



SARDAR SAROVAR NARMADA NIGAM LIMITED

(UNDER TAKING GOVERNMENT OF GUJARAT)

OFFER DOCUMENT

INVITATION FOR THE OFFERS FOR
APPOINTMENT OF CHARTERED ACCOUNTANT/COST ACCOUNTANT
FIRMS

FOR INTERNAL-AUDIT FOR PERIOD FROM

01.04.2018 To 31.03.2019

OFFER CONTAINS:- ANNEXURE-I TO ANNEXURE VII

LAST DATE FOR RECEIVING OFFER: ON LINE

OFFER DATE;- 09/05/2018

DATE OF PHYSICAL SUBMISSION;-11/05/2018

TIME;- 17 P.M.

MODE OF ACCEPTANCE: **BY RPAD/ SPEED POST/ COURIER/**

HAND TO HAND

ADDRESS

THE CHIEF GENERAL MANAGER (FINANCE)
SARDAR SAROVAR NARMADA NIGAM LIMITED
7TH FLOOR, BLOCK NO.12, NEW SACHIVALAYA
GANDHINAGAR 382010 (Gujarat)
Fax: 079-232 52753

Notice inviting proposal from the firms of Chartered Accountants for the assignment of internal audit of divisions/other offices of Sardar Sarovar Narmada Nigam Limited for F.Y. 2018-19.

Sardar Sarovar Narmada Nigam Limited has been incorporated under the provisions of companies Act, 1956. Main object of the Company is execution, operation and Maintenance of Sardar Sarovar Project. SSNNL is a wholly owned Govt. of Gujarat undertaking. There are presently **71** Divisions/other offices located at different places of Gujarat and actually carrying out works. Each office is working as independent payment and accounting centre.

SSNNL intends to appoint firms of Chartered Accountants for the internal audit work of each of its Division offices/other offices. Internal audit is required to be conducted on quarterly basis for financial year 2018-19 in respect of each division/ other office assigned. Important terms & Conditions of tender notice and assignment is mentioned as **Annexure-1.**

Details of scope of work, list of internal audit segment, other terms & conditions and submission of audit report and other outputs/reports etc. are as per **Annexure-2.1 to 2.5.** Each firm complying with the minimum eligibility criteria should send technical bid (**Annexure-3**) in sealed cover as mentioned below. Firm is required to quote fees per internal audit segment (Annexure 2.1) for this assignment for the period of whole financial year as mentioned in Annexure-4 mentioned below. SSNNL reserves the right to assign no. of internal audit segments to respective/individual firm of Chartered Accountant for the internal audit assignment.

Minimum eligibility criteria are mentioned in **Annexure-5** mentioned below. Only the firms meeting with the minimum eligibility criteria should send their proposals. Further each firm meeting with the said criteria and submitting the proposal to Company for the assignment has to attach the evidences mentioned in **Annexure-6.**

Firms of Chartered Accountants meeting with the eligibility criteria are requested to submit their proposals in physical form containing technical bid in the one sealed cover super scribing as "Proposal for appointment of firm of Chartered Accountants for internal audit(post)" to Chief General Manager(Fin.) at Block no. 12, 7th Floor, New Sachivalaya Complex, Gandhinagar through by hand to hand, courier/R.P.A.D./speed post on or before;- **11/5/2018**

proposal shall be in two covers. The first cover marked **as Technical bids for Internal Audit** shall contain details as mentioned in **Annexure-III**, and the documents as mentioned in Annexure-4(II) submitted physically only. **While financial bid mentioning the professional fees is to be filled in online only.**

Technical bids submitted by the firms meeting the eligibility criteria will be evaluated and marks will be assigned as per marking system. Financial bids of only those firms successfully passing the technical evaluation will be considered for opening of financial bids. Firm/Firms will be selected on L1 basis on evaluation of financial bids. For Scope of work, List of internal audit segment consisting of division offices/other offices, other terms and conditions, format of technical bid & financial bid, reports/ outputs etc. please go through the below mentioned **Annexures**.

Date:- 16 .04.2018

(B.M.Chavda)

Place:-Gandhinagar

Chief General Manager(Fin.)

Annexure-1:-

Important Terms & Conditions of the Tender Notice/assignment:-

- 1) All the Annexure mentioned hereinafter form integral part of this tender notice. Firm will have to perform the functions as per the scope of work(**Annexure-2.2**) and terms and conditions mentioned in **Annexure 2.5** and will submit the reports/ other outputs/Checklist an Trial balance as mentioned in **Annexure 2.3 & 2.4**. Further Firm will also comply with the below mentioned terms and conditions and those mentioned in various annexures.
- 2) Appointment orders will be issued to the qualified firms of Chartered Accountants on completion of the process of selection as mentioned above.
- 3) Technical bids submitted by the firms meeting with the minimum eligibility criteria will be evaluated and marks will be assigned as per marking system. Financial bids of only those firms successfully qualifying in the technical evaluation process will be considered for opening of financial bids. Firm/Firms will be selected on **L1** basis on evaluation of financial bids.
- 4) For carrying out the said assignment, fees is payable for respective internal audit segment assigned to firm of chartered accountant for the whole term of assignment i.e. from 1.04.2018 to 31.03.2019. Fees will be paid on half yearly basis on submission of bill and fulfillment of relevant terms & conditions mentioned in the appointment order. GST will be paid extra as per applicable rate from time to time.
- 5) No out of pocket/ T.A. D.A. will be paid for the said assignment.
- 6) Internal audit will be conducted on a quarterly basis. Internal auditors will prepare draft report, collect the data/details for filling the internal audit checklist including the annexures there to, completely fill the internal Audit checklist and submit the same along with the audit report to the Executive Engineer/office-in-charge within **3** days of completion of Audit.
- 7) Concerned Executive Engineer/office in charge will return the draft audit report with comments/clarifications within **5** days of receipt of such draft report. On receipt of such report along with comments/clarification, if any,

internal auditor will finalize the report considering the comments/clarification and submit the report in prescribed format along with check list as mentioned point no. (15) of Annexure to the internal Audit branch within next **7 days**.

- 8)** Internal Auditors will fill the internal audit checklist and also verify and sign the Trial balance at the end of each quarter and submit the both to internal audit branch at H.O. along with the audit report on completion of internal audit of each quarter.
- 9)** Further, data/details required for finalization of accounts (A to U proforma & other Annexure/details as instructed by the management from time to time) are required to be verified and certified by the internal Auditors. Said work is part of assignment and no separate fees are payable for the said work.
- 10)** Division/other office will send the copy of the compliance to the internal Audit firm and same will be verified by the internal auditor. Further, comment, if any, on the compliance of the audit report will be duly reported to Head office by the internal auditor and also communicated to the concerned office.

Apart from the regular internal audit report, checklist and signed trial balance, internal auditor will submit division /other office wise quarterly Executive Summary/Gist of the major audit observations along with suggestion for remedial action.
- 11)** Internal audit team shall invariably be headed by Chartered Accountant having specialized knowledge and experience of the audit of PWD works as well as commercial accounting of large scale Company. Further, audit team must consist of sufficient qualified assistants to conduct internal audit work.
- 12)** Serious irregularities observed during the course of internal audit shall have to be reported immediately through special report to CGM (Fin.).
- 13)** In case of serious deficiencies in reporting or auditing /non observation/violation of terms & conditions of the appointment order, assignment will be terminated by the Nigam without any notice to the internal auditor.
- 14)** The internal audit firm shall not be eligible for the payment of audit fee if the specified stipulations regarding attendance, submission of reports, checklist & Trial balance and other specified conditions of appointment order are not followed or adhered to.

- 15) Detailed Audit programme will be circulated to the internal auditors and concerned Division/other offices. Internal auditors will have to carry out the audit as per the given programme.
- 16) **Those firms of internal auditors who are presently in continuous appointment of internal audit of division/other offices of SSNNL for last 5 years i.e. from F.Y. 2013-14 to F.Y. 2017-18(including both the financial years) , will not be eligible to apply for this assignment as per the provisions of finance dept., GOG circular no. JNV-102001-1694-A dated 13.07.2001.**
- 17) Internal audit firm will carry out the work under the supervision and monitoring of CGM (Fin.).
- 18) On awarding the assignment of particular Segment of internal Audit firm shall provide Performance Security in form of Bank guarantee of 10% of Internal Audit fee but minimum of Rs.25000/-per assignment within duration of 15 days of acceptance of assignment. The bank guarantee duly issued by the bank (duly notified by finance department of Government of Gujarat)having the validity for the whole term of assignment plus six months. If more than one segment is assigned as separate assignment to the one firm will have to provide separate bank guarantee for each segment. The said Performance guarantee shall be revoked after 6 months on satisfactory completion of given assignment.
- 19) If the management deems appropriate, internal audit assignment for further period of one year may be extended at fees and other terms and conditions as mutually agreed upon.
- 20) In the event that firm qualifies for more than one segment, each segment will be considered as separate and conditions mentioned in all the Annexure shall apply for each such separate assignment. Firm qualifying for more than one segment will have additional skilled manpower to carry one another assignment simultaneously. Before giving the appointment order, management will review the capacity of such firm for carrying out the Internal audit assignment of more than one segment. However more than one segment shall be allotted to one firm.

Annexure 2:-

This Annexure contains the below mentioned sub Annexures.

Sr.No.	Annexure	Particulars of Annexure
01	2.1	List of existing internal audit segments
02	2.2	Scope of work
03	2.3	Format of Internal audit report
04	2.4	Internal audit checklist & Trial balance
05	2.5	Other terms and conditions

Note:-List of offices, scope of work, format of internal audit & internal audit checklist mentioned herein under is existing one and indicative only and may undergo change considering the requirements, circumstances and necessities of the assignment.

