



JHARKHAND STATE AIDS CONTROL SOCIETY



Sadar Hospital Campus, Purulia Road, Ranchi-01
0651-2211018, Fax 0651-2211018

CALL FOR EXPRESSION OF INTEREST FOR INTERNAL AUDIT OF PERIPHERAL UNITS

EOI No. 02/JSACS/2020-21

Dated- 08.10.2020

Expressions of Interest (EOI) are invited from CAG empanelled Chartered Accountant firms to conduct the internal audit for NGOs of the SACS for the FY 2019-20

REQUIREMENTS –The internal audit should be sent along with a capability statement including a profile of the organization relevant technical and geographical coverage along with the financial turnover for the last 3 financial years. A format for the capability statement is available on the web-site: www.jsacs.org.in individual CVs are not required at this stage.

Note - Any EOI with inadequate information, those which do not meet the above criteria, or those received after the closing date will not be short listed.

EOI should be as concise and focused as possible to give evidence of the above requirements including the capability statement and organization profiles. **Only organizations, which pass the pre- selection process, will be contacted and invited to submit detailed proposals.**

Last Date for submission of EOI- 20.10.2020

Address for sending application-

Project Director, Jharkhand State AIDS Control Society, Sadar Hospital Campus, Purulia Road Ranchi – 834001, Jharkhand.

- Sd/

Project Director

KNOW AIDS TO STOP AIDS; CALL TOLL FREE NO- 1097

Last date of submission 20 /10/2020 up to 5.00P.M

Format for Submission information on the Expression of Interest for short listing Chartered Accountant Firms for the Internal Audit of the accounts of State SACS and the Internal Audit of the peripheral Institutions

Part A

Status of the Firm Partnership Sole Proprietorship

1. (a) Name of the firm (in Capital letters)

(b) Address of the Head Office

(Please also give telephone

And e-mail address)

(C) PAN No. of the firm

2. ICAI Registration No. -----Region Name-----

Region Code No. -----

3. Empanelment number with C & AG:-

4. (a) Date of Constitution of the firm:

(b) Date since when the firms has a full time FCA

5. Full time partners/ Sole Proprietor of the firm as on 1st January -----

S. No.	Years of Continuous association with the firm	Number of FCA	Number of ACA
(a)	Less than one year		
(b)	1 Year or more but less than 5 years		
(C)	5 year or more but less than 10 years		
(d)	10 Year or more but less than 15 years		
(e)	15 year or more		

Note: Please attach the copy of Firms Constitution Certificate issued by ICAI as on 1.1.200

6. Number of part time partners if any, as on 1st January,

7. Number of Full time Chartered Accountant as on 1st January

8. Number of audit Staff employed full time with the firm

(a) Articles/Audit Clerks

(b) Other Audit Staff (With knowledge of book

(c) Other Professional Staff (Please specify)

(List to be attached for Sl. No. 5 to 8)

9. Number of Branches if any (Please mention

Places & location):

10. Whether the firm is engaged in any internal

Of External audit or any other services

Yes/No

Providing to any Govt. Company/Corporation

Or Co- operative institutions etc.

If 'Yes', details may be given on a separate sheet.

11. Whether the firm is implementing quality control

Policies and procedures designed to ensure

Yes/No

That all audit are conducted in accordance with

Statements on **Standard Auditing Practices.**

(If yes, a brief note on the procedure adopted is to be enclosed)

12. Whether there are any court / arbitration/ any other

Legal case against the firm

Yes/No

(If yes, give a brief note of the case indicating its percent status)

13. Fees earned by the firm for the last 5 years.

Type of audit	PSU/autonomous body	Companies in private sector	Banks
(I) Statutory/ Branch Audit/6 monthly audit review			
(II) Internal/ Concurrent audit			
Total of the above			

PART-B
Undertaking

I/ We the sole proprietor / partners of M/Schartered accountants do hereby jointly and severally verify and declare:-

- (I) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act 1949 and the regulations framed there under.
- (II) That the firm proprietor or partners has not been debarred or cautioned by ICAI during that last five years (if cautioned give details)
- (III) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be practice under Section 2(2) of the Chartered Accountants Act 1949.
- (IV) That the constitution of the firm as on 1st January of the relevant year shown in the Expression of Interest is the same as that in the constitution Certificate issued by the ICAI.

