

**Council for Advancement of People's Action and 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

File No. CAPART/4/Accts./106/F&AIA/98-99
14.08.2015

Dated :

EXPRESSION OF INTEREST

CAPART, New Delhi invites EoI from Chartered Accountant firms who empanelled with C&AG for carrying out the Internal Audit of CAPART including its Hqrs., Erstwhile Regional Centres and CGC (Vaishali) for the financial year 2015-16 and Statutory Audit of CAPART for the financial year 2015-16.

The details including the scope of work for the same are available at CAPART's website (www.capart.nic.in). Interested firms are requested to visit the aforesaid site and submit their profile and proposals, (which must indicate, inter alia, the registration details of the firm, the number of years that the firm has been in actual business/operation since its registration, experience of auditing the accounts of registered societies/trusts/NGOs, strength of qualified personnel/staff available within the firm, and financial turnover of the firm during the last three financial years) and to quote the fees separately for the internal and statutory audits, and submit their proposal in sealed envelope to the Chief Accounts Officer, Council for Advancement of People's Action and 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 Monday i.e. 31st August, 2015. In case of travel to outstation, the actual travel cost would be paid to the firm as per details are available at Annexure.

Further clarification and background information can be obtained from the aforesaid officer between 10.00 to 5.00 hrs before 31st August, 2015.

Expression of interest for hiring the services of Chartered Accountant firms for Internal and statutory audits

The Council for Advancement of People's Action and Rural Technology (CAPART) is an autonomous body under the aegis of the Ministry of Rural Development, Govt. of India. The Head Office of CAPART situated at India Habitat Centre, Lodi Road, New Delhi and there are nine Erstwhile Regional Centres at Janakpuri, New Delhi 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 around Rs. 10 crores for the financial year 2015-16. The funds are received from the Ministry of Rural Development, Govt. of India.

It is proposed to entrust the work of Internal Audit of CAPART at Head Quarter, Lodi Road, New Delhi, Erstwhile Regional Centres, Janakpuri, New Delhi and CGC, Vaishali Office (Bihar) for the year 2015-16 to a firm of Chartered Accountant. The internal audit shall be conducted on a biannual basis. The scope of work to be covered in the Internal Audit is enclosed.

Besides this, work of statutory audits for the year 2015-16 is also to be entrusted to a firm of Chartered Accountant which includes:-

- Statutory Audit of annual accounts of CAPART
- Audit of the FCRA accounts maintained in CAPART head Quarter
- Audit of the CPF Trust accounts maintained in CAPART Head Quarter
- Audit of PMRDF accounts maintained in CAPART Head Quarter
- Audit of NFRD account maintained in CAPART Head Quarter

Scope of work of the Internal Audit

- (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 ensures the prevention and early detection of frauds.
 - (h) Suggestion of improvement in present Internal Control System and procedures.
 - (i) Ensure that the accounting and financial management systems 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.
- (a) The Audit shall be conducted half yearly basis. The Internal auditor will check all the relevant records as per the Auditing Standard and Accounting Principles framed by the Institute of Chartered Accountants of India as applicable to CAPART. The internal audit report should be submitted to CAPART Hqrs within one month from the completion of respective audit . The 2nd half yearly report shall be submitted on or before 20th May, 2016.

Details of scope of work to be covered under statutory audits

- Statutory Audit of annual accounts of CAPART for the purpose of submission to the return under section 10(23) (c) (iv) of the Income Tax Act.
- Utilization Certificate in respect of event-wise expenditure related to the amounts recoverable from the Ministry of Rural Development.
- Audit of the FCRA/PMRDF/NFRD accounts maintained in CAPART Head Quarter.
- Audit of the CPF Trust accounts maintained in CAPART Head Quarter.