Annexure-2.1:-

(2.1) List of Internal audit segment:-

Segment-1

Sr.No	Division Code		Division Name
1	448	Baroda	EXE.ENGR.N.P.MAIN CANAL DN.1 BARODA
2	404	Baroda	EXE.ENGR.N.P.CANAL DN.10,VADODARA
3	311	Baroda	EXE.ENGR.N.P.H.P.ELE&MECH.DN.VADODARA.
4	071	Baroda	ASSIST. CONSERVATOR OF FOREST. VADODARA
5	401	Kalol	EX.ENG. N.P.CANAL DN.17,KALOL (PMS)
6	409	Jambusar	EXE.ENGR. NPC DN 15, JAMBUSAR
7	023	Baroda	EX.ENG. N.P. LAQ & REH DN.3 VADODARA
8	306	Kevadia colony	EXE.ENGR, TOURISM DN. K'COLONY

Segment-2

Sr.No	Division Code		Division Name
1	612	Baroda	PAY & ACCOUNTS OFFICER,VADODARA
2	061	Baroda	ASSIT.COMMI.GRC (R & D) CELL SSPA-VADODARA
3	021	Baroda	EX.ENG.N.P. CONST. & REH DN.1 VADODARA
4	406	Bharuch	EX.ENG. N.P.CANAL P. & D. DN.BHARUCH
5	412	Miyagam-karjan	EX. ENG.N.P.CANAL DN.05, MIYAGAM-KARJAN

Segment-3

Sr.No	Division Code		Division Name
1	002	Kevadia colony	EXE.ENGR.N.P.DAM.DN.NO.2, KEVADIA COLONY
2	308	Kevadia colony	EXE.ENG.N.P.MECH.DN, KEVADIA KOLONY
3	603	Kevadia colony	EXE.ENGR.N.P.COLONY DN.3,KEVADIA COLONY
4	003	Kevadia colony	EXE.ENGR.N.P. GATES DN. KEVADIA
5	304	Kevadia colony	EXE.ENGR.NPP HC.CON.S. DN.4,KEVADIA COLONY
6	022	Kevadia colony	EX.ENG.N.P. LAQ & REH DN.2 KEVADIA
7	606	Kevadia colony	DEPUTY COLL& ADM. KEVDIA TOWN K' COLONY
8	325	Kevadia colony	RESEARCH OFFICRRNP Q.C. KEVADIA KOLONY

Segment-4

Sr.No	Division Code		Division Name
1	432	Sanand	EXE.ENGR.N.P.CANAL DN.9, SANAND
2	453	Viramgam	EXE.ENGR.SBC DN.1/3,KADI
3	474	Dhandhuka	EX. ENG SBC DN.1\2 DHANDHUKA
4	425	Dholka	EXE.ENGR.N.P.CANAL DN.8, DHOLKA
5	128	Kapawanj	EX.ENG. N.P.CANAL DN.3,KAPADWANJ
6	446	Dabhoi	EX.ENG. N.P.CANAL DN.4A,DABHOI
7	574	Dabhoi	EXE.ENGR.NPC DN-3,DABHOI

Segment-5

Sr.No	Division Code		Division Name
1	999	Gandhinagar	Account branch, Head office, Gandhinagar
2	124	Gandhinagar	EX. ENG. N.P.CANAL DN. 2 GANDHINAGAR
3	136	Gandhinagar	EX. ENG. N.P. MECH.DN.NO.2,GANDHINAGAR
4	611	Gandhinagar	PAY & ACCOUNTS OFFICER,GANDHINAGAR
5	628	Gandhinagar	S.E.ELE.& MECH. CIRCLE GANDHINAGAR
6	613	Gandhinagar	FINANCE OFFICER,GANDHINAGAR
7	427	A'bad	S.S.O.N.P.AHMEDABAD

Segment-6

Sr.No	Division Code		Division Name
1	456	Morbi	EXE.ENG.SBCANAL DN 6/1, MORBI
2	472	Dhrangadhra	EXE.ENG.S.B.C DN.5/2, DHRANGADHRA.
3	617	Gandhinagar	D.G.M. RESOURCES BRANCH Gandhinagar
4	614	Gandhinagar	MANAGER (DEPOSITS)GANDHINAGAR
5	433	Kadi	EX.ENG. N.P.CANAL DN.4/3,KADI
6	454	Dhrangadhra	EX.ENG.S.B.CANAL DN.2/1 DHRANGADHRA
7	455	Dhrangadhra	EX.ENG.S.B.CANAL DN.5/1,DHRANGADHRA

Segment-7

Sr.No	Division Code		Division Name
1	512	Radhanpur	EX. ENG. K.B.CANAL DN.2/2 RADHANPUR
2	147	Radhanpur	EX.ENG. NPMC DN.24, RADHANPUR
3	501	Radhanpur	EXE.ENGR. KBC DN.1/1,RADHANPUR
4	515	Radhanpur	EX.ENG.K.B.CANAL DN.2/5,RADHANPUR.
5	520	Radhanpur	EX.ENG.K.B.C. DN.1/7 RADHANPUR
6	146	Chansma	EX.ENG.N.P.MAIN CANAL DN.3, CHANSMA.
7	505	Chansma	EXE.ENGR.K.B.C. DN.1/5,CHANASMA

Segment-8

Sr.No	Division Code		Division Name
1	435	Mehsana	EX.ENG. N.P.CANAL DN.4/5,MEHSANA
2	143	Patan	EX. ENG. NPMC DN.20, PATAN
3	434	Mehsana	EX.ENG. N.P.CANAL DN.4/4,MEHSANA
4	141	Mehsana	EX.ENG.NPMC DN.18 , MEHSANA
5	081	Gandhinagar	ENVIORNMENT SPECIALIST GANDHINAGAR.
6		Gandhinagar	A.G.M.SSNL Gandhinagar
7	142	Harij	EX. ENG.NPMC DN.19 ,HARIJ

Segment-9

Sr.No	Division Code		Division Name
1	525	Tharad	EXE.ENG.K.B.C.DN 3/2, THARAD
2	523	Tharad	EE KBC DN 3/1 THARAD
3	506	Tharad	EX.ENG.K.B. CANAL DN.1/6,THARAD
4	513	(ADIPUR) ANJAR	EX.ENG.K.B.CANAL DN.2/3,(ADIPUR) ANJAR
5	517	(ADIPUR) ANJAR	EX.ENG.K.B.CANAL DN.2/7,(ADIPUR) ANJAR-GANDHIDHAM
6	514	BHACHAU	EX.ENG.K.B.CANAL DN.2/4,BHACHAU
7	516	BHACHAU	EX.ENG.K.B.CANAL DN.2/6,BHACHAU

Segment-10

Sr.No	Division Code		Division Name
1	480	SURENDRANAGAR	EXE.ENG.SBC DN 3/2, SURENDRANAGAR.
2	476	Limbdi	EXE.ENG.S.B.C DN 1/3, LIMBDI
3	465	Limbdi	EXE.ENGR.SBC DN.4/1, LIMBDI
4	468	Limbdi	EX.ENG. SB.CANAL.DN .4/2 LIMDI
5	459	SURENDRANAGAR	EXE.ENGR.PUMPING ST. MECH /ELE. DN S'NAGAR
6	470	SURENDRANAGAR	EXE.ENGR.SBC DN 6/2 SURENDRANAGAR.
7	466	Botad	EXE.ENGR.S.B.C.DN.'3/1,BOTAD
8	482	Halvad	EXE.ENGR. SBC DN 2/2 HALVAD

Note:- Above list is indicative and existing one. Same will change due to newly opened division/other office or due to closing or discontinuation of any division/office during the term of assignment. Any kind of change in the segment will be part of scope of work and assignment and no separate fees will be paid/recovered for such change

(2.2)Scope of work:-

Internal auditor will gain understanding of nature of work and transactions carried out by the Auditee office. This will give the Audit team a holistic idea about the complexities involved in the process and it may schedule programme accordingly. Illustrative instructions regarding important area/aspects of audit is mentioned below.

(a)Works & Other transactions:-

1. The scope of Works Audit includes, checking of cash book, Bank Book, JV register, other books of accounts & ledgers, accounting classification, vouching and other checks as detailed in the check list, to the extent prescribed.

2. Internal auditor will also verify and ensure the E payment of TDS and E filing of tax return as per the provisions of Income Tax Act. Internal Audit shall have to check the deduction of Income tax and GST as per the provision of Income Tax Act, 1961 and GST Act respectively.

3. The audit checks of work bills will include the reference to the provisions in the tender contracts, provisions of statutory deductions and dues, taxes, and arithmetical accuracy, provisions of P. W. D. manual, C. P. W. account code, G. F. R. and any other statues, laws, Acts, G. R., orders, instructions of Govt., or Nigam etc.

4. The Internal Auditor has to put initial on the voucher, ledger, and books of accounts, registers and other records in token of audit carried out by it.

Internal auditors will have to verify and sign Trial balance at the end of each quarter prepared in Tally or any other accounting software.

5. The Internal Auditor shall have to scrutinize the Monthly Accounts Particularly Form No.51, 51A, 70, 74, 76, 76-D, 76-E, 79, 80 etc. and the provisions for liability with reference to the Performa A to V maintained and submitted by the Divisions/Units for finalization of accounts and if any remarks or defects noticed, should be incorporated in the prescribed format of Audit Report.

6. All the transactions of Bank book including the bank reconciliation statement should be checked with reference to counterfoils of cheques written and remittances and relevant entries in the bank statements

7. Internal auditor will verify that Purchase procedure as prescribed by the rules are followed or not and the commodities/Articles/Stores purchased are entered in relevant registers or not. Further, entries of receipt, issue and balance thereof will also have to be verified.

8. The accounting i.e. Carry Forward of previous quantity balance and measurement calculation of the work taken in the R.A./Final Bill and arithmetical accuracy should be checked by the Chartered Accountant in detail with reference to tender provisions.

Losses / Provisions to losses in respect of Vehicles / Machinery / Spare parts /Stores being un serviceable / disposable due to heavy incurring of expenditure, due to heavy repairs would be seen and commenced thereon by Chartered Accountants.

9. The internal audit firm would also verify especially the cases of undue payment is to contractors(s) on account of

(i) Irrelevant provision of tender item or excessive amount than claimed due to misapplication of Price Indices declared by R.B.I. in their bulletin, miscalculation thereof.

(ii) Excessive quantity, extra item and new works executed without the approval of competent authority.

(iii) Payment in conformity with the rates approved.

(iv) Postponing the statutory and/or legitimate recoveries from the bills of the contractors.

10. Internal Auditor will verify whether the fund received for Land Acquisition is promptly utilized and same is not utilized for purpose other than L.A.Q. .

11. The Chartered Accountants will undertake verification of the title deeds relating to land /property building or in whatsoever form with reference to V.F. VI, VII, XII, VIII-A to ensure and certify that the same are transferred in favour of Nigam.

12. Internal auditor will verify that MPW Deposit and MPW advance register are maintained properly and relevant entry from the Cash Book/RA/Final Bill(s) is

made and said transactions are duly reflected in the Monthly Account with up to date party wise balance.

13. The Internal Auditor will verify FDR & bank guarantee register to ensure that the FDR/bank guarantee do not remain pending for renewal. Further, it should be verified whether FDR/ bank guarantees are confirmed with the concerned banks through confidential letter or not?

14. SSNNL is following the procedure laid down in Gujarat Public Works Department Manual. The Internal Auditor would check that all the rules and procedure laid down in the Gujarat Public Works Manual as amended from time to time duly followed by the Division.

15. The Internal Auditor will verify whether rules of delegation of power have been followed or not in respect of purchase, sanction, payment and other applicable matters.

(b)R.A. BILL OR FINAL BILL:-

Following points should be considered while checking R.A. /Final bills.

- 1) Whether the bill form used is appropriate?
- 2) Whether name of Agency, name of work, Head of account agreement No., Contractor Ledger No., A.A.& T.A. etc. shown in the bill.
- 3) Whether reference to bill paid previously is given.
- 4) Whether stipulated date of completion is given on first page of bill form and whether work is progressing according to construction programme /"Mile stones" in contract.
- 5) Whether any extension granted is noted in first page of bill form.
- 6) Whether S.D. is recovered as per Contract.
- 7) Whether all quantities as per M.B. are reproduced in the bill.
- 8) Whether measurements are recorded by authorized persons. as and when work is done.
- 9) Whether the rates and Units shown in bills are verified from original or true copies of tenders.
- 10) Whether the Measurement in M.B. are arithmetically checked 100% in Sub Dn. and Division Office.
- 11) Whether part rates proposed by Sub-division Officers are correctly incorporated in bills and approved by D.O. + technically checked by P.B.

