

RAJASTHAN STATE INDUSTRIAL DEVELOPMENT &  
INVESTMENT CORPORATION LIMITED, UDYOG BHAWAN,  
TILAK MARG, JAIPUR-302005

**NOTICE FOR EMPANELMENT OF INTERNAL AUDITORS**

RIICO invites proposals from CAG Empanelled CA Firms and practicing Chartered Accountants/CA firms for empanelment for conducting internal audit work of Cells of Head Office and 30 Unit Offices situated in Rajasthan for the two financial years 2020-2021 & 2021-2022 (Half yearly). Detailed terms & conditions may be seen on [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and [www.riico.co.in](http://www.riico.co.in) The last date of submission of proposal is 31.08.2020 till 6:00 PM.

FINANCIAL ADVISOR

OFFICE OF THE FINANCIAL ADVISOR,  
**RIICO LTD., Udyog Bhawan, Tilak Marg, Jaipur**

No:- F10(2)/IA/EOI/Allotment

Date : August, 2020

**INVITATION FOR EMPANELMENT**

RIICO invites proposals from CAG Empanelled CA firms and practicing Chartered Accountants/ CA firms for empanelment for conducting internal audit work of Head Office (Investment Accounts / Interest Memos of Term Loan Account, Follow Up & Recovery, GAD Cell & Library, Bills Section, HRD Cell) and 30 Unit Offices situated in Rajasthan for the financial year 2020-2021 & 2021-22 (Half yearly audit) on a fixed remuneration as mentioned in Annexure-'1' for whole year including TA-DA, Conveyance etc. An applicant may apply for one group only.

The details of the firm may be filed on Annexure 2 & submitted to us physically. No proposal shall be accepted online.

1. CA firms Unit Offices/Cell's of H.O. allotted to for the year 2019-20 will not be repeated.
2. Conditions of Cooling period as laid down in 'Terms and Conditions for Internal Audit Works' (Annexure-1) would prevail too.

No physical documents in support of details of firm as filled in Annexure 2 should be attached with the proposal. The same may be sought by this office as & when required.

**The last date of submission of proposal in physical form is 31.08.2020 at 6:00 PM.**

FINANCIAL ADVISOR,  
RIICO LTD.,  
UDYOG BHAWAN, TILAK MARG,  
JAIPUR



**RAJASTHAN STATE INDUSTRIAL  
DEVELOPMENT & INVESTMENT  
CORPORATION LIMITED  
JAIPUR**

**INVITATION FOR EMPANELMENT  
FROM  
PRACTICING CHARTERED ACCOUNTANTS/ CA FIRMS  
FOR CONDUCTING INTERNAL AUDIT WORK  
OF  
HEAD OFFICE (INVESTMENT ACCOUNTS / INTEREST MEMOS  
OF TERM LOAN ACCOUNT, FOLLOW UP & RECOVERY, GAD  
CELL & LIBRARY, BILL SECTION, HRD CELL)  
AND  
UNIT OFFICES SITUATED IN RAJASTHAN**

**FINANCIAL ADVISOR  
RIICO LIMITED, UDYOG BHAWAN  
TILAK MARG, C-SCHEME,  
JAIPUR-302005**

**Phone No. : 0141-2227751 to 55 and 0141-4593201 to 05  
Fax No. 0141-4593210**

**TERMS AND CONDITIONS FOR INTERNAL AUDIT WORKS**

1. Documents shall be submitted only in physical mode.
2. **CAG empaneled CA firms for the year 2020-21 will only be considered for empanelment in RIICO.**
3. **In absence of participation of CAG empanelled firm(s) for any unit office/section of H.O., other firms may be considered. Minimum Eligibility Criteria for these firms would be as per Proforma-'B' of this document.**
4. **Preference would be given to local CA firms.**
5. Participating Chartered Accountants / CA Firms must not be prohibited by any regulatory authority in offering such services and also should not have been blacklisted / debarred by any PSU, Central or State Government Undertaking in the past.
6. All applicable taxes (excluding GST), if any, shall be paid by the Participating Chartered Accountants / CA Firms.
7. Participating Chartered Accountants / CA Firms can apply for maximum one group in Proforma 'A'. If a Participating Chartered Accountant / CA Firm applies for more than one group, the application shall be rejected out rightly and the Participating Chartered Accountant / CA Firm will cease the status of applicant as a whole.
8. The successful Practicing Chartered Accountants / CA firms have to take up the work of audit for the respective period and ensure completing the same on or before the dates mentioned in Proforma-A.
9. The successful Practicing Chartered Accountants / CA firms have to devote at least five working days for the completion of audit work at allotted unit/ cell or section of H.O.
10. The successful Practicing Chartered Accountants / CA firms will not sublet the audit work.
11. Practicing Chartered Accountants / CA firms have to ensure that they are not doing any consultancy work for RIICO.