Sl. No.	Name of the Partner/ Sole Proprietor	Membership registration Number	PAN No.	Dates of payment of fees for the relevant year --- - A/B*	Signature of partner/ Sole Proprietor

*A for membership

B for issue of certificate of practice

(Seal of the firm)

Place

Date

Encl --- Pages

Signature of proprietor/ Sole Partner

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**INTERNAL AUDIT OF NGOs/CBOs/DAPCU/PERIPHERAL UNITS
 UNDER THE STATE AIDS CONTROL SOCIETY (SACS)
 UNDER THE NATIONAL AIDS CONTROL PROGRAMME PHASE-IV**

The internal audit will be carried out on a concurrent quarterly basis and will cover a sample of NGOs and district units/sub district units selected on a percentage basis. It should be conducted so as to cover all districts and peripheral units at least once in 3 years. It should be ensured in the internal audit that the prescribed accounting system including regular bank reconciliation is strictly followed. This will include physical verification of assets, inventories etc. A sample questionnaire (checklist) is provided below.

In States where there is a large number (more than 25) of NGOs/CBOs, separate auditors/panel of auditors may be appointed for on-site audit of NGOs. In States where the number of such NGOs/ CBOs is less than 25, the internal auditor of SACS may also cover NGOs

Timing for audit and submission of the audit report

Quarter of audit ending	Audit of NGOs, DAPCU and peripheral units	Submission of report
June	July 16 to 30	August 15
Sept	Oct 16-30	Nov 15
Dec	Jan 16 -30	Feb15
March	April 16 -30	May15

Outputs that will be required of the Internal Auditor

The internal auditors should furnish a quarterly audit report (alongwith the checklists) to the State Project Director with an executive summary of the critical issues/ finding that require attention of the senior management. A copy of the executive summary must be sent to NACO and a copy of the report must also be placed with the Executive Committee of SACS. The report should be structured in a manner giving the observations/ weaknesses, the implications, suggestions for improvement and the management comments. The status of the actions taken by the management on the recommendations of the previous report should also be provided.

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ANNEX: CHECKLIST FORMAT

S.No.	Activity	Particulars	Y	N	Remarks
1.	NGOs	<p><u>Selection/TSU</u></p> <ul style="list-style-type: none">• Is there a TSU to support NGO/CBO activities and does it have a finance staff ?• Has the financial management capacity of the NGO been assessed by the TSU and the process documented during the selection process ?• Are there any critical FM capacity issues identified during selection process? How are these issues planned to be addressed?• Are contract files maintained properly?• Does the contract with the NGO contain the Financial Management aspects? <p><u>FM Staffing and Training</u></p> <ul style="list-style-type: none">• Does the NGO/CBO have the required FM staff? Has the current staff been trained on financial management under the project? <p><u>Flow of Funds</u></p> <ul style="list-style-type: none">• Are the tranche releases to NGOs in compliance with the contractual obligations and in adherence to the NGO/CBO guidelines? Also, comment on timeliness of releases by SACS.• Are funds released to the NGOs/CBOs without settlement of previous advance or without receipt of quarterly financial report? <p><u>Accounting</u></p> <p>Are accounts maintained as per the requirements of NGO/CBO Guidelines? Are the accounts updated?</p>			