- 12) Whether all recoveries proposed by Sub-divisions are correctly incorporated in bills and approved by D.O.
- 13) Whether the consumption statement is correctly prepared and checked in D.O. by Technical persons.
- 14) Whether advance payment (Mobilization, Machinery secured and work done by not measured) proposed is as per rates/Contract provisions and on the strength of the Certificates issued by S.D.O./D.O.
- 15) Whether advance paid is recovered with interest as prescribed?
- 16) Whether secured advances proposed is in conformity with rules and at 75 % of the cost of materials brought by the contractor on site.
- 17) Whether S.A. proposed is based on the supporting strength of certificate by S.D.O.
- 18) Whether indenture bond in Form No.31 is executed by the Contractor to safe guard financial interest of SSNNL.
- 19) Whether Income-tax deductions/hire charges for machinery Schedule –A material etc. is made from the RA Bills.
- 20) Whether correct classification of recovery made is given in part III or IV i.e. memorandum of payment of bills.
- 21) Whether full acknowledgement of the contractor is obtained on bill.
- 22) Whether entry in Part-III i.e. total amount of payment already made on 1st RA Bill is checked with K column of previous bill.
- 23) Whether proper credit in case of dismantled items is given and such material is accounted for.
- 24) Whether recovery of secured advance on materials is proposed as per items on which they are consumed paid.
- 25) Whether there is an excess/ saving in quantities put to tender and that being executed and paid. Whether the excess/saving in quantities have been approved by appropriate authority and check the rate analysis of the extra item.
- 26) Whether the bill is checked by Divisional Accountant D.A. and staff of P.B. branch and certified accordingly.

(c) Measurement Books:-

- 1) It may be seen that measurement books are machine numbered and page numbered and is entered in Register of measurement books after its receipt in Divisional office and sub-divisional office.
- 2) As the sub-divisional officer is the custodian of the M.Bs in use, it may be seen that account of M.Bs with S.D.O is properly kept and when MBs are

- either issued to DE, AAE or sent to Divisional officer, entry in the movement Register is made.
- 3) In case of completed M.B. all such M.Bs after due compilation are sent to Divisional officer by S.D.O for record., E.E. in turn after review by the D.A, all such MBs are ordered permanent record.
 - 4) It may be seen whether any blank MB is lost, in case of Loss orders, for write off are required to be obtained from CE.
 - 5) It may be seen that MBs are issued to the sub-ordinates authorized by the EE for recording measurements.
 - 6) In recording each set of measurements following details may be given
 - i) Date of recording measurements.
 - ii) Reference to page No. & MB of last set of measurements.
 - iii) Full name of work as given in the contract.
 - iv) Site of work or place of work
 - v) Name of contractor
 - vi) No. & date of agreement.
 - vii) Whether measurements recorded are running of final.
 - viii) Date of commencement of work.

(d) Account Branch (C.G.M. A/cs):-

1. Checking of posting of monthly accounts into detailed book. Internal Auditors are expected to check all the items above Rs.5000/- in each individual case.
2. Checking of posting of General Register, Internal Auditors are expected to check one month in each quarter, including March.
3. Overall scrutiny of General Ledger.
4. Checking of Performa and provision entries.
5. Checking of Trial Balance, Groupings and Schedule of Balance sheet
6. Checking of reconciliation of control ledger with General ledger (at least 30%).
7. Verification of all J.V. transactions and its finalization at Head office by reversal J.V.
8. Verification of consolidated data and details prepared on the basis of proforma of Divisions/ other offices.
9. Verification of preparation and presentation of Balance sheet, Profit & Loss account, cash flow and fund flow statements, Notes on accounts, polices etc.
10. Verification of maintenance of consolidated Register of fixed assets at Head Office.

(e) Office of Manager (Salaries):-

1. Checking of all transactions recorded in cash book and bank book.
2. Monthly A/c. i.e. with reference to the compilation book and vouchers/ challans and misclassification.
3. Bank reconciliation.
4. Checking of credit to Government in respect of G.P.F., C.P.F., Income Tax, Profession Tax and all advances, Interest of advances and statutory deduction, made from pay bills.
5. Account of cheque books received from various bank and their use.
6. Audit Register of pay bills and supplementary pay bills.
7. Token account and register.
8. Verification of T.D.S. return (Form-24) with reference to I. TAX credits and challan.
9. Verification and confirmation of receipt of detailed bills in case where advances are paid. In case advances paid are not cleared due to non submission of detailed bills, the same are to be commented upon by Internal Auditor with reason and remedies, their to besides reporting responsibility of the officer for non clearance of advance.
10. Scrutiny and confirmation of proper classification at the stage of passing bills by the office and pointing out misclassification with adverse effect to be reported besides proposing guidelines.

(f) Maintenance of books, registers and other records:-

The following Registers /Records /Books/Compilations ledger will constitute the core of documents and auditors should ensure proper scrutiny of the same. Cashbook

- 1) Vouchers
- 2) Cheque Book.
- 3) Bank Slip Book.
- 4) Receipt Book (DR. Book)
- 5) M.P.W. advance Register.
- 6) Security Deposit Register.
- 7) Rent collection Register.
- 8) Measurement Books and Register thereof.
- 9) Works Contracts file.

- 10) A.G. Inspection Report.
- 11) C.A. Audit Report.
- 12) Log Book/History sheet.
- 13) T&P SIDM Register.
- 14) Physical verification of stores file
- 15) S.B. Register & S.Bs.
- 16) S.P. stamp Register.
- 17) Stationery Register.
- 18) Inventory of Vehicles.
- 19) Estimate Register.
- 20) Muster Roll Register.
- 21) Contingent Register.
- 22) Pre& Post monsoon inspection of masonry
- 23) TEO & A.B.I. Book.
- 24) Dismantle Spare parts Register.
- 25) Review of M.B. by Div .Accountant and Dy. Accountant.
- 26) Register of land acquired.
- 27) Petty Cash book & U.D.R.
- 28) Register of works & work abstract.
- 29) S.D.O. & T.P. Register.
- 30) Library Register.
- 31) Interest bearing security Register.
- 32) Fixed assets.
- 33) S.O.R.
- 34) L.C. Fund Register.
- 35) Contractors Ledger
- 36) Sales Tax Register.
- 37) Establishment Records.
- 38) Payments
- 39) Public work deposit Register.
- 40) Record regarding Bank reconciliation with bank.
- 41) Monthly Accounts

(g) Tally Accounting:-

From 1.03.2010 onwards, accounting and financial powers have been reassigned to Division office. Accounting at each Division office is being carried out through tally accounting software at each E office and other accounting centers including Head office.

The Accounts have been maintained in the tally accounting software under double entry accounting system on accrual basis.

As per the instruction of statutory Auditor, you are requested to check the book maintained on tally accounting software with special focus to correctness/rectification of accounting under the tally system.

The following additional information may also be furnished with the audit report on the following line.

- 1) Status of maintenance of books of accounts.
- 2) Specific remarks, para or queries pertaining to books of accounts.
- 3) Overall comments upon the books of accounts.
- 4) Any other matter deemed relevant by the Internal Auditors.

In addition to the above, the Internal Auditors should assertion the following lines in each audit report of concerned accounting centres.

“We have verified the computerized books of accounts maintained by the accounting centre for the period ended on _____”.

Further, Internal auditors will have to verify and sign Trial balance at the end of each quarter prepared in Tally or any other accounting software.

(h)DIVISION/OTHER OFFICE:-

Verification of all the vouchers like payment, Receipt, J.V. etc. exceeding Rs. 1000=00 in each individual items.

- 1) The Auditor should check all kinds of Registers which including J.V. Register, sale of water /Power Register, fixed Asset Register, Bank Guarantee Register, T.D.S. register, other deductions Register and stock register.
- 2) Special care should be taken while checking the Cash book, Bank Book and General ledger.
- 4) Scrutiny of ledger should be done.
- 5) Checking of Subsidiary Registers of advances, Deposits, I.D.T.S., I,D.T.S (other than stock) with individual, Division wise and Head wise details.
- 6) Checking of Cash and Bank Contra transactions.
- 7) The auditors should check the Bank reconciliation statement of C.E. Office, Division office and LAQ accounts of sub Divisional Offices. They also ensure that whether the bank reconciliation statement has been drawn up and the outdated cheques are obtained back and entries reversed.
- 8) The posting of ledger should be verified.

- 9) The Auditor should see that the Contractors ledger, work Register and LAQ register are written in accordance with the provision of Central Public works accounts (CPWA) code and Gujarat Public works Department (GPWD) Manual.
- 10) Checking of Trial balances & groupings and signing of the same for position as on end of each quarter.
- 11) Checking of finalization of J.V.
- 12) The Auditors should verify the data and other details prepared at Division in respect of finalization of A to V Proforma, Tax Audit proforma, Annexure wise details of Railway advances, Contract employees and any other information/details as specifically instructed by the management time to time.
- 13) The Auditors required to scrutinize the Accounts maintained on Tally & other software and to see the correctness of errors of accounting principles.
- 14) The compliance of earlier audit report should be verified by the C.A. firm conducting the current audit. Verification report to this effect should be attached with the current audit report.
- 15) The balance confirmation certificates to be checked with reference to third parties, Banks, loans, advances etc.
- 16) While filling the Income Tax returns, auditor shall have to check the deduction of T.D.S., Payments of T.D.S. and other details which reflected in the Books of accounts.
- 17) The Auditors should verify the deductions and/or payment of Royalty, service tax under reverse charge mechanism, Professional Tax, G.P.F., VAT, Cess under Gujarat Building & other Construction Worker's welfare cess Act 1996. He should also ensure that all the statutory and other deductions required to be made from bills are correctly made and accounted for and all other related provisions of relevant Act and rule such as filing of returns, issuance of certificate of deduction etc. are followed appropriately by the division/other offices.
- 18) The Internal Auditor should check all the monthly Accounts submitted to Head Quarter and the same transactions are correctly complied with the books of accounts.
- 19) As per the circulars issued by the Nigam, the Division should deposit incomes received in any kind, Deposits lying with Divisions and un-utilized balances etc.

Internal auditor will ensure that that same are transferred in favour of Nigam by transfer of fund. The Auditor should see that the C.E. pay Centre is not keeping any balances with reference to the incomes received.

20) The Auditor should check the maintenance of records, vouchers, registers, ledgers, cash-Bank Books, J.V. Registers and also other computerized accounting records.

21) The Chartered Accountants will undertake verification of the procedure in practice as prescribed by Nigam is mentioned below.