12. Group wise selection of Practicing Chartered Accountants / CA firms shall be based upon their eligibility criteria. RIICO has full right to select and reject any of the application. RIICO may also allot work of audit of remaining group, for which no applications are received, to remaining responsive Participating Chartered Accountants / CA Firms on the basis of their merit who have given such consent in proforma 'E'.
13. The Practicing Chartered Accountants / CA firms who have been assigned RIICO's Internal audit work for 3 years or more continuously on or before 31.03.2020 shall not be eligible to participate in the empanelment process this year. They will be eligible for re-appointment after the cooling period of one year.
- 14. CA firms will not be repeated for the same Unit office/Cells at H.O. next year.**
15. The successful Practicing Chartered Accountants / CA firms shall use sufficient competent man power for completing the work at unit offices and Head Office simultaneously to ensure timely completion of task.
16. The scope of work is available at Annexure Nos. 3 to 9 of this document.
17. Apart from the conditions mentioned in Annexure-'1', additional terms and conditions will be applicable for the Participating Chartered Accountants / CA Firms submitting applications for the audit work of term loan account / interest memos of term loan account as mentioned in Annexure Nos. 7.
18. The selected firm would be required to deposit 5% of remuneration as " Security Deposit" online in **ICICI Bank A/c No. 678605600172 IFS Code No. ICIC0006786 of RIICO Limited.** It must be deposited within 15 days of issuance of the letter of work order. This security money will not attract any interest and shall be refunded after satisfactory completion of the work.
- 19. Schedule of Payment:**
  - (i) The successful firm for audit work shall be paid as below:
    - a) After successful submission of 1<sup>st</sup> half internal audit report -40% of total audit fees
    - b) After successful submission & acceptance of 2<sup>nd</sup> half internal audit report – 60% of total audit fees
  - (ii) Payment for borrower certification will be made on quarterly basis after scrutiny of the bill submitted by the selected Participating Chartered Accountants / CA Firms.

## 20. Force Majeure

- a. Notwithstanding the provisions of the work / document, the Participating Chartered Accountants / CA Firms will not be liable for forfeiture of its security deposit, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- b. For purposes of this Clause, "Force Majeure" means an event beyond the control of the successful Participating Chartered Accountants / CA Firms and not involving the successful Participating Chartered Accountants / CA Firms fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of RIICO either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- c. If a Force Majeure situation arises, the successful Participating Chartered Accountants / CA Firms will promptly notify RIICO in writing of such conditions and the cause thereof. Unless otherwise directed by RIICO in writing, the successful Participating Chartered Accountants / CA Firms will continue to perform its obligations under the contract as far as reasonably practical and will seek all reasonable alternative means for performance not prevented by the Force Majeure event. RIICO may terminate this contract, by giving a written notice of minimum 30 days to the successful Participating Chartered Accountants / CA Firms, if as a result of Force Majeure, the successful Participating Chartered Accountants / CA Firms being unable to perform a material portion of the services for a period of more than 60 days.

## 21. Penalties and Deductions

- a. Liquidated Damages @ 5% would be levied on delay per week (for 2 weeks maximum).**
- b. The delay beyond 3 weeks would be considered an inordinate delay and in that case the management of the corporation would be at liberty to assign the work to another CA firm at its discretion.**
- c. In inordinate delay, the CA firms would also be liable to be debarred for assignment of RIICO audit work for the following year.**

22. If any dispute arises, decision of Managing Director, RIICO shall be final & binding on the Participating Chartered Accountants / CA Firms.
23. The Management of the Corporation reserves the right to reject any offer without assigning any reason.
24. All legal proceedings will be subject to jurisdiction at Jaipur (Raj.) only.

### **CERTIFICATE**

I/We have carefully read, understood and accepted all the above terms & conditions. No additional conditions will be imposed by us. No conditions of the document will be altered / changed.

Date:

Signature of the Participating  
Chartered Accountants / CA Firms (S)  
alongwith the stamp of the firm/ company.

**Proforma - A**

<b>Remuneration per Unit Office/Cell at H.O.</b>	<b>Period of half yearly Audit report</b>	<b>Last Date of completion of Audit</b>	<b>Last date of Submission of audit report</b>
Rs. 30000/- + GST p.a. per unit office/cell at H.O.	April to September	31.10.2020	09.11.2020
		31.10.2021	08.11.2021
	October to March	30.04.2021	07.05.2021
		30.04.2022	09.05.2022

