

**Council for Advancement of People's Action & Rural Technology**  
**(Under the aegis of Ministry of Rural Development, Govt. of India)**  
**India Habitat Centre, Zone – 4B, UG Floor,**  
**Lodhi Road, New Delhi-110003**  
**Ph. No.011-24643682**

**File No.CAPART/4/ACCTS/106/F&AIA/98-99**

**Dated 02.08.2017**

**Expression of Interest**

CAPART, New Delhi invites Eol from Chartered Accountants firms who empanelled with C&AG for carrying out the Internal Audit of CAPART for the financial year 2017-18.

The Council for Advancement of People's Action & Rural Technology is an autonomous body under the aegis of Ministry of Rural Development, Govt. of India. The Head Office of CAPART situated at India Habitat Centre, Zone – 4B, UG Floor, Lodhi Road, New Delhi-110003 and the CGC, Vaishali Office (Bihar) in which there is no financial transactions presently. The main function of CAPART is to promote the voluntary action and transfer appropriate rural technology in rural areas. CAPART works through the NGOs working for the rural poor by providing financial and technical assistance to them.

The total annual budget of CAPART is Rs.20.00 crore for the financial year 2017-18. The funds are received from the Ministry of Rural Development, Govt. of India.

The details including the scope of work for the same are available at Annexure –A . Interested firms are requested to go through the same and submit their profile and proposals in the prescribed proforma at Annexure - B in **sealed envelope** to the Chief Accounts Officer, Council for Advancement of People's Action & Rural Technology (CAPART), India Habitat Centre, Zone-4B, UG Floor, Lodhi Road, New Delhi – 110003 so as to reach on or before 11.00 a.m. on 31.08.2017. In case of travel to outstation, the actual travel cost would be paid to the firm as per details available at Annexure - C.

Further clarification and background information can be obtained from the aforesaid officer between 10.00 a.m. to 4.30 p.m.

**Scope of work**

- (a) Examination of Books of Accounts to ensure completeness, correctness and authenticity of all transactions including detailed checking of Vouchers.
- (b) Verification of Bank Reconciliation and Inter Unit accounts.
- (c) Verification of Trial Balance, Balance Sheet and other financial statements along with annexure.
- (d) Verification of staff loans & advances.
- (e) Verification of capital expenditure, Fixed Assets Registers and related records,
- (f) Verification of investments.
- (g) Comment on internal control system adopted is effective to ensure the prevention and early detection of frauds.
- (h) Suggestion for improvement in present Internal Control System and procedures.
- (i) Ensure that the accounting and financial management system are reliable and effective and assessing the extent to which they are being followed.
- (j) Comments on compliance of mandatory accounting standards.
- (k) On project payment, the Internal Audit will cover observance of procedural requirements in the matter of releases, status of acknowledgements, Utilization Certificate, audited accounts of closed projects during the period of audit.
- (l) Physical verification of Fixed Assets, Cash in Hand and Stamps in Hand.
- (m) Comments on correct deduction of TDS, timely deposit of TDS in Govt A/c and filling of TDS Returns.
- (n) The Internal Audit Reports shall bring out all the aspects mentioned above including specific information desired by the Management also.
- (o) The internal audit shall be carried out on a bi-annual basis, covering the period from April to September in the first round and from October to March in the second round.
- (p) The first round of the audit shall be carried out immediately after 30<sup>th</sup> September 2017 and shall be completed in all respects by 31<sup>st</sup> October, 2017 positively.
- (q) The second round of the audit shall be taken up latest by middle of April, 2018 and completed in all respects by 2<sup>nd</sup> week of May, 2018.
- (r) Failure to carry out the work as per the given scope and timeline by the auditor firm, the firm shall make liable to forfeit a sum equal to a minimum 5% of the fees payable for each week of delay in completing the work in each round of the audits, and the decision of the DG CAPART, in this regard, shall be final and binding on the auditor firm.



## Annexure – C

In case of travel to outstation, the cost of Travelling & Boarding/Lodging expenses shall be paid to the firm as per details given below:

Travelling & Boarding/Lodging expenses shall be paid as under:-

Proprietor & Partners of the firm: As per the rates applicable to Group B Employees of CAPART i.e. AC II Tier + 50% extra in the case of travelling by air, Limited to single occupancy room in 3 star hotel + DA as applicable.

Assistants other than the As per the rates applicable to Group C Employees

Proprietor & partners: i.e. First Class/AC 3-Tier/AC Chair Car, Room Rent upto Rs. 250/- per day + DA as applicable.