- i) Checking of bills presented by Division offices and should ensure the same is entered in the bill Register maintained by the division office.
 - ii) Checking of payment made against the bills.
 - iii) Checking of all statutory deductions made from the bills and also ensure the same are deposited correctly into appropriate authorities within the time limit prescribed and duly deposited with appropriate authority as per the provisions.
 - iv) Unnecessary keeping of unutilized fund in the Banks.
 - vi) Current position of MPW Advances and its recovery /adjustments and also the adjustments /payments of MPW. Deposits.
 - vii) Check the submission of Bank statements, reconciliation Statement, Vouchers, imprest account received from the division as well as sub divisions.
- 22) Verification and reconciliation of all transactions and balances reported with Head office and other divisions.
- 23) Physical verification of cash, stock, stores etc.
- 24) Verification of valuation of stock.
- 25) The closing Balances are struck at the end of the month and the auditor should check the Balance of imprest, temporary advance etc and it should not exceed the current sanctioned limit.

(i)Resource Branch:-

Apart from the routine checking of the above said points the auditor should check the following points also.

- 1) Verification of Borrowing transactions, payment of interest especially – accrued interest, interest due and interest accrued but not due etc.
- 2) To check the provision of trusteeship fees, processing charges, legal & professional fees, Register fees, Rebate on interest, guarantee fees and any other expenses.

- 3) To check the provision of unpaid interest /interest accrued but not due on and the supplies credit of sumitomo Corporation .
- 4) The auditor should check the Balance confirmation of all Loans, overdrafts, Bonds, short & Long time credit accounts.
- 5) Checking of the record data of MCS with the books of accounts .
- 6) Checking of Loans /borrowing /Bonds /Sanctions files etc.
- 7) Checking of charge registers with reference to security
- 8) Guarantee Register and status of guarantee outstanding as on date.
- 9) To check the charges of various penal interest and other financial charges.
- 10) To check the transactions between Deposit Branch and Head Office
- 11) To check the investors grievances and complaints.
- 12) To check the identification of amount to be transferred to investor protection fund.
- 13) T.D.S. Register & other T.D.S. points.
- 14) Service tax under reverse charge mechanism

(j)Deposit Branch:-

- 1) The auditor should verify receipts/payments of P.D.S. with Bank collection /payment sheet Bank statement, Reports of MCS , Deposit application forms & Bank Book.
- 2) To check the payment and provision of interest Brokerage Registrar fees, Legal and professional fees etc.
- 3) Verification of transactions and Balance reports of MCS with the books of accounts.
- 4) Verification of data/details of deposit returns.
- 5) To check the interest income and interest accrued & due on Liquid deposits.
- 6) Physical verification of all the investments as on date.
- 7) To check the investment register.
- 8) To check the identification of amount to be transferred to investor protection fund.
- 9) To check the investors grievances and complaints.
- 10)To check the T.D.S. Register and other Registers relating to T.D.S.
- 11)GST under reverse charge mechanism

Note:-Above list of points is not exhaustive list. Internal auditor may design the audit considering the circumstances of each case and conduct the audit in such way so as to achieve the objectives of the audit in best possible manner.

(k) Internal Auditor will verify and certify the details of completed, uncompleted works, capital work in progress, Fixed Assets Capitalized during year in respect of official division assigned. Further Internal Auditor will verify points related to CARO,2016 or any other order changed from time to time.

PERCENTAGE OF CHECKING TO BE EXERCISED IN INTERNAL AUDIT.

(k) PERCENTAGE OF CHECKING TO BE EXERCISED IN INTERNAL AUDIT

Particulars	Month	Percentage
1. Cash Book and Vouching	12	100
2. Misc. Work adv. Register	March & any one month	100
3. A. Contractor' s Ledger completed work of A/cs. B. Other Accounts		100 100
4. C.S.S. Register		100
5. Tender Register		100
6. Receipts Registers		100
7. Assets Register (Dead stock) Items above Rs.50,000/- Assets Register (Dead stock) Items below Rs.50,000/-		100 100
8. Library Register Stationery Register		100
9. Stamp Register		100
10. Running Accounts bills of contractors		100
11. Final Bills of Contractors		100
12. Measurement book		100
13. Transfer Entry order above Rs.10,000/- Below Rs. 10,000/-		100 100
14. Pay Rolls		100
15. Contingent Bills Vouchers above Rs.5000/- Vouchers below Rs.5000/-		100 100
16. Supply Bills Above Rs.5000/- Below Rs.5000/-		100 100
17. Cheques drawn and amount remitted by offices including Bank reconciliation one month in a quarter.		100
18. Public Deposit Collection		100
19. Refund of Public Deposits		100
21. Investments		100
22. Interest Received on Investments		100
23. Collection of water charges and other revenue		100

Note:-Where there is dispute regarding extent of checking of any matter, percentage mentioned in internal audit checklist will prevail over the corresponding matter mentioned above. For any other matter which is not expressly provided in the checklist, provisions mentioned above will prevail. Further, for any doubt/clarification in this regard, matter should be referred to CGM(Fin.), SSNNL, Head office.

(2.3)FORMAT FOR INTERNAL AUDIT REPORT:-

Internal Audit Report on the accounts on (Office Name).....
.....(Office A/C Code no.....) for the period from.....to.....

PART-I

INTRODUCTORY

The accounts.....under the control of.....for the period from audit during.....to.....
Shri.....Designation.....held charge of the office during period covered by audit.

PART-II

A:- Major Irregularities regarding.

- i) Executed Works.
- ii) Overpayments
- iii) Expenditure incurred without valid sanction
- iv) Splitting of works/contractors/purchases etc. to avoid of appropriate Sanctioning authority.
- v) Irregular/Unnecessary Purchases.
- vi) Loses theft/embezzlements/misappropriations
- vii) Payment of Extra and Excess items.
- viii) Recording in Measurement Books.

B:- Other Irregularities.

- i) Misclassification & any other irregularity.

PART- III.

The issues/Items/Register/Cash/Stamp listed below were found in order.

1)

2)

3).....& onward

Signature of Chartered Accountant

(2.4)Internal Audit Check list:-

Sr. No.	Audit Item	Scope/Audit Method	Remarks
1.0	CASH BOOK/Bank Book		
1.1	Certificate regarding Cashbook folio		
1.2	Is opening balance in each month carried forward correctly?	100%	
1.3	Vouch of all receipt and payments with receipt books/ vouchers.	100%	
1.4	Whether amount of all receipts/vouchers tally with cashbook?	100%	
1.5	Whether receipt tally with D.R. Book/per contra entry?	100%	
1.6	Whether correct heads of accounts have been shown for all entries made in the cashbook.	100%	
1.7	Checking of cash book totals	100%	
1.8	Whether cashbook is closed day to day?	100%	
1.9	Whether cashbook is checked and signed by Cashier and Divisional Accountant?	100%	
1.10	Whether all entries made in cash Book are attested by the Disbursing officer?	100%	
1.11	Whether surprise checking of cash has been made by the Disbursing officer at least once in a month and recorded result of checking in the cash book?	100%	
1.12	Whether cash has been verified by the disbursing officer at the end of month and recorded result of checking in cashbook?	100%	
1.13	Cash on hand on a day of verification by the Auditor. (Give details in Annexure "1" attached herewith)	At least 3 times in a year.	
1.14	Whether required security is taken from the person handling the cash.	100%	
1.15	Whether required arrangement for safe custody of cash is made?	100%	
1.16	Whether all payments of contractor/ supplier have been directly credited into their bank account?	100%	
1.17	Whether all staff payments have been directly credited into their bank account?	100%	
1.18	Whether permission of fund branch has been obtained for opening of new Bank Account by Divisions/Sub Division Office? if yes another		

	Approval Letter No.-----and Date-----		
1.19	Fund transfer, income and deposits/other receipts received details of delayed in form of DD/cheques etc. beyond 7 days.	100%	
1.20	In case of payment made through RTGS, whether proper record of letter issued to Bank requesting RTGS, cheque. Issued and intimation / acknowledgement of RTGS made are kept / maintained?	100%	
1.21	Whether Income / other receipts are transferred to Nigam Head Office on exceeding of such balance beyond Rs. 50,000/- or at least once in month?	100%	
1.22	Whether any Bank charges are charged by the Bank? If yes provide details.	100%	
1.23	Outstanding Bank Balance is unutilized/without corresponding claims /bills, then provide the details.	100%	
1.24	Cases of delay where the income collected by the sub division office is not deposited to Bank Account of Division?(More. 3 days)	100%	
1.25	Details of unutilized LAQ balance is lying with sub division office.	100%	
1.26	Whether inter division transfer of fund between two or more Division Offices is evidenced/authorized? Whether same has been properly accounted in the books or not? With acknowledgement of transferred division.	100%	
1.27	Whether Bank Balance of Sub Division office is properly reflected in the Books of Division Office?	100%	
2.0	BANK RECONCILIATION		
2.1	List out the bank accounts of Division / Sub division office with number and name of bank attach the copy of each bank reconciliation statement at end of each audit period.	Specify	
2.2	Whether reconciliation of all bank accounts have been made at the end of each month.	100%	
2.3	Whether any discrepancies found in reconciliation made? give account wise details.	100%	
2.4	Whether all awaiting adjustment has been accounted for in the next month?	100%	
2.5	Whether cheques issued but not presented for more than 6 months are reversed?		

3.0	IMPREST & TEMPORARY ADVANCE		
3.1	Whether amounts of imprest given to subordinate officers have adjusted correctly & in timely manner (Give details in & Annexure-"2" attached herewith)	100%	
3.2	Whether any imprest amount is given in cash to subordinate officer? If so, give details with amount.	100%	
3.3	Whether any temporary / permanent advance is given to subordinate officers? (Give details in Annexure-"3" attached herewith)	100%	
3.4	Whether advance given is immediately utilized by subordinate officers? If not, how he keeps balance amount of advance? for how many days.	100%	
3.5	Is there any misuse of cash by any subordinate officer found in advance?	100%	
3.6	Test check imprest/advance account of subordinate officers and state whether the same are kept according to accounting requirements? Report the unutilized amount.	100%	
3.7	Is there any expenditure incurred from imprest/advance found abnormally high? If so give details.	100%	
3.8	Whether imprest given to SE/CE/other office/officer is authorized by office order of the competent authority?	100%	
4.0	MONTHLY ACCOUNTS		
4.1	Whether all entries of payment and receipt have been correctly posted into general ledger? Check from Hard copy of General Ledger or on software programme.	100%	
4.2	Whether all JE/TEO are posted in the General ledger.	100%	
4.3	Whether the Cash and Bank Balance is reflected in form with cash / Bank Book & Balance of same in Tally accounts?		
4.4	Whether registers in form No.70 & 79 are maintained for MPW Advance and Deposits Balance and transactions shown in such register tally with the statements of Form No. 70 & 79 submitted with Monthly Accounts.?		
4.5	Transactions reflected in Form No. 80, 74,70,79,76,77-A,76-D,76-C,51-A, 76-E, tally with the Bank Book/TEO register / other	100%	

	registers/Ledger ?whether such transactions tally with those entered/ maintained in tally accounts.		
4.6	Whether Bank reconciliation, Bank statement of each bank account of Division/Sub Division Office has been submitted with monthly account for each month?	100%	
4.7	Whether Imprest /Temporary Advance/Permanent Advance has been properly included as part of Opening and Closing Cash / Bank Balance?	100%	
4.8	Whether monthly account is prepared as per accounting practice and need?	100%	
5.0	ACCOUNTING REGISTERS		
5.1	List out register maintained for the details of outstanding balances under assets and liabilities heads of balance sheet. (Registers for all accounting heads under Assets & liabilities are to be maintained).	100%	
5.2	Whether all registers have been prepared correctly and tally with the accounts?	100%	
5.3	Whether all registers have been signed by the disbursing officer?	100%	
5.4	Whether disbursing officer has reviewed the deposits lying with him for period more than 3 years?	100%	
5.5	Whether register of FDR/BG/ Govt. Securities is maintained properly?	100%	
5.6	Whether such securities are kept in safe custody? Whether same are confirmed by secret letter?	100%	
5.7	Whether timely action is taken for renewal of such securities?	100%	
5.8	List out cases where timely action for renewal has not been taken.	100%	
5.9	List out cases where the securities are lapsed due to non renewal of securities timely.	100%	
5.10	Whether fixed assets register (Dead Stock) is maintained as per requirement?	100%	
5.11	Whether all receipt and issue are correctly posted?	100%	
5.12	Whether required check has been exercised by the officer in-charge of office?	100%	