**Details of Groups**

<b>Group No.</b>	<b>Group and Places of audit</b>
<b>1.</b>	Bhiwadi-I & Bhiwadi-II
<b>2.</b>	Neemrana & Ghiloth
<b>3.</b>	Alwar & Bharatpur
<b>4.</b>	Kota & Jhalawar
<b>5.</b>	Rajsamand & Bhilwara
<b>6.</b>	Abu Road & Pali
<b>7.</b>	Boranada & Balotra
<b>8.</b>	Nagaur & Jodhpur
<b>9.</b>	Udaipur & Banswara
<b>10.</b>	Churu & Jhunjhunu
<b>11.</b>	Bikaner & Sri Ganganagar
<b>12.</b>	Jaipur (South) & Dausa
<b>13.</b>	Jaipur (North) & Sikar
<b>14.</b>	Jaipur (Rural) & Ajmer
<b>15.</b>	Sawai Madhopur & H.O. (GAD cell & Library)
<b>16.</b>	H.O. Investment Cell (Investment account/Interest memos of term loan Accounts/Follow up & Recovery) & EPIP Sitapura, Jaipur
<b>17.</b>	H.O. HRD Cell & Bill Section- C.A. Cell

**Note:**

1. A CA firm can submit his application for implementation of above one group only.
2. The above remuneration is inclusive of all taxes, duties, TA, DA, etc.



**Minimum Eligibility Criteria**

<b>Sr. No</b>	<b>Eligibility</b>	<b>Required Information/Documents</b>															
1.	<b>Must be at least five years on or before 31.03.2020</b>	Copy of Registration															
2.	Minimum 3 years' experience of audit work in Govt. departments/PSUs/Autonomous bodies (on or before <b>31.03.2020</b> ). Work order for audit assignment up to <b>2019-20</b> shall be considered.	Details of audit assignments as under: <table border="1"><thead><tr><th>Name of Institution</th><th>Year of Audit</th><th>Type of Audit</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Name of Institution	Year of Audit	Type of Audit												
Name of Institution	Year of Audit	Type of Audit															
3.	Place of office (Local office should be in Rajasthan)*																

**\* Preference would be given to Local C.A. Firms**

Note:- Complete documentary evidence in support of above eligibility criteria must be furnished along with application, no further clarification in this regard will be sought/entertained from the Participating Chartered Accountants / CA Firms

Signature of the Participating Chartered Accountants / CA Firms(s) along with the stamp of the firm/ company

**SELF-DECLARATION**

To,  
Financial Advisor  
RIICO Limited,  
Udyog Bhwan Tilak Marg Jaipur

In response to the Ref. No. \_\_\_\_\_ dated \_\_\_\_\_ for as an  
Owner/ Partner/ Director/ Auth. Sign. of \_\_\_\_\_, I/ We  
hereby declare that presently at the time of submission of documents : -

- a) possess the necessary professional, financial and managerial resources and competence required by the tender document.
- b) having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ Autonomous body.
- c) does not have any previous transgressions with any entity in India or any other country during the last three years
- d) does not have any debarment by any other department.
- e) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- f) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- g) does not have a conflict of interest as mentioned in the document which materially affects the fair competition.
- h) will comply with the code of integrity as specified in the document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our tender, to the extent accepted, may be cancelled.

Thanking you,

Name of the Practicing Chartered Accountant / CA Firm : -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Date: , 2020

**CERTIFICATE**

I/ We hereby declare that all the information made in various Proforma's of the documents, in certificates, annexure, documents etc. are true & complete. At any stage during the work contract, if any information, statement, certificate etc. is found false, incomplete etc. then my/our application shall be treated cancelled with immediate effect.

Signature & Seal of the Participating  
Chartered Accountants / CA Firms''

**Note:** No other format of certificate shall be accepted.

**PROFORMA-E**

**Consent for Audit / Certification work for groups other than applied for**

I / We hereby agree to accept for conducting the work of Audit / Certification work pertaining to the group, for which no offer is received by the Corporation, in case so desired by it, in the order of the merit of responsive Participating Chartered Accountants / CA Firms left after award of the work to the original Participating Chartered Accountants / CA Firms for the group concerned.

Signature along with seal of firm

**OR**

**Non-consent for Audit / Certification work for groups other than applied for**

I / We hereby do not agree to accept for conducting the work of Audit / Certification work pertaining to the group, for which no offer is received by the Corporation, in case so desired by it, in the order of the merit of responsive Participating Chartered Accountants / CA Firms left after award of the work to the original Participating Chartered Accountants / CA Firmss for the group concerned.

