) Maintenance/updating of attendance register, asset register, I&R, Inspection charges account
- 13) Maintenance of quality of seeds their revalidation /certification
- 14) Maintenance & proper usage of Vehicles, Machineries, Electrical equipments, computers, office furniture etc.
- 15) Maintenances of Title Deeds, Payment of taxes of Land & Buildings.