5.13	Whether all CSS bills to the responding Division/circle have been raised?	100%	
5.14	Whether proper attention is given for clearance of CSS bills raised?	100%	
5.15	Whether register of advances to the contractor/suppliers is correctly maintained and tally with form 80?	100%	
5.16	Whether proper attention is given for clearance of such advance?	100%	
6.17	Whether register of works (Scheme expenditure) has been maintained by the drawing officer based on work abstracts sent by the disbursing officer?	100%	
5.18	Whether it gives correct picture of component wise total expenditure of the scheme?	100%	
5.19	Whether trial balance of tally account has been drawn for each month and same reflect all the transactions entered?	100%	
5.20	Whether contractors ledger has been maintained or not? & is it updated up to Audit Period.	100%	
5.21	Whether proper format of vouchers (receipt voucher, payment voucher, and journal voucher) has been used by the Division Office?	100%	
6.0	DEDUCTION/ REMITTANCE		
6.1	Whether due deductions have been made against advance given to employees?	100%	
6.2	Whether interest has been correctly calculated and deducted for interest bearing advances to the employees?	100%	
6.3	Details of TDS deducted from the head salary /Rent/Payment to Contractor(s)/ Sub-Contractor(s)/payment for Advertisement(s)/ Commission/Brokerage/Interest/ or under any other head. (Give details in Annexure-"4" attached herewith)	Statement to be prepared by paying authority and verified by auditor	
6.4	Details of GPF/ CPF (Deduction and Contribution), E.S.I. (Deduction and Contribution) and payment of Professional Tax (Give details in Annexure-"5" attached herewith)	-do-	
6.5	Details of Payments in excess of Rs. 20,000/- made by way of Cash/ Bearer cheque. (Give	-do-	

	details in Annexure-"6" attached herewith)		
6.6	Whether disbursing officer is having proper TAN Number for deduction of income tax at source/TDNS NO. FOR VAT TDS/Service Tax registration No.?	100%	
6.7	Date of filing TDS return by Division office. Give details in Annexure-"7" attached herewith.	100%	
6.8	Whether disbursing officer has issued TDS certificate in time?	100%	
6.9	Whether Income Tax TDS/Service Tax is paid as E - Payment only?(If no, provide details)	100%	
6.10	Whether TDS under VAT has been deducted properly. & paid within due time to Government Treasury? Whether form No. 702 has been obtained from Government Treasury.	100%	
6.11	Whether form No. 703 & 704 are filled in & issued within due time ?	100%	
6.12	Whether Annual return of VAT has been filed within in due date?	100%	
6.13	Whether Labour welfare cess has been deducted properly as per the tender clause, where ever came is provided in the Tender? Whether computation of labour welfare cess has been made correctly made in case where it is required by the Nigam instead of contractors?	100%	
6.14	Whether Labour welfare cess has been paid in Government Treasury in timely manner?	100%	
6.15	Whether <u>undisputed tax/cess/duty etc.</u> is to be redrafted not kept unpaid with the office?	100%	
6.16	Whether form No. 16 is issued as per rule in timely manner?	100%	
6.17	In case of royalty deducted, if same is not required to be deposited with Government treasury, whether same has been credited to income A/c?	100%	
6.18	Whether return of service tax is filed in? If yes, whether same has been filed in timely manner?(Provide the details of defaults)	100%	
6.19	Whether service tax has been deducted/paid as per applicable rate as per provisions of service tax Act and/or rule?(Provide the details of defaults)	100%	
6.20	Whether service tax payment is done through E payment only? (Provide the details of defaults)	100%	

7.0	FUND DEMAND AND UTILIZATION		
7.1	Whether fund demand of each month submitted was based on actual i.e. on the basis of passed bills?	100%	
7.2	Whether fund received is properly utilized against the demand made? Give details in Annexure-"8" attached herewith.	100%	
7.3	Whether any transfer of funds is made between circle to circle or division to division?	100%	
7.4	If so, approval is given by H.O. for such transfer?	100%	
7.5	Give month wise recoveries/income received by the disbursing officer and remittance made to H.O. Give details in Annexure-"9" attached herewith.	100%	
7.6	Whether any recovery/income has been utilized by the disbursing officer?	100%	
8.0	FUND/ GRANT INVESTED IN TERM DEPOSIT	100%	
8.1	Whether any grant/ fund is invested in term deposit with any bank / Auto Swap A/c. Give details	100%	
8.2	Check justification for investment made?	100%	
8.3	Give details of deduction made from interest paid/ payable on investment made by disbursing officer. In case of 100% share capital owned Government Company; No deduction from the interest income is permissible. <u>Copy of authority</u> attached	100%	
8.4(a)	Whether TDS certificate is received for deduction made from interest paid?	100%	
(b)	Whether accounting entry for TDS receivable has been passed in books of Account.		
9.0	SCHEME AUDIT		
9.1	Nos. of scheme for which administrative approval is given by EE/SE/CE/Head office for the scheme of Division during period of Audit.	100%	
9.2	Whether all estimates included in detailed Technical sanction are based on SOR? In case of non-availability of rates in SOR, Whether rate is derived based on RA & approved by the competent authority?	100%	

9.3	Whether any estimates has been sanctioned by splitting of work?	100%	
9.4	Is expenditure of any scheme exceeds the limit which requires revised administrative/Technical approval?	100%	
9.5	If so, division has taken action to get revised administrative /Technical approval?	100%	
9.6	Whether any scheme is taken up for execution for which there is no financial allocation during the year?	100%	
9.7	Is there justification for excess expenditure?	100%	
9.8	Any delayed payment charges in Electricity bills of RWSS are paid to the Electricity Co.? (If so give details).In case of pumping stations.	100%	
9.9	Whether replaced parts/ materials have been accounted for in scrapped accounts?	100%	
9.10	Schemes taken up as deposit work have been administratively approved by the concerned department?	100%	
9.11	Whether Division/Circle has received full deposit for execution of such schemes?	100%	
9.12	Is there any deposit work, which is taken up without receipt of deposit from the concerned department?	100%	
9.13	Verify whether correct scheme wise classification including the minor head wise code for the work carried on by the division has been used? Whether same has been mentioned on all the bills / vouchers?	100%	
9.14	In case of difficulties regarding single expenditure falling under more than one scheme, whether same has been segregated methodically and scientifically as determined by the Division?	100%	
9.15	Whether up to date record/subsidiary register for such scheme wise expenditure has been maintained as prescribed by the circular of Nigam?	100%	
9.16	Submit the correct information of scheme wise expenditure during the reporting period.	100%	
9.17	Whether land payment made for work falling under particular scheme is booked under the relevant Minor head of scheme?	100%	

9.18	Whether receipts & recoveries (including the income) have not been booked under any of the Scheme? If yes, provide details.	100%	
9.19	Whether the periodic scheme wise expenditure statement submitted to H.O./C.E./S.E./ Office tally with the records/register/ledgers?	100%	
9.20	Whether the claim submitted under each scheme is based upon the actual bill / voucher paid for the particular work, land, services/other payment?	100%	
9.21	Please verify and ensure that repayment of deposit taken for the work falling under scheme has not been treated as expenditure? If yes, provide the details of such instances.	100%	
10.0	<u>LAQ PAYMENT</u>		
10.1	Whether proper and timely demand for fund has been made for LAW cases by Division office for each award?	100%	
10.2	Whether such payment once received by the division Office, is promptly transferred to Sub Division Office?	100%	
10.3	Proper evidence s/documents for such payment have been maintained?	100%	
10.4	Whether part payment made earlier has been adjusted while making final payment?	100%	
10.5	Whether all applicable registers/records have been maintain at Sub Division / Division level?	100%	
10.6	Whether full / part amount deposited with the court towards LAQ cases has been accounted for as "Deposit with courts" instead of debiting the same directly to the Land Account?	100%	
10.7	Whether the "Deposit with courts" account is adjusted to "Land account" on final outcome of court cases?	100%	
10.8	Whether proper case wise / village wise/Survey No. wise/Award wise details of each land holder has been maintained?	100%	
10.9	Whether breakup of undisbursed LAQ amount (case wise / village wise / Survey No. wise/Award wise) maintained or not?	100%	
10.10	Whether Land acquired is transferred in the Name of Nigam in the revenue records? Whether details of same have been maintained separately & properly?	100%	