Signature alongwith seal of firm

**DETAILS DESCRIPTIVE NOTE OF THE FIRM**

1	Name of participating Chartered Accountants / CA Firms																									
2	Address of Local Office situated in Rajasthan																									
3	e-mail id																									
4	Phone No's / Mobile No.																									
5	Contact Person Name & Designation																									
6	PAN of Firm																									
7	GST Registration No.																									
8	Date of registration (CA Firm)																									
9	Name of the partners Status of the Firm (Partnership firm/ Company/L.L.P. etc.)																									
10	Experience regarding Internal Audit /Statutory Audit/Revenue Audit and Concurrent Audit of Govt. Departments / PSUs / Autonomous bodies during last 7 years i.e. 2013-14 to 2019-20	<p><u>Details of audit assignments as under:</u></p> <table border="1"><thead><tr><th>Name of Institution</th><th>Year of Audit</th><th>Type of Audit</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></tbody></table>	Name of Institution	Year of Audit	Type of Audit																					
Name of Institution	Year of Audit	Type of Audit																								
11	Annual Turnover of the practicing Chartered Accountants/CA firms during last three financial year	2017-18 Rs_____ lacs 2018-19 Rs_____ lacs 2019-20 Rs_____ lacs																								
12	Details of Manpower (Number) a) FCA b) ACA c) Others d) Employee (specify)																									

13	Valid empanelment status of CAG of India, New Delhi (mention year with empanelment number)	
14	Details of Bank Account	
	(a) Name of Bank with Branch Address:	
	(b) Bank Account No.	
	(c) IFSC	
	(d) MICR Code	
15	Group preference for internal audit work <b>(Choice of any one group)</b> <b>(a) Selection/Submission of more than one group will be disqualification of empanelment.</b> <b>(b) Documentary proof will be submitted as and when requested on before allotment of work under.</b>	

- Briefly Note:-*
- 1. No physical documents in support of details of firm as filled in Annexure-2 should be attached with the proposal. The same may be sought by this office as and when required.*
  - 2. Any false declaration/information submitted in the empanelment offer will liable to legal action as per rules.*

Dated:

(Signature of the  
Participating Chartered  
Accountants / CA Firm)  
along with stamp of the Firm.  
Also address of the Local office

## Scope of work for Infra Units

### Areas requiring special attention/verification by the Internal Auditors in their reports:

#### (A) Core Areas mentioned in Statutory Audit Reports

Sr. No.	Particulars of area/activity requiring verification/authentication by the Internal Auditors	Whether found in order or not*
1.	Unit is maintaining proper books/records viz. General Ledger, Journal, Subsidiary books, Contractor ledger, work order register, Stock and Consumption Register, Priority Register for allotment of land etc. <i>(Information also to be filled in FORMAT-1)</i>	
2.	Unit is maintaining subsidiary ledger of dues regarding land, service charge, Economic Rent & Interest thereon, advance from customers & security deposit, with timely updation of entries.	
3.	Unit is maintaining proper fixed assets Registers showing full particulars including quantitative detail and situation of its fixed assets: Also whether fixed assets have been physically verified by the management during the year.	
4.	Maintaining of proper records of advances and adjustment of old balances of EMD/Security Money from Contractors, advances to Govt. Dept., advances to suppliers/contractors, sundry creditors, provision for refund of development charges, and outstanding liabilities.	
5.	Cases of encroachment of land or/and litigation of land if any have been reported. <i>(Information also to be filled in FORMAT-2)</i>	

6.	System of obtaining Registration Certificate from existing as well as new suppliers/service providers/contractors under MSME Act is being followed.	
7.	System of obtaining balance confirmation in the end of year in respect of trade receivables, trade payables, other current assets/liabilities, loan & advances & security deposit and reconciliation is being followed.	
8.	Unit is maintaining Cash Book properly and it is signed daily by Unit Head and head of finance. During the period under review, physical verification of closing balance of cash has also been done time to time and has recorded in the Cash Book.	
9.	Directions for insurance of Chest and transit insurance of cash have been followed.	
10.	Cash security or fidelity bonds of Insurance Company have been obtained from Cashier and Store-Keeper as per rules. <b><i>(Information also to be filled in FORMAT-3)</i></b>	
11.	Unit is preparing monthly bank reconciliation and trial balance and caring out proper periodical reconciliation of subsidiary ledgers.	
12.	Instructions of Head Office regarding remittances from Deposit Accounts to Current Account of IPI, Head Office are being followed properly.	
13.	Submission of returns and remittances of TDS/ TCS and Service Tax, GST etc. to the respective departments are timely and correct. <b><i>(Information also to be filled in FORMAT-4)</i></b>  All vouchers of payments for expenditure including establishment payment i.e. Pay, T.A./D.A, Medical Bills etc. are with proper supporting documents, authenticity and have been signed by the Unit Head and Head of Finance and recorded in the respective books properly.	
14.	Recovery of dues are being monitored by the Finance-IPI, however, all receipts viz. development charges, retention charges, restoration charges, subletting charges, land	



