



**THE INSTITUTE OF
Company Secretaries of India**
भारतीय कम्पनी सचिव संस्थान
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

SOUTHERN
INDIA
REGIONAL
COUNCIL



Ref: ICSI-SIRC/IA/2021/1

Date: 8th February, 2021

**Request for Proposal for Appointment of Internal Auditor for ICSI-SIRC
for the Financial Year 2021-22**

The Institute of Company Secretaries of India is a Statutory Body under an Act of Parliament, under the jurisdiction and administrative control of Ministry of Corporate Affairs. The Southern India Regional Council of The Institute of Company Secretaries of India (ICSI-SIRC) is located at ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai – 600 034.

The existing Internal Auditor is retiring on rotation on completion of 5 consecutive years of appointment as auditors by FY 2020-21.

ICSI-SIRC is searching to appoint an Internal Auditor for the Financial Year 2021-22.

Eligibility:

- a) Practicing Company Secretaries / Chartered Accountants / Cost Accountants / Firms / are eligible for appointment of Internal Auditor;
- b) The individual / firm of the internal auditors should be at least in existence for ten years;
- c) The Annual receipts as per the previous year's audited annual accounts should not be less than Rs. 25 Lacs;
- d) The auditors' firm should be internal auditors for at least five entities in the previous three years;
- e) The individual or partner of the firm should not be a Member of the Council/Regional Council / Chapter of ICSI-SIRC;
- f) Preference will be given for Peer Reviewed firm;
- g) There should be no proceedings pending and disciplinary action against either of the partners or the firm with respect to professional matters of conduct;
- h) The firms carrying out the internal audit assignment of the Regional Council be rotated after every five years and their yearly appointment to be reviewed on year to year basis;

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Individual / Firm mere applying does not confer upon them a vested right to be appointed as Internal Auditor.

Selection of the Internal Auditor will be assessed by the committee of ICSI-SIRC / the Competent Authority.

Scope of work:

Checking of and reporting quarterly on -

- a) Proper accounting of all receipts and payments
- b) Maintenance of financial books of accounts
- c) Proper maintenance of vouchers with supporting bills and approvals of competent authority
- d) Compliance of internal procedures and reconciliation of bank accounts and inter-Unit transactions
- e) Ensuring booking of transactions under specific heads, sub-heads and grouping thereof under major heads, leading to the finalization of annual accounts, are to be in uniformity with the accounting policies & guidelines as communicated by the Headquarters from time to time
- f) Proper recording of sale of Headquarters publications, regular remittance/ deposit of sale proceeds to the credit of Headquarters bank account and sending intimation thereof as well as the monthly sales-cum-stock statements to Headquarters
- g) Reconciliation of stocks at least once in three months with the Institute's records
- h) Physical verification of HQ publications & other stocks as per Regional Council/Chapter's books at least once, preferably at the close of the financial year
- i) Proper maintenance of Fixed Assets and Accession Registers including physical verification as stated above, once in a year
- j) Ensuring deposit of statutory dues by stipulated dates & submission of various periodical returns like GST to Govt. Departments and MIS reports, etc. to Headquarters
- k) Ensuring all administrative and financial guidelines issued by Headquarters from time to time

- l) Ensuring Compliances of all statutory dues such as GST, TDS, PF, Professional Tax, etc. Proper checking of payment of PF related documents of contractual staff engaged by third party.
- m) Action Taken Report on the observations related to the previous quarter.

The above scope of work is **not** exclusive or **exhaustive** but subject to revision of the same from time to time.

Proposals are invited from the interested and eligible applicants along with the proposal of the professional fees (the proposal may contain the list of partners and their profiles, present clients lists and any other relevant information etc.) in a sealed envelope super scribing "Proposal for Appointment of Internal Auditor for ICSI-SIRC for the FY 2021-22":

The Proposals may be submitted in person or through post / courier etc. on or before 5.00 PM on Monday, 17th February, 2021 at the below mentioned address;

The Regional Director

The Institute of Company Secretaries of India – Southern India Regional Office
ICSI-SIRC House, No.9, Wheat Crofts Road, Nungambakkam, Chennai – 600 034.
Contact: 044 – 2827 9898 / 2826 8685

For any queries, please contact CS Chenna Kesava Chebrolu, Deputy Director at chennakesava.chebrolu@icsi.edu M – 9221486220.

Date: 08.02.2021
Place: Chennai

Regional Director
ICSI-SIRO