10.11	Whether proper accounting classification of Land payment is followed? If not, provide details.	100%	
10.12	Whether the accounts & details of LAQ payments are obtained from sub division for each month an incorporated in the accounts of Division?	100%	
11.0	TENDERS		
11.1	Nos of tender invited by division / circle / zone for schemes of District.	100%	
11.2	Works for which tenders invited are administratively approved & Technically sanctioned.	100%	
11.3	Whether financial allocation is available for such works?	100%	
11.4	Whether the competent authority has approved DTPs before inviting tender?	100%	
11.5	Whether public tender notice has been published in daily newspapers are required under rules?	100%	
11.6	Whether approval is taken from competent authority for publishing tender notices?	100%	
11.7	Whether the competent officer has approved excess over estimate?	100%	
11.8	Is there any case of tender not finalized within the validity period?	100%	
11.9	If so, is there any excess amount is acceptance of other than lowest or re-invitation?	100%	
11.10	Whether any work is awarded without inviting tenders publically? (except gram panchayat)	100%	
12.0	CHECKING OF R.A. / FINAL BILLS		
12.1	Whether Quantity taken in RA Final bills is as per the measurement book?	100%	
12.2	Whether measurements recorded are as per prevailing powers for taking of measurements?	100%	
12.3	Whether authorized officer has checked measurements as per rules?	100%	
12.4	Whether rates adopted in the bill are as per contract agreement?	100%	
12.5	In case of part rate / reduced rate, whether competent officer has approved the same?	100%	
12.6	Whether any excess quantity / extra items has been executed? If so, approval of excess / extra		

	item has been taken from competent officer?		
12.7	For excess quantity/extra item, whether rate has been adopted as per condition of contract?	100%	
12.8	In absence of approval of competent authority, any payment towards excess quantity/extra item has been made?	100%	
12.9	Whether price adjustment under price variation clause is correctly made? (If price variation clause is provided in the contract).	100%	
12.10	Whether calculation and total of bill is correct?	100%	
12.11	Whether the progress of work is as per condition of the contract?	100%	
12.12	If there is delay, time extension has been sanctioned by the competent authority?	100%	
12.13	If not, liquidated damages as per the contract conditions has been recovered from the bill?	100%	
12.14	If any advance given by debiting to scheme, recovery for the same is effected from the bill as per contract conditions.	100%	
12.15	Whether any interest is recoverable on such advance? If so, interest is correctly calculated and recovered?	100%	
12.16	Recovery of performance security/ retention money/ defect liability period has been made as per contract conditions.	100%	
12.17	Recovery of statutory deductions has been made correctly.	100%	
12.18	Whether bill is passed correctly?	100%	
12.19	Whether passed bills (in two copies) have been sent to paying authority timely?	100%	
12.20	Whether paying authority has returned are passed bill giving voucher No. to the passing authority?	100%	
12.21	Whether passing authority has maintained monthly paid vouchers file properly?	100%	
12.22	Whether certificate of test checking of work has been obtained and recorded in the bill?	100%	
12.23	Whether measurement of work is made promptly? Bill is prepared from same immediately?	100%	
13.0	STOCK/ MATERIALS SITE ACCOUNTS		
13.1	Give details of purchased made on Rate contract fixed by Nigam in <i>Annexure –"11"</i>	100%	

	attached herewith.		
13.2	Whether payment is made for material purchased as per condition of rate contract fixed by Nigam?	100%	
13.3	Whether price adjustment under price variation clause is correctly made? (If price variation clause is provided in the rate contract).	100%	
13.4	Give details of purchase made locally (Other than Rate contract) in Annexure – "12" attached herewith.	100%	
13.5	Whether the said material is purchased by observing prescribed procedure?	100%	
13.6	Whether any purchase is made by splitting of the requirement?	100%	
13.7	Whether any purchase is made from other than Rate contract holder? If so, compare the rate of RC and purchase rate.	100%	
13.8	Whether all material purchased during the month have been entered into respective account register? (I.e. stock account, Material at site account).	100%	
13.9	Whether issue of material made during the month has been correctly posted in the respective register?	100%	
13.10	Whether monthly returns of stock and material at site account has been received in Division office timely?	100%	
13.11	Whether accounts of adjustment have been prepared at division level?	100%	
13.12	Whether all J.E. of adjustment have been correctly prepared and accounted for?	100%	
13.13	Whether periodical physical verification has been carried out by authorized officer? (Give details in Annexure-"13" attached herewith	100%	
13.14	Date of physical verification of stock and materials at site account by the auditor and result of verification. (As on 31 st March)	100%	
13.15	Whether any short/surplus material found during the physical verification by auditor?	100%	
14.0	WATER CHARGES (To be check at Division/Sub Division Level)		
14.1	Whether register/Licence fees has been recovered from the party? Whether same has been accounted for or not? Total production/	100%	

	drawl of water from the water supplied in canal.		
14.2	Total distribution of the water to the beneficiaries.	100%	
14.3	Total loss of water in transmission.	100%	
14.4	Whether bills demand letters have been raised to all beneficiaries considering quantity of water supplied at the rates prescribed?	100%	
14.5	Whether recovery received from the beneficiaries is properly accounted for?	100%	
14.6	Status of outstanding recovery at the end of each month? category wise	100%	
14.7	Whether field officers have made full efforts for getting recovery?	100%	
14.8	Whether Deposit for water supply is received and same is accounted for?	100%	
15.0	<u>RECEIPT:</u> Verify Preparation Of Water Bills randomly at least 25% of all bill Range & report observation whether bills are prepared as per Bill preparation guide line. All other charges like penalty licence fee is charged and recovered or not	100%	
16.0	<u>Electricity:</u> Verify Preparation of Electricity Bills & report observation whether bills are prepared as per Bill preparation guide lines.	100%	
17.0	Verify other receipts of opine that all claims for (I) Sale of Water (ii) Sale of power (iii) Interest by Banks. (iv) Entry fee, tender fee, testing charges, lease rent, Quarter Rent, Guest House Income, Supervision charges, Annuity charges, penalty on late payment of water bills/power bills Processing charges etc. individually. On raising the claim and recover effected thereon. (v) Other charges like right of way, liquidated damages, forfeiture of earnest money deposit/ security deposit to be assessed appropriately. (vi) Sale of land is appropriately authorized and money received in time.	100%	
18.0	VEHICLES		
18.1	No. of Vehicles of owned by Division.		
18.2	Whether fuel purchased has been entered in the	100%	

	log book of departmental vehicles.		
18.3	Whether log book has been maintained with all required details like, total fuel purchase during the month, total km. traveled, average of vehicle?	100%	
18.4	No. of vehicles hired by the department.		
18.5	For hired vehicles required approval from the zonal Chief Engineer has been obtained?	100%	
18.6	Whether hired vehicle is utilized fully & properly	100%	
19.0	CHECKING OF ACCOUNTING PROFORMA/ INFORMATION REQUIRED FOR FILLING INCOME TAX RETURNS.		
19.1	Checking of depreciation statement.	100%	
19.2	Checking of all accounting proforma/ information prepared by the disbursing officer.	100%	
20.0	LEGAL/ ARBITRATION CASES		
20.1	Whether division has initiated legal action against defaulting contractor/ suppliers?	100%	
20.2	Review ongoing legal/ arbitration cases and report, if any special attention is required to give by H.O.	100%	
21.0	PENDING OF AG INSPECTION PARAS		
21.1	Up to what period Inspection has been carried out by the A.G.	100%	
21.2	Nos. of paras outstanding	100%	
21.3	Whether disbursing officer has properly complied the paras?		
22.0	<u>General Points</u>		
22.1	Whether all the office orders have been issued as per the powers delegated by Delegation of Powers?	100%	
22.2	Whether fixed Assets have been verified during the year?	100%	
22.3	Status of pending Internal Audit /C&AG Audit Para	100%	
22.4	Status of pending proposals of Excess/Extra items	100%	
22.5	Whether Balance confirmation as on 30 th September and as on 31 st March has been received in case of MPW Advances, deposits, loans Sundry Debtors and Sundry creditors etc?	100%	
23.0	Internal Auditors own Remark if any		
24.0	Internal Auditors over all observation on working of the Division, Area needs to be strengthened suggestions of improvement in financial system		

25)	TERMS & CONDITIONS OF AUDIT :
1.	SSNNL has adopted decentralized system of payment and accounting. Division/other offices of SSNNL works as paying authority, make demand for the fund, receive fund from H.O., passes the bills / adjustment entries / receipts etc. Therefore, auditor is required to carry out audit on the basis of records in the office of disbursing & drawing officers. And therefore, he has to visit divisions/other offices & sub-divisions and circle or other offices, if required. The consolidated audit report is required to be sent to the division office, concerned C.E. office & H.O. Also soft copy of audit report is to be sent to concerned disbursing officer.
2.	Auditor has to check the compliance given by the division/other office and to comment on the compliance received immediately.
3.	Auditor has to certify expenditure incurred for the projects taken under loan/ grants from HUDCO, NABARD or other institutions as and when, it is demanded by division/CE office/Head office.
4.	One Chartered Accountant must be a member of audit team for conducting audit.
5.	10% of fees amount shall be withheld till the process of internal audit is over and finalization of annual account of the year.
6.	If deemed appropriate, in case any serious irregularity regarding the matters mentioned in scope of audit is noticed, Internal Auditor shall be held responsible for not discharging their duty/function properly/ as per the terms of assignment.
7.	If deemed appropriate, in case delay in carrying out audit and submission of report within stipulated time limit, penalty at the rate of 1% per week of audit fee limited to 10% of audit fee may be levied.
8.	SSNNL reserve, its right to withdraw/ terminate the assignment in case of delay or not conducting the Audit as per the scope or for any other reason it deems appropriate in the interest of organization and assignment.
9	No separate fees will be paid for verifying & certifying proforma information (A to U statements & other details) required for finalization of accounts, signing the Trial balance or any other document of the auditee division/other office in respect of internal audit work of the said office.

Note:- Apart from filling of Internal audit checklist and issuing the internal audit report, Trial balance of respective office for the position at the end of each quarter would be required to be verified and signed by the internal auditor.

Annexure – "1"

Reference 1.13

Cash on Hand

Sr. No.	Name of Office	Date of verification	Cash balance as per cash book	Actual cash found on the day of verification	Short fall/ surplus if any.	Reasons for short or surplus in cash
1	2	3	4	5	6	7

Signature of Internal Auditor

Annexure – "2"

Reference 3.1

Imprest to subordinate officer/offices (To be given at the end of each period of Audit Spell)

Sr. No.	Name of Office.	Balance as per Book of Disbursing Officer.	Balance as per books of Imprest Holder			Bank reconciliation		
			Bank	Cash	Total	Bank balance as per books of Imprest Holder	Bank balance as per Bank book of Imprest Holder ⁵	Difference (with reasons)
1	2	3	4	5	6	7	8	9

Signature of Internal auditor

Annexure – "3"

Reference 3.3

Temporary/Permanent Advance given to Subordinate Officers/offices

Sr. No.	Name of officer	Month	Opening Balance	Advance given during the month	Advance adjusted during the month	Balance
1	2	3	4	5	6	7

Signature of Internal auditor

NOTE:

1. Please indicate all tax deductions separately for all the payments made during the year to contractors, commission agents, advertisers, employees etc.
2. Please briefly indicate the reason for delay, if any.
3. Please indicate month wise detail.
4. Please compare the figures with 24Q and 26Q for all the quarters filed with NSDL. Please also attach the photocopy of the provisional receipt(s) [original eTDS return / revised eTDS return(s)]

Divisional Accountant

Executive Engineer / Sup. Engineer

Verified by

Internal Auditor

Annexure – "5"

Reference 6.4

FINANCIAL YEAR: 2017-2018 ASSESSMENT YEAR: 2018-2019

DETAILS OF EMPLOYEES' CONTRIBUTION TO P.F. OR
CONTRIBUTORY P.F. AND E.S.I.C. AND / OR ANY OTHER FUND
PAID DURING THE YEAR

DETAILS FOR ACCOUNTING YEAR 2017- 18.