	transfer charges, charges for sub-division of land and change of land use, Service Charges, regularization of unauthorized construction charges, water charges, economic rent etc. with interest are as per rules and not recovered short. <b><i>(Information to be filled in FORMAT-5)</i></b>	
15.	Corporation Rules and regulations, delegation of powers in all the matters having financial implications, including land allotments, based on Board/Infrastructure Committee decisions and other circulars/instructions issued from time to time by the Head Office have been followed by the Unit. <b><i>(Information to be filled in FORMAT-6)</i></b>	
16.	Finalization of tenders (A.S., T.S., Budget Provision wide publicity, performance guarantee before issue of work order, execution of the agreement before release of 1st Payment etc.) for various development and capital works are as per the laid down principles and delegations and proper justifications with regard to the rates accepted/ rejected have been recorded. <b><i>(Information to be filled in FORMAT-7)</i></b>	
17.	Quotations, sanctions, purchase orders etc. in respect of all purchases of stationary items, office equipment, furniture and fixture and other store items etc. are as per delegation of powers.	
18.	Consumption of GI/A.C. Pressure Pipes and other stores material are with relation to its actual work carried out and payments are in order.	
19.	Monitoring of the defect liability period is being done properly in development and capital works as per record available. <b><i>(Information to be filled in FORMAT-8)</i></b>	
20.	Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any, have been mentioned in the report.	
21.	There is no pending balances regarding CPF deductions at the concern unit.	
22.	Bank Guarantee received from contractors against various heads are as per norms. <b><i>(Information to be filled in FORMAT-9).</i></b>	

23.	Position of pending of CAG and AG audit reports. ( <i>Information to be filled in FORMAT-10</i> )	
24.	Disposal of unserviceable/surplus/obsolete articles.	
25.	Renting of buildings to various departments are as per norms and accounting are being done properly as per accrual basis.	
26.	Credit of leaves ( Privilege, Commuted / Medical etc.), Annual Grade Increments (AGI) granted, Pay-Fixation, Stepping-up / Dual duty allowance, Service verification of Employees in the Service Books are proper, correct and as per rules / norms of the Corporation.	
27.	Suggestions for improvement in overall functioning of unit and smoothening operations come to notice during the course of audit, if any, have been mentioned in the report.	
28.	List of advances to customers/old customers with amount provide copy with the report.	

**\*State 'No discrepancy is found' if found in order. If any discrepancy is found then state the point no. of Part III of the Internal Audit report in which the detected shortcoming is stated.**

**Countersigned by Unit Head, RIICO**

**Signature & Seal of Internal Auditor**

**Scope of work for GAD CELL (H.O.)**

**Areas requiring special attention/verification by the Internal Auditors in their reports:**

<b>Sr. No.</b>	<b>Particulars of area/activity requiring verification/authentication by the Internal Auditors</b>	<b>Whether found in order or not*</b>
1.	Cash security or fidelity bond of Insurance Company has been obtained from Store-Keeper as per rules.	
2.	Subsidiary books, Stock and Consumption Register, Work order register, AMC Register, Vehicle Log Book, Fixed Assets Register etc. are being maintained properly.	
3.	Invitation of tenders are as per RTPP Act / Rules	
4.	Finalization of tenders and quotations (A.S., T.S., B.P wide publicity, performance guarantee before issue of work order) are as per the laid down principles and delegations and proper justifications have been recorded with regard to the rates accepted/ rejected.	
5.	Proper procedure of inspection has been followed in respect of material received in the store.	
6.	In order to test verification that material has been received as per specifications of the purchase order and sample, test checking has been carried out in respect of 20 items available in the store on the date of audit and reported.	
7.	Last report of physical verification has been examined and cases have been reported regarding procurement and non-utilization of store items.	
8.	Cases of unnecessary/unproductive or excessive expenditure which may come to notice	

	during the course of audit, if any, have been mentioned in the report.	
9.	Timely ascertainment of unserviceable / obsolete store/stock maintenance of proper record thereof & timely disposed by following proper procedure.	
10.	System of obtaining Registration certification from existing as well as new suppliers/service providers/contractors under MSME Act is being followed	
11.	All procurement (Store, Taxi Vehicle, AMC etc.) are as per the laid down principles and delegations and proper justifications have been recorded with regard to the rates accepted/rejected.	
12.	Bills / Payment of fuel in Corporation Vehicles and maintenance expenditure of Corporation Vehicles are being made properly.	
13.	Suggestions for improvement in overall functioning of store and smoothening operations come to notice during the course of audit, if any, have been mentioned in the report.	

**\*State 'No discrepancy is found' if found in order. If any discrepancy is found then state the point no. of Part III of the Internal Audit report in which the detected shortcoming is stated.**

**Countersigned by Unit Head, RIICO**

**Signature & Seal of Internal Auditor**

**Scope of Work for Library (H.O.)**

**Areas requiring special attention/verification by the Internal Auditors in their reports:**

<b>Sr. No.</b>	<b>Particulars of area/activity requiring verification/authentication by the Internal Auditors</b>	<b>Whether found in order or not*</b>
1.	Requisite books and records are being maintained properly.	
2.	Work/Purchase order register is being maintained properly.	
3.	Finalization of tenders and quotations (A.S., T.S., B.P wide publicity, performance guarantee before issue of work order) for various purchases are as per the laid down principles and delegations and proper justifications have been recorded with regard to the rates accepted/rejected.	
4.	Proper procedure of inspection has been followed in respect of material received in the Library.	
5.	In order to test verification that material has been received as per specifications of the purchase order, test checking has been carried out in respect of 20 items available in the Library on the date of audit and reported.	
6.	Last report of physical verification has been examined and cases have been reported regarding procurement and non utilization of items.	
7.	Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any have been mentioned in the report.	