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		<p><u>Financial Reporting</u></p> <ul style="list-style-type: none">• Check SOEs submitted during the period under audit against books of accounts and certify the correctness of the SOEs and eligibility of expenditure• Is the NGO/CBO timely in submitting financial reports to the SACS? Please comment on the reasons for delay and period of delay. In case of delay, what actions are being taken by the NGO/CBO to address this issue? <p><u>Internal Audit - Compliance</u> Has the NGO/CBO submitted timely and satisfactory compliance on the audit of previous period (s)?</p> <p><u>External Audit</u></p> <ul style="list-style-type: none">• Have annual audited financial statements received by SACS from the NGOs? <p><u>Recovery from NGOs</u> Were any recoveries made from the NGOs pursuant to audit objections?</p> <p><u>Review by TSU</u></p> <ul style="list-style-type: none">• Are on-site visits to the NGOs made by the finance staff of the TSU?• Is the financial review of NGOs by the TSU adequate in terms of the quality and frequency?			
2	Peripheral Units	<p><u>Sanction/Flow of Funds</u></p> <ul style="list-style-type: none">• Has a sanction letter been issued to the peripheral unit for the proposed activity?• Are the financial management, financial reporting and date of settlement of advance indicated in the sanction letter?• Is the settlement of advance received by peripheral units from SACS done on time and is it supported by a proper utilization certificate?			

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		<ul style="list-style-type: none"> • Are subsequent tranches released to the peripheral units without settlement of the first advance? • <u>Financial Reporting</u> • Check SOEs/UCs submitted during the period under audit against books of accounts and certify the correctness of UC/SOE and eligibility of expenditure • Comment on the quality and adequacy of the financial records maintained by the peripheral units (for the sample covered during the course of quarterly internal audit). Attach a separate sheet where necessary. • Comment on internal controls e.g., cash payments above the limit, proper authorization of payments etc. 			
	<p>Payments and receipts</p>	<ul style="list-style-type: none"> • Are the payments for expenditures in line with the approved annual work plan? • Are the payments properly approved in line with the financial delegation? • Are the supporting documents adequate, filed properly and easily accessible? • <i>Salary Payments</i>: are payments supported by adequate and updated staff records (signed contracts, attendance register etc.)? • Comment on timeliness of payments, including salary payments • Is there a serial control over payment, receipt and journal vouchers? • Are the expenditures/ payments charged to the correct account code and head of expenditure? • Is the system generated voucher used as the basis for approval of payments? • Comment on the process flow and what improvements can be made. 			
4	<p>Overall Monitoring of advances</p>	<ul style="list-style-type: none"> • Is the system for monitoring and control of advances (including staff 			

		<p>advance) adequate? Are advance registers updated?</p> <ul style="list-style-type: none"> • Is there a large number of overdue advances? • Is an ageing report generated for review by the project director on a periodic basis? • Are adequate actions taken by NGO/peripheral units for recovery of advances? 			
5	Operation of bank account.	<ul style="list-style-type: none"> • Is there a dedicated bank account for the project and are all cheques signed by two signatories? • Is the bank reconciliation carried out on a monthly basis and checked and signed by the signatories? • Are there any un-reconciled or un-accounted for balances? • Are payments made by crossed cheque/ draft? • Is there adequate physical control over cash, receipt books and blank cheque books? 			
6	Fixed Assets and Stocks	<ul style="list-style-type: none"> • Have the procurement procedures prescribed in the Procurement Manual followed by the NGOs for procurement of assets? • Are these supported by adequate and valid supporting documents? • Are the assets procured documented in the fixed assets register mentioning location etc? • Carry out a sample verification of fixed assets in NGOs/CBOs and the peripheral units/ DAPCU. • Are assets received in kind also recorded in the fixed asset register, mentioning the date of receipt, location etc? • • Has any material been purchased for the activity? • Has the purchased material been entered in the stock register? Is it upto 			

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		date and physical stock is in agreement with book balances? • Is there a regular system of annual physical verification of assets and six-monthly verification of stocks?			
7	Other Issues	Any other issues that the firm may like to address			

Signature of the CA Firm