SR NO	MONTHS	EMPLOYEE 'S CONTRIBUTION Rs.	EMPLOYER 'S CONTRIBUTION Rs.	DUE DATE OF PAYMENT	ACTUAL AMOUNT OF PAYMENT	ACTUAL DATE OF PAYMENT	REASONS FOR DELAY
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

NOTES:

1. Please prepare separate statements for provident fund, contributory provident fund, ESI, Insurance – Board Employees and Government Employees or any other fund.
2. Please state the reasons for delay, if any, in making payment to Government treasury
3. In case of "Contract Employees" the employers' contribution also will have to be shown separately.

Divisional Accountant

Executive Engineer/ Sup. Engineer

Verified by

Internal Auditor

Annexure – "6"

Reference 6.5

**AMOUNT INADMISSIBLE UNDER SECTION 40A (3) READ WITH
RULE 6DD**

DETAILS FOR ACCOUNTING YEAR 2017 – 18

Sr. No.	Particulars of expenditure	Date of payment	Amount paid otherwise than by crossed bank draft or cheque (Rs.)	Remarks

NOTE:

1. Please indicate all sums exceeding Rs. 20000 (Rs. Twenty Thousand only) which have been made to the contractors, suppliers or otherwise than through an account payee/crossed cheques or crossed Bank Draft.
2. If number of payments has been done to a particular person(s) / client / customer / contractor on the same day, then in that case also, said amount should be indicated in the table above.

Divisional Accountant

Executive Engineer / Sup. Engineer

Verified by

Internal Auditor

Annexure – "7"

Reference 6.7

TDS return filed by division/other office.

Quarter	Name of return	Due date of return	Date of filling return	Delay if any in filling return.
1	2	3	4	5
04/18 to 06/18	From Salary (24Q)			
	From Contractor (26Q)			
07/18 to 09/18	From Salary (24Q)			
	From Contractor (26Q)			
10/18 to 12/18	From Salary (24Q)			
	From Contractor (26Q)			
01/19 to 03/19	From Salary (24Q)			
	From Contractor (26Q)			

Signature of Internal auditor

Annexure – "8"

Reference 7.2

FUND UTILIZATION

Month	Fund received		Fund Utilized		Balance		Reasons for Balance
	For Works	For Salary & contingency	For Works	For Salary & contingency	For Works	For Salary & contingency	
1	2	3	4	5	6	7	8

Signature of Internal auditor

Annexure – "9"

Reference 7.5

Income received by division/ other office and Remitted to H.O.

Month	Receipt (Head wise)					Total Receipt	Remitted to HO	
							Date	Amount

Signature of Internal auditor

Annexure – "10"

Reference 9.9

Details under O&M activity carried on by the Division

Sr. No.	District	Name of Division	Name of Scheme	Sanctioned of Annual O&M estimates.			Allocation in action plan	Expenditure upto _____ (at the end of month of Audit spell)	Excess if any	
				Authority	No. & dt. under which sanctioned is accorded	Sanctioned Cost.			With ref. to sanctioned estimate cost	With ref. to allocation in action plan.
1	2	3	4	5	6	7	8	9	10	11

Signature of Internal auditor

Annexure – "11"

Reference 12.1

Purchase made on Rate Contract by Division.

Name of Division	Month	CV No.	Name of Agency	Kind of Material	Amount of Bill	RC No. & Year	Whether Adjustment of Price variation is made (If applicable)
1	2	3	4	5	6	7	

Signature of Internal auditor

Annexure – "12"

Reference 12.4

Local Purchase made by Division.

Name of Division	Month	Name of agency	No. & Date of approval	Name of authority who accorded approval of purchase	Material purchased	Amount of purchase
1	2	3	4	5	6	7

Signature of Internal auditor

Annexure – "13"

Reference 12.13

**Periodical physical verification of Material lying on stock/
Material at site account.**

Sr. No.	Name of Sub Division	Name of store	Date of physical verification carried out by		
			DEE	EE	SE
1	2	3	4	5	6

Signature of Internal auditor

Note:-Additional annexure can be filled in and attached as per the requirements of the internal audit assignment and checklist mentioned above.

Annexure-2.5

Other allied Terms & Conditions:-

Terms and conditions of appointment of Internal Auditors and scope of audit shall be as under:-

1. The Internal Audit of each Division / Office shall be carried out in four spells at the end of each quarter in a year as per programme set out and intimated by the Nigam.

2. Firm will deploy requisite no. of audit staff for conducting the audit of particular division/office. The audit party conducting audit shall consist of minimum three members of whom at least one shall be a qualified Chartered Accountant. While visiting the audit place, the representatives of the audit team will bring the letter of introduction duly sign by the Sr. Partner / proprietor of the C. A. / C. A. Firm.

3. Audit Programmers set by Nigam will be circulated on well in advance (at least 10 days before the commencement of audit) to Internal Auditors. No deviation from Audit Programme shall be allowed without prior written permission of CGM (Fin.).

4. Nigam reserves the right to issue directions or instructions regarding format/checklist of audit report or determine method/procedure/rules/manners for conducting internal audit of particular office or item and such directions/instructions shall be binding on the Internal Auditors.

5. CGM (fin.) or his authorized person will supervise the audit by surprise visit and audit party shall explain the audit procedures and findings if asked for during the course of such visit or even before and after such visit. If any audit representatives of internal audit firm found absent during such supervision, firm shall carry the risk of being dropped from assignment for the entire appointment period.

6. Some selective Divisions/other offices at the discretion of the CGM (Fin.) shall also be audited alternatively by SSNNL's own Audit staffs/other Firms.

Internal Auditors shall be held responsible for any unreported major irregularities noticed afterwards.

7(i) Audit Report in prescribed Format (Annexure B) along with audit checklist is to be prepared in four copies and copy of the same is to be handed over to each of the following:-

(a) Deputy General Manager (Internal Audit), 7th Floor, Block No.12, Sardar Sarovar Narmada Nigam Limited, Gandhinagar

(b) the Auditee Division/Office

(c) the next higher authority of Auditee Office/Division i.e. Superintending Engineer and

(d) to be retained by auditor.

7(ii) The Internal Auditors shall have to obtain dated the letter duly signed by office in charge or head of office in token of perusal of all the points of internal audit report as mentioned at point no.7(iii) below. Copy of such letter must be attached as part of internal audit report. The non-compliance of this requirement will be treated as "Incomplete report." and same will result in withholding of fees. Difficulty if any, in obtaining such signed letter from the concerned office may immediately be reported to DGM (Internal Audit).

7(iii) Internal auditors will prepare draft report and submit the same to the Executive Engineer/office-in-charge within **3** days of completion of Audit. Concerned Executive Engineer/office in charge will return the draft audit report with comments/clarifications within **5** days of receipt of such draft report.

On receipt of such report along with comments/clarification, if any, internal auditor will finalize the report considering the comments/clarification and submit the report in prescribed format as mentioned in **Annexure 2.3** to the internal Audit branch within next **7 days**. Views/explanations/Replies/Compliances of office head must also be incorporated therein as a part of the Report.

7(iv) Those objections which could not be settled on the basis of replies/discussions should be incorporated in the Report. The items, registers, cash, stamps, stores, orders and records which are not found in order should be mentioned in Part-III of Audit Report only.

7(v) Objections which are not major or material in nature would appear in Part-II-B under the same heading as under Part-II-A of Audit report.

7(vi) Audit Report shall be framed in simple English language and very precise in nature. The Audit Report along with necessary documentary evidences will be submitted to the CGM (Fin.) mentioning the major irregularities/remarks in the Internal audit Report

8(i) The compliance of earlier report should also be verified by the internal audit firm and verification report to the effect should be invariably attached with the each Audit Report.

8(ii) Internal audit firm or its representative will not settle any outstanding para/objection themselves. If satisfactory replies are there, Audit Party will forward the replies along with their remarks for further necessary actions at the Internal Audit Wing level.

9. SSNNL is having its own guest houses at certain stations. Internal Auditors, while on duty, shall be entitled for accommodations, subject to availability, in such guest houses and shall be charged as per applicable rates.

10. The claims of fees of the Internal Auditors will be scrutinized by the internal audit wing and paid after approval of the competent authority.

11. Internal Audit firms can not sub-assign /sub let the assigned work to any other firm of Chartered Accountant firm/agency.

12. Initially appointment will be made for one year and same may be further renewed by the management on the basis of review of performance of the internal firm for further period. Management reserves the right to cancel the assignment without assigning any reason in case it may deem fit.

13. The above conditions are not exhaustive. The Company will have absolute right to revise/abrogate/include any conditions time to time and same shall be binding upon all the internal audit firms.

14. Periodic review meetings will be held at the head office and the senior partner of Internal Audit firm will have to attend the said meetings and make presentations as and when asked for without charging any additional fees for the same.

15. Management reserves the right to withhold/ deduct part of audit fees, it deems appropriate, in case of failure/non compliance/delay in observation of any terms and conditions of the appointment.

16. The Internal Audit firm will be required to give notice of one month to the Nigam in case it intends to discontinue the assignment at any point of time during the period of contract.

17. Confidentiality:-

17.1. The internal Auditor their sub-consultants, partners of either of them shall not, of this contract, disclose any proprietary or confidential information relating to the project, the services, this contract, or the Company's business or operations without prior written consent of the management.

17.2. All reports and other documents submitted by Internal Auditor shall, not later than upon termination or expiration of this contract, deliver all such documents and reports to the Company together with a detail inventory thereof. The Internal Auditor may retain a copy of such report and documents but shall not use these reports and documents for purpose unrelated to this contract without prior written approval of the Company.

17.3. The Internal Auditor has to undertake that all knowledge and information not within the public domain which may be acquired during the execution of the assignment shall be, for all time and for all purpose, regarded as strictly confidential and held in confidence, and shall not be directly disclosed to any person whatsoever, except with the prior written permission from the Appointing Authority.

(18) ELIGIBILITY CONDITION:-

(1) Chartered Accountant firms already engaged with the nigam in the existing assignment of pre-audit will be considered as eligible for this assignment. However, firm has to submit letter with proposal that firm will resign from the assignment of pre-audit assignment so as not to overlap with the assignment of internal audit for the term from 1-4-2018 to 31-3-2019.

(2) If the legal proceeding are under progress or criminal proceeding are instituted by any department/office of Government under progress or matter regarding disciplinary actions are under progress by the ICAI or ICWAI in respect of any firm or the partners or proprietor or employee thereof, such firm will be considered as ineligible from applying for this

assignment.

(3) Further, firms or partners or proprietor in respect of whom ICAI or ICWAI has taken penal actions or any department/office of government has intimated legal or criminal proceeding in past are considered ineligible from applying for this assignment.

(4) Firm in respect of which division/other office of nigram has made complain/representation for its performance or for other allied matters, proposals of such firm will not be considered as eligible for the further process for this assignment.

19 Penalties :-

If any C. A. / C. A. Firm or the partner thereof is found guilty of gross negligence, lack of duty of care, misrepresentation and misstatement of facts, hiding the facts, falsification, undue delay in performance of duties, using or giving the details gathered during the audit assignment to other parties without permission of the Company, non observation of instructions given by the Company, un authorized retention of records of the Company, violating the terms and conditions of this assignment, un authorized changes in the records of the Company, indulging in mala fide practices or any other cognizable offence or breach, C. A. / C. A. Firm will be punishable with any or all of the following consequences :-

(i)Removal from the assignment of internal audit with immediate effect/from the date specified.