8.	System of obtaining Registration certification from existing as well as new suppliers/service providers/contractors under MSME Act is being followed.	
9.	Suggestions for improvement in overall functioning of library and smoothening operations come to notice during the course of audit, if any have been mentioned in the report.	

**\*State 'No discrepancy is found' if found in order. If any discrepancy is found then state the point no. of Part III of the Internal Audit report in which the detected shortcoming is stated.**

**Countersigned by Unit Head, RIICO**

**Signature & Seal of Internal Auditor**

## Scope of Work for Follow-Up & Recovery Activity in Investment Cell (H.O.)

### Areas requiring special attention/verification by the Internal Auditors in their reports:

Sr. No.	Particulars of area/activity requiring verification/authentication by the Internal Auditors	Whether found in order or not*
1.	Proper timely follow up action against the defaulting units for recovery of loan along with interest as per rules and provisions of the SFC Act, 1951 has been taken up.	
2.	Monitoring officer/Cell-in charge has visited/inspected units regularly in cases of defaulting units.	
3.	Corporation's rules and regulations, delegation of powers in all the matters having financial implications have been followed, while granting re-schedulement of dues and One Time Settlement. <b>(Information to be filled in Format-FR-1)</b>	
4.	Timely action has been taken up for sale of taken over units as per laid down procedure and delegation of powers. <b>(Information to be filled in Format-FR-2)</b>	
5.	Timely action has been taken up in respect of legal suits.	
6.	Timely action has been taken up in getting court decrees executed.	
7.	Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any have been mentioned in the report.	
8.	System of obtaining balance confirmation in the end of year in respect of trade receivables, trade payables, other current assets/liabilities, loan and advances and security deposit and reconciliation is being followed.	
9.	Suggestions for improvement in overall functioning of the Cell and smoothening operations come to notice during the course of audit, if any have been mentioned in the report	

<b>Investment Accounts/Interest Memos of Term Loan Account (H.O.)</b>		
10.	Checking of opening balance of principal and interest as on 1 <sup>st</sup> April, with the audited statement of accounts and party wise ledgers.	
11.	Checking of recoveries from recovery registers and in ledgers.	
12.	Checking of date of realization of cheques/RTGS from Bank statement in recovery register and in ledgers.	
13.	Checking of disbursement from release orders of disbursement register and in investment ledger.	
14.	Checking of interest memo and posting interest dues in ledgers and checking it with repayment schedule.	
15.	Checking of Interest accrued but not due as on 31 <sup>st</sup> March.	
16.	Checking correctness of rate of interest in Interest Memo, Investment Ledger and Interest Memo Register.	
17.	Checking of accounting effect passed in respect to incentives and interest rebate as per rules, re-schedulement / re-fixation, waiver of Interest, One time settlement cases and sale of sick units during the years.	
18.	Checking and authentication of closing balance of account and its reconciliation with Interest Memo at the end of Financial Year.	

**\*State 'No discrepancy is found' if found in order. If any discrepancy is found then state the point no. of Part III of the Internal Audit report in which the detected shortcoming is stated.**

**Countersigned by Unit Head, RIICO**

**Signature & Seal of Internal Auditor**



**I. Re-Schedulement cases during the audit period:-**

*(Rs. in lacs)*

S N	A/c No.	Name of the borrower	Principal outstanding as on date of reschedulem ent	Overdues as on reschedulement date		Amount Rescheduled		Waiver of Intt., if any	Recovery afterReschedulment letter issued	
				Prin.	Intt.	Prin.	Intt.		Prin.	Intt.

**II. Details of OTS cases during audit period:-**

*( Rs. in lacs)*

S N	A/C no.	Name of the borrower	Principal outstanding	Intt. outstanding	Cut off date of OTS	Date of OTS letter	Amount of OTS	Recovery of OTS amount		Amount written off, if any
								Prin.	Intt.	

**I. Unit takeover by RIICO/other FI's during audit period:-**

*(Rs. in lacs)*

S N	A/c No.	Name of borrower	Date of takeover	Amount outstanding as on takeover		Whether the takeover unit sold or not ?
				Prin.	Intt.	

**II. Sale of sick unit/takeover unit during audit period:-**

*(Rs. in lacs)*

S N	A/c No.	Name of the unit which sold	Name of the purchaser company	Outstanding dues		Date of sale letter issued	Amount of sale consideration	If any joint financial Institution involved			Sharing of sale amount for RIICO	Amount received from purchaser company	Amount written of if any	
				Prin.	Intt.			Name of FI's	Outstanding amount	Sharing			Prin.	Intt.

