

JAIPUR VIDYUT VITRAN NIGAM LTD.

EXPRESSION OF INTEREST

- 1.1. Company intends to engage experienced Chartered Accountants firms to work as Internal Auditor cum facilitator for Commercial accounts audit for the financial year 2008-09 & 2009-10 in respect of 8 O&M accounting units and 7 non O&M accounting units. Chartered Accountant firms to be empanelled shall be shortlisted and assignment shall be given initially for two years which can be extended for one year.
- 1.2 Chartered Accountant firms shall have to conduct Internal Audit of accounts on six monthly basis and audit report shall have to be submitted in the month of November & May. However for FY 2008-09 , report will be given by 31st May,2009.
- 1.3 The Chartered Accountant firms should have atleast two partners and professional experience of atleast 4 years and atleast have audit experience of two State/ Central Public Sector Undertaking.
- 1.4 The scope of work and other details can be obtained by contacting Sr.Accounts Officer (HQ),JVVNL,Shed No. 6/1,Vidyut Bhawan, Jyoti Nagar, Jaipur during office hours on working days or the same can be downloaded from the web site –jaipurdiscom.in
- 1.5 Interested firms should send their offers detailing expected fees structure in respect of O&M and /or non O&M circles, expected time period of audit, details of qualified staff to be deployed ,justification for the fees quoted etc. till 16th April,09.

INTERNAL AUDIT OF COMML.ACCOUNTS

SCOPE OF WORK

Scope of work as detailed hereunder is an attempt to outline road map in broad term with the objective of management to ensure compliance to Generally accepted accounting practices/ principles as well as requirement of the Companies act,1956 / Income tax act / Accounting standards published by the Institute of Chartered Accountants of India besides accounting policies adhered to by the Nigam . This also includes timely reconciliation of various suspense heads of accounts and maintenance of proper subsidiaries duly reconciled with the books of accounts. **The Internal auditor firm shall work as facilitator for accomplishing the aforesaid objective and shall not confined to the reporting aspect only.**

The main emphasis of the audit of the accounts should be to ensure that :-

- (i) Accounting Standards issued by the Institute of Chartered Accountants of India are being followed keeping in view the accepted accounting policies of the management.
- (ii) The monthly trial balances incorporating all Advice of transfer debits (ATDs) /Advice for Transfer Credits. Inter Company Transactions (ICTs),Perforated Cash Books, Store Issue notes, Store Receipt Notes, Monthly Information system (MIS) 3.1 & 3.2 and other adjustment vouchers are submitted timely and properly.
- (iii) Reversal entries for outstanding liabilities have been passed at the beginning of the year.
- (iv) The provisions ,including provisions for out-standing liabilities, pension, gratuity, Contributory Provident fund contribution, etc. are properly made and booked under proper head of accounts.
- (v) Pre-paid expenses are properly accounted for and reversal entries for the same are passed at the beginning of the succeeding year.

- (vi) Credits on account of receipt against deposit works for electrification are transferred on completion of the work to consumers contribution and the debit under Work in progress is transferred to fixed assets on the basis of Completion reports.
- (vii) ATDs / ATCs and ICTs have been originated well in time and are responded after due verification from the concerned timely.
- (viii) There are no minus balances under any head of account and if existed, steps taken to clear the minus balances.
- (ix) Age-wise analysis is done of debtors and creditors.
- (x) All receipts and expenditure relating to the period under audit have been properly booked under correct heads of account.
- (xi) M.I.S. & accounts are tallying in respect of revenue assessment/ realization.
- (xii) Proper & timely adjustment are being made in the books of accounts in respect of realisation by adjustment.
- (xiii) Year wise Fixed assets register is prepared and also physical verification of the assets are being made regularly.
- (xiv) Stores ledger balances are tallying with the balances appearing in the books of accounts. Stores issues are being valued on weighted average method.
- (xv) Valuation of closing stores inventory/ scrap/ obsolete/ retrieved material and accounting thereof should commensurate with the requirement of Accounting standard read with Accounting policies adhered to by the Nigam.
- (xvi) All material issued from the stores for capital works should be booked under code head "Work in progress" for which SInS with proper recorded chargeable head & WIM no. are to be verified.
- (xvii) Capital works completed should be got transferred to Fixed assets on the basis of completion certificate issued by the competent authority.
- (xviii) All pay orders relating to deduction at source viz Contributory provident fund / General Provident Fund / Employees Family Pension / Income tax / sales tax/ WCT / Service tax etc. are sent within stipulated time frame.

- (xix) The outstanding observations of previous Statutory Audit / Internal Audit (of accounts) are cleared.
- (xx) Required subsidiaries / inventory are properly maintained and reconciled with books of accounts.
- (xxi) Reconciliations of Bank Accounts, Admitted Account, Transfer Within Circle (TWC), Advances for O&M supplies, Advances for Inter unit Stores a/c, liabilities for entry tax , liabilities for O&M Suppliers, Sundry debtors collection a/c, Sundry debtors for Sale of power(Boards dues & Electricity Duty), Net Salary Payable Account, Unpaid Salary & Wages Account, bonus/ex-gratia payable a/c and deductions at source viz. Income Tax, Sales Tax, General Provident Fund /Contributory Provident fund, LIC etc. are properly done. Balances under the head 'Staff Loans & Advances' tally with the subsidiaries.
- (xxii) The audit report shall be prepared then & there at the end of the audit of concerned accounting unit after discussion with the concerned Accounts Officer and shall be got signed from him in token of acceptance of the facts. The audit report shall be sent to the Director (Finance), Jaipur discom. As far as possible, the accounting short comings noticed during the course of audit will be got rectified by the audit team during the course of audit and mention thereof made in the Audit Report.