(ii)Removal from any other assignment with immediate effect/from the date specified given by the Company.

(iii)Deduction of percentage of fees as determined by the management.

(iv)Ban from accepting the future assignment of the Company for the period as specified.

(v)Any other action deemed appropriate by the management

Annexure -3
FORMAT FOR TECHNICAL PROPOSAL

1. Name of C.A./C.A. Firm : _____

2. Registered address : _____

3. Address of Branch Office :-

a.

b.

4. ICAI Firm registration No. _____

4-A Date of registration of the firm:- _____

5-A. Details of C.A./C.As. as proprietor or partners or full time paid employees:-

Sr. No.	Name	Membership No.	Qualification	Designation/Status	Age	Date Of Joining	Date Of AC A	Date Of FCA
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5- B. Details Of Other Staff :-

Sr. No.	Name	Designation	Qualification	Age	Date Of Joining
---------	------	-------------	---------------	-----	-----------------

6. Total turnover (as per audited income & expenditure account & Balance sheet attached):-

Year	Turnover (in Rs.)	Profit (in Rs.)
------	--------------------	------------------

2014-2015

2015-2016

2016 - 2017

7. Experience of audit in Govt. undertaking (GOG or GOI undertaking) whose turnover is **Rs.50 crore** or more:-

No. of assignments on hand or handled in last six financial years completed on 31.03.17 and current financial year till 31-03-2018 no. hand _____ & No. of years _____.

Name of Agency Nature of work Location Period of Appointment
(Please attach appointment letter in each case.)

Notes:-

(1)GOG or GOI undertaking means all Govt. dept., P.S.E., Boards, Nigam, Company, Society, Corporation, Local bodies etc. of Government of Gujarat and Government of India excluding units under Co-operative sector & Banking and Insurance Company.

(2)Assignment of the organization w.r.t. audit of GOG or GOI undertaking (point no.7) whose turnover is at least Rs. 50 crore in respect of completed year or till 31.12.2017 in respect of current year (F.Y. 2017-18) will only be considered.

(3)Turnover **(Point no. 7 above)** will be in respect of the completed year of assignment as on 31.03.2017 and till 31.12.2017 in respect of on hand on going assignments. In respect of completed year of assignment, turnover of the auditee organization must be evidenced by the photocopies of the relevant pages of audited annual account of the organization. While in respect of on hand on going assignment in respect of current year, certificate of the auditee organization regarding turnover till 31.12.2017 is to be attached.

(4)Each Appointment order will be considered as separate assignment. In respect of assignment of independent district level/regional/field/branch organization e.g. DRDA, turnover of respective district/regional/field/branch organization will be considered.

(5)Audit assignment means statutory, internal and pre audit assignment but same will not include any other audit or investigation, tax audit under the income tax Act Tax or other consultancy and GST audit under GST Act.

(6) Articled or audit clerks (other than paid staff) will not be considered as staff employed by the firm.

(7) In case of absorbed/merged or converted firm, date of establishment of such firm applying will be the date of such absorption/merger/conversion as mentioned in the certificate of ICAI position as on 01.01.2018 and period of establishment will be considered from such date only.

Annexure-4 (I) Format for Financial Proposal

Segment No.	Name of segment	Amount of Fees for the period from 1.04.18 31.03.19	
		Rupees in figures	Rs. In words
	Total:-		

NOTES:-

- (1) Internal audit segment-1 to 10 will be as mentioned in **Annexure no. 2.1**.
- (2) Lump sum fees mentioned above are inclusive of all the cost (out of pocket expenses & transportation charges). No escalation of fees will be given during assignment period.
- (3) In case, the assignment period is reduced or extended, the eligible payment shall be computed proportionately on monthly basis.
- (4) Fees quoted above are exclusive of service Taxes. Service tax will be paid extra as per applicable rate.
- (5) Firm may apply for one or for more than one segment. However firm has to mention the fees in the above format separately for each segment applied for.
- (6) Firm will be required to carry on the internal audit assignment of any newly opened division/other office, if any, during the term of assignment in their respective segment without any additional fees. Further, lump fees agreed upon for particular segment will not be reduced in case of closure/discontinuation of any division/ other office during the term of assignment.

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date

Signature

Seal of office/partner

Name & Designation

Annexure-4(II) Format of detailed working of financial

(Amount in Rs.)

Segment	Salaries of paid-qualified staff	Salaries of paid non-qualified staff	Professional fees payable	Travelling cost	Administrative cost	Other cost	Remuneration of partner or amt. of share in profit	Total cost
Segment-1								
Segment-2								
Segment-3								
Segment-4								
Segment-5								
Segment-6								
Segment-7								
Segment-8								
Segment-9								
Segment-10								

Notes:-

- (1) Above mentioned working statement is to be filled in respect of each segment applied in support of total fees quoted in the financial bid mentioned at annexure-4(I) above.**
- (2) The above mentioned statement should be submitted by online only.**

Annexure-5

(A) Selection Procedure

Pre qualification criteria and other terms and conditions for appointment of as Internal Auditor are as under.

(A) Pre-Qualification criteria:-

Sr. No.	Minimum eligibility criteria	Proof to be enclosed
1.	It should be a proprietor or partnership firm of C. A./Cost Accountant having working office in Gujarat for past two years as per ICAI/ICWAI certificate as on 01.01.2017 and continue as on 01.01.2018.	Certificate of constitution as on 01.01.2016 and 01.01.2018 OR of subsequent date issued by the Institute of Chartered Accountants of India/ICWAI.
2.	The C.A.firm should have minimum experience of 10 years of continuous practice	Certificate of constitution as on 01.01.2018 OR of subsequent date issued by the Institute of Chartered Accountants of India/ICWAI.
3.	The firm (proprietor or partnership firm) should have at least 3 C.A. as partner/ proprietor/ full time paid C. A. as on 01-01-2018 out of which 1 must be FCA/FCAM.	-do-
4.	The C.A. /Cost Accountant firm should have at least 30 persons staff pertaining to audit and assurance work.	The list of staff along with qualification to be provided.
5.	The firm should have average minimum gross receipts of Rs. 25 lacs from profession in last 3 years ended on 31-03-2017.	Certified copy of audited annual accounts(Income & Expenditure account and Balance sheet) and audit Report should be submitted
6.	The C.A. firm should have handled at least 2(two) audit assignments of GOG or GOI undertaking in last 6 financial years(completed on 31.03.17)	Appointment letters along with name of the agency, nature of work location, period of appointment to be submitted. Further in support of turnover, relevant page of audited annual account of auditee organization is to be attached.
7.	Only thos GOG or GOI undertaking having turnover of Rs. 50 crore or more will be considered.	In respect of ongoing or on hand assignment where financial year is not completed i.e. for F.Y. 2017-18, certificate of the auditee organization regarding turnover till 31.03.2018 is to be attached.

(B) Other conditions :-

(B) OTHER CONDITIONS - (MARKING CRITERIA)

1. The only firm which fulfill the above minimum eligibility criteria at Sr.No. 1 to 7 should apply and send bids covering above criteria. Scrutiny of the firms will be carried out exactly as per criteria mentioned above and on the basis of points as per details given below for various qualification criteria:-

Sr.No.	Minimum Eligibility criteria	Details	Marks	Total Mark
1	The Chartered Accountant/ Cost Accountant firm should have minimum experience of 10 years of continuous practice	Nos. of years' experience		20
		Up to 10 years	10	
		Above 10 to 15 years	15	
		More than 15 years	20	
2	The firm should have atleast 5 Chartered Accountant/Cost Accountant as partners / Proprietor / full time paid employees as on 01.01.2018 out of which 1 must be FCA or FCMA.	Nos. of C.A./Cost Accountant		20
		3 CA with 1 FCA/FCMA	10	
		5 CA with 2 FCA/FCMA	15	
		6 CA or and above FCA/FCMA	20	
3	The firm should have at least 30 persons staff pertaining to Audit and Assurance work.(Articled clerk will not be considered as staff)	Nos. of of staff		20
		30 to 40	10	
		41 to 50	15	
		50 Or Above	20	
4	The firm should have an average minimum gross receipts from profession of Rs.25 lacs (Rupees Fifty lacs) for the last 3 years ended on 31st March,2017.	Average gross receipt from profession for last 3 years		20
		Up to Rs.25 lacs	10	
		Above Rs.25 lacs to Rs.50 lacs	15	
		More ThanRs.50 lacs	20	
5	The firm should have handled at least 2(Two) audit assignments of GOG or GOI undertaking in last 7 financial years completed on 31.03.17. [Only those GOG or GOI undertaking having turnover of Rs.50 crore and more will be	No. of assignments		20
		Up to 2 Assignments	10	
		3 to 5 Assignments	15	
		6 Or above assignments	20	

2. Proposals of only those firms satisfying all the above mentioned minimum eligibility criteria and scoring minimum 50 points as per the point system given above will be considered for further opening of price bid. Proposals of firm scoring less than 50 points will be considered as non responsive and will be rejected. Selection of the CA firm will be done on the basis of **L1** in respect of each segment.

Each CA firm has to invariably attach the proof in support of various eligibility criteria. Proposals without necessary documents will be rejected in normal course. However, management may call for required details/information if it deems appropriate to do so in the interest of the Company /this assignment.

3. Management reserves the right to allocate the work of one or more segments among one or more qualified CA firm. If firm selected for one or more segment, work will be allocated to the said firm only after ensuring additional man power and skill by the management.

4. **latest date certificate (bearing the date before the date of issuance of advertisement of this notice) issued by ICAI will be considered accordingly where ever mentioned in this document.**

5. **Account payee/crossed demand draft of Rs. 2500/- as processing fees in favour of “Sardar Sarovar Narmada Nigam Ltd.”**

Annexure-6:-

List of Documents to be attached with the Technical Bid

1. Copy of certificate showing position as on 01.01.2016 and as on 01.01.2018 or latest date **(bearing the date before date of issuance of advertisement of this tender)** issued by the Institute of Chartered Accountants of India mentioning Registration No. and Details of Proprietor/Partners & Paid CA employees.
2. Copies of Audited Income and expenditure Account and Balance Sheet along with Audit report for the last three years (F.Y. 2014-15, 2015-2016, 2016-2017).
3. List of Government(GOG or GOI) undertaking audit work done within last 7 years or assignments presently on hand specifically mentioning the name of agency, nature of work, location, period of appointment of said assignment.

[Attach copy of the appointment order of each assignment.]

4. List of staff (pertaining to audit and Assurance work) along with qualification.
5. Copy of relevant part / page of balance sheet and profit & loss account indicating turnover of Rs. 50 crore or above in respect of GOG or GOI Auditee organization for each completed year of assignment and in respect of on hand or ongoing work for F.Y. 2016-17 certificate of Auditee organization (GOG or GOI) indicating the turnover of Rs. 50 crore or above for the period till 31/12/2017.