**Scope of Work for Bills Section (CA Cell) at H.O.****Areas requiring special attention/verification by the Internal Auditors in their reports:**

<b>Sr. No.</b>	<b>Particulars of area/activity requiring verification/authentication by the Internal Auditors</b>	<b>Whether found in order or not*</b>
1.	Maintenance of books/records viz. Subsidiary books, subsidiary ledger etc. properly.	
2.	Proper maintenance of Fixed Assets Registers showing full particulars including quantitative detail and situation of its fixed assets: Also whether fixed assets have been physically verified by the management during the year.	
3.	Vouching of Payment Vouchers, Receipt Vouchers and Journal Vouchers are proper	
4.	Checking and verification of Subsidiary List with Subsidiary Ledger	
5.	Payment of Medical Bills, TADA Bills, Entertainment Bills, Newspaper Bills, Telephone/Mobile/Internet bill are as per rules / norms and laid down procedure.	
6.	Payment of bills of contractor / consultant etc. are as per terms & conditions of the work order.	
7.	Proper documents are obtained in support of exemption / deduction from salary as per Income Tax Act 1961.	
8.	Deduction of TDS , GST etc. and remittances to the respective departments are timely and correct.	
9.	All vouchers of payments for expenditure including establishment payment i.e. Pay & Allowances, T.A./D.A, Medical Bills etc. are with proper supporting documents, authenticity and	

	have been signed by the Competent authority and recorded in the respective books properly.	
10.	Corporation Rules and regulations, delegation of powers in all the matters having financial implications based on Board/Infrastructure Committee / Working Committee decisions and other circulars/instructions issued from time to time by the Corporation have been followed.	
11.	Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any, have been mentioned in the report.	
12.	There is no pending balance regarding CPF deductions.	
13.	Position of pending paras of CAG and AG audit reports.	
14.	Suggestions for improvement in overall functioning of Bill Section and smoothening operations come to notice during the course of audit, if any, have been mentioned in the report.	

**\*State 'No discrepancy is found' if found in order. If any discrepancy is found then state the point no. of Part III of the Internal Audit report in which the detected shortcoming is stated.**

**Countersigned by Unit Head, RIICO**

**Signature & Seal of Internal Auditor**

**Scope of Work for HRD Cell at H.O.****Areas requiring special attention/verification by the Internal Auditors in their reports:**

<b>Sr. No.</b>	<b>Particulars of area/activity requiring verification/authentication by the Internal Auditors</b>	<b>Whether found in order or not*</b>
1.	Credit of leaves (Privilege, Commuted / Medical etc.) to concerned employees are as per rules/norms.	
2.	Annual Grade Increments (AGI) granted to employees are correct and as per norms/rules.	
3.	Verification of Asset Declaration & Child Declaration.	
4.	Pay-Fixation, Stepping-up / Dual duty allowance are correct and as per norms/rules of the Corporation.	
5.	Sanction of loans ( House Building, Conveyance, Term Loan etc. ) and advances to employees are correct and as per rule/norms of the Corporation.	
6.	Invitation of tenders are as per RTPP Act / Rules. Finalization of tenders and quotations (A.S., T.S., B.P wide publicity, performance guarantee before issue of work order) are as per the laid down principles and delegations and proper justifications have been recorded with regard to the rates accepted/ rejected.	
7.	Allotment of Job-work / consultancy services are as per norms/ rules of the Corporation.	
8.	Appointment of Consultants / Retired Employees are as per rules & norms.	
9.	Service verification of Employees in the Service Books are proper / correct.	

10.	Cases of unnecessary/unproductive or excessive expenditure which may come to notice during the course of audit, if any, have been mentioned in the report.	
11.	Functioning of RIICO ERP (online software) is proper/ correct & smooth and all the related orders are being followed in true spirit.	
12.	Suggestions for improvement in overall functioning of HRD Cell and smoothening operations come to notice during the course of audit, if any, have been mentioned in the report.	

**\*State 'No discrepancy is found' if found in order. If any discrepancy is found then state the point no. of Part III of the Internal Audit report in which the detected shortcoming is stated.**

**Countersigned by Unit Head, RIICO**

**Signature & Seal of Internal Auditor**

**Books & Record Keeping**

S. No.	Name of Books / Record	Whether maintained properly or not	Remarks by Internal Auditor, if any
1.	Cash Book		
2.	General Ledger		
3.	Subsidiary Books		
	(a) Advance to Staff		
	(b) Advance from Customers		
	(c) Advance to Suppliers & Contractor		
	(d) Advance to Govt. Deptt.		
	(e) Earnest Money of Contractor		
	(f) Security Deposit of Contractor		
	(g) Keenness Money / Security Money (Plots)		
	(h) Miscellaneous Deposit		
	(i) Others		
4.	Fixed Asset Register		
5.	Work Order Register		
6.	Stock & Consumption Register		
7.	Bank Guarantee / FDR Register		
8.	Re-construction / Repair Charges Register (For pipeline / cable work by other agencies in Industrial Areas)		
9.	Any other register		

