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**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.**  
**(A Government of Odisha Undertaking)**

No. 10902 /OPHWC

Dt. 12 /11/2015

**NOTICE**

**Expression of Interest from Chartered Accountant / Cost & Management Accountant Firms, having experience in internal audit in construction sector, for Internal Audit of OSPH & WC for the Financial Year 2015 -16.**

- I. **THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD., (OSPH&WC)**, Bhubaneswar invites "Expression of Interest" from reputed and experienced Chartered Accountant / Cost & Management Accountant Firms in the prescribed format for appointment of Internal Auditors for the F.Y. 2015-16 for Audit of Accounts of the Corporation.
- II. The "Expression of Interest" should be submitted in the office of the undersigned by Speed/Registered post only on or before **30.11.2015** in the prescribed format. EOI received after the prescribed date will not be entertained.
- III. Scope of audit work can be obtained from the Head Office of the OSPH&WC, Bhubaneswar, on any working day before the prescribed date. Application Form and scope of audit work are also available at OSPH&WC website ([www.ophwc.nic.in](http://www.ophwc.nic.in))
- IV. OSPH&WC, Bhubaneswar reserves the right to reject any or all the offers without assigning any reason thereof.

By order of CMD,

  
12.11.15  
**Financial Advisor**

**THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD**

**BHOINAGAR, JANPATH, BHUBANESWAR-22**

**SCOPE OF INTERNAL AUDITOR FOR THE F. Y. 2015-16**

1. Verify the Hand Over List of projects, during the year 2015-16, and submit the certified Hand Over list of projects along with the final audit report.
2. Analysis of projects executed during the year under audit with specific reference to receipt & consumption of materials and cost overrun, if any.
3. Verify the project expenditures and report such cases where the expenditures have exceeded the Work Order value. Also verify and report whether approval from Head Office is obtained for such excess expenditures.
4. Verify the Tendering procedures followed in the divisions and report the deficiencies, if any.
5. Verify whether the tax invoices are obtained by the divisions for payments towards procurement of materials.
6. Verify whether provisions have been made towards cess payment on materials for departmental works (K-2 Contracts).
7. Verify the bills paid by the divisions are duly certified by the concerned APM, DPM and Joint Manager, if there is any deviation it should be reported. Also verify that necessary entries of the bills are made in the measurement Book.
8. Verification of Cash, Bank and Journal transactions.
9. Verification of Bank Reconciliations and ensure that all the provisions have been made for accrual of interest on SB and FDR accounts.
10. Scrutinization of ledger accounts and advances given to creditors and staffs.
11. Verify that all expenditures related to handed over projects have been accounted for.
12. Verification of cash balances at divisions/H.O. in any day during the course of audit.
13. Verification of compliances for various statutory dues such as Income Tax, VAT, EPF, Service Tax, Royalty and Cess etc.
14. Verification of tax returns filed with various Govt. Authorities within the prescribed time limit.
15. Verification of procedures for procurement of materials for various projects.

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16. Verification of accounting of materials transfer notes of different projects and obtain a confirmation letter from concerned Jt. Manager that all the materials transferred have been accounted for.
  17. Ensure that all necessary provisions are made in the books for finalization of Balance Sheet at the end of the financial year.
  18. Certification of final accounts of the Corporation for the year (only for Head Office).
  19. Verification of percentage completion of the projects (only for Head Office).
  20. Certification of Final Trial Balance of Divisions.
  21. After the discussion with respective Jt. Managers and compliance thereof, a consolidated report of audit comments with suggestion for improvement may be submitted.
  22. In case acquisition of fixed assets at division, auditors should report that whether necessary approval from Head Office has been taken or not, if the value of fixed assets exceeds Rs.15,000/-.
  23. Any other matters the Auditors may think necessary to verify from audit point of view.
  - 24. Audit Report should be submitted by the Internal Auditors directly to the Chairman-cum-Managing Director of the Corporation within the specified period as indicated in the appointment letter.**
  - 25. A Copy of the Audit Report should be sent to the Division Office for the Compliance.**
  - 26. Audit Fees for the above assignment will be decided by the Audit Committee of the Corporation.**

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APPLICATION FORM

Expression of Interest for Appointment of Chartered Accountant/ Cost & Management Accountant Firms, having experience in internal audit in construction sector, for Internal Audit of Accounts of THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD., (OSPH & WC) for the Financial Year 2015-16.

Status of Firm : Partnership  Sole Proprietorship

1. (a) Name of the firm/organization (in Capital letters) \_\_\_\_\_
- (b) Address of the Head Office \_\_\_\_\_  
(Please also give telephone no. \_\_\_\_\_  
and E-mail address): \_\_\_\_\_
- (c) PAN of the firm/organization \_\_\_\_\_
- (d) TAN of the firm/organization \_\_\_\_\_
2. Institute registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_
3. (a) Date of constitution of the firm/organization: \_\_\_\_\_  
Date since when the firms has a full time FCA / FCMA: \_\_\_\_\_
4. Full-Time Partners of the firms as on 01-04-2015: \_\_\_\_\_
5. Numbers of part Time Partners/ others if any, as on 01-04-2015 \_\_\_\_\_
6. Number of full Time C.A. / C.M.A Employee as on 01-04-2015.....
7. Number of audit staff employed full-time with the firm:
  - (a) Articles / Audit Clerks .....
  - (b) Other Audit Staff (With knowledge of Book keeping and accountancy).....
  - (c) Other professional Staff (Please specify) .....
8. No. Branches .....
9. Address of Branch with  
E-mail & telephone No. ....
10. Copy of Profile of the firm.