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

Sign & Seal of the Internal Auditor

**Land Under Encroachment / Litigation**

S.	Name of Industrial Area	Area in acres		Whether saleable OR under Encroachment / Litigation			Remarks by Internal Auditor, if any
		As per financial record (as on 31 <sup>st</sup> March)	As physically verified	Area available for sale	Area under litigation (not for sale)	Area under encroachment (not for sale)	
1.							
2.							
3.							
4.							

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

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**Details of Fidelity Bond / Insurance etc.**

S. No.	Particulars	Policy No.	Validity Period	Remarks by Internal Auditor, if any
1.	Fidelity Bond of Cashier			
2.	Money in Transit / Chest Insurance Policy			
3.	Corporation Vehicle			
4..	Any other insurance			

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

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**Tax Deduction & Deposition**

**(A) INCOME TAX**

S. No.	Month	Amount of TDS	Due date of remittance to Govt. A/c	Actual Date of remittance to Govt. A/c	Remarks
1.					
2.					

**(B) GST**

S. No.	Month	Amount of GST payable	Actual amount paid by HO (as per debit note)	Difference, if any	Remarks
1.					
2.					

**(C) ROYALTY**

S. No.	Month	Amount Received	Actual Date of Deposition	Remarks
1.				
2.				

**(D) LABOUR CESS**

S. No.	Month	Amount of Cess Received	Actual Date of Deposition	Remarks
1.				
2.				

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

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**(A) RECOVERY OF REGULAR INFRA DUES**

S. No.	Head	Opening Balance	Addition during audit period	Recovery during audit period	Closing Balance	Remarks
1	Premium of Land					
2	Intt. on Premium of Land					
3	Service Charges					
4	Intt. on SC					
5	Economic Rent					
6	Intt. on ER					
7	Water Charges					
8	S/Tax on ER (Already paid by RIICO)					
9	Intt. on S/Tax on ER (Already paid by RIICO)					

**Note: Heavy/Long outstanding Infra dues (Rs.1 Crore & above/outstanding for 2 years or more) may be mentioned separately in Part III of the Internal Audit report**

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**(B)RECOVERY OF OTHER CHARGES**

S. No.	Head	No. of case during audit period	Amount Recovered	Sample Checking (No. of cases)	Whether found as per rules or not	Remarks
1	Retention Charges					
2	Transfer Charges					
3	Restoration Charges					
4	Sub-Division Charges					
5.	Sub-letting Charges					
6.	Conversion (CLU) Charges					
7.	Application Fees					
8.	Other Charges					

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

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**(A) New Allotments (During the Audit Period)**

S. No.	Name of Allottee	Plot No. / Ind. Area	Area	Rat	Total	Amount	Amount Outstanding	Due date of deposition of balance amount			All required documents received or not	Remarks	
								Installment Basis		Balance 75%			
								No. of overdue Installment	Installment due from date	Due date of deposition			

**(B) DETAILS OF LEASE DEEDS (For the allotments made during audit period)**

S. No.	Name of Allottee	Plot No.	Name of Industrial Area	Date of Allotment	Due Date of Execution of Lease Deed	Actual Date of Execution of Lease Deed	Remarks

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

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**PROGRESS OF DEVELOPMENT & MAINTENANCE WORKS**

S. No.	Name of Work / Industrial Area	Work Order No. & Date	Work Order Amount	Stipulated date of commencement	Stipulated date of completion	Actual amount of work done	Actual date of completion*	Extension granted, if any	Remarks

*\* Date of Final Payment may be disclosed in Remarks.  
Please state reasons if final payment has not been made*

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

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**MONITORING OF DEFECT LIABILITY FOR WORKS MORE THAN 25 Lac**

S. No.	Name of Work / Industrial Area	Work Order No. & Date	Work Order Amount	Actual date of completion	Date of DLP	Remarks

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

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**DETAILS OF BANK GUARANTEE RECEIVED DURING AUDIT PERIOD**

S. No.	Name of Firm / Contractor	Name of Work	Bank Guarantee No. with Date	Amount of BG (Rs)	Date of Expiry of BG	Stamp Duty to be levied as per rules (Rs)	Actual Stamp Duty (Rs)	Remarks

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

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**PENDING AG AUDIT PARA**

S. No.	Year of Inspection Report	Para No.	Brief Details	Last AG Observation	Date of Last Compliance / Reply	Remarks

**Note :- In case of any discrepancy / observation, the same should be recorded in Part-III only.**

Sign & Seal of the Internal Auditor