

**APPLICATION FORM FOR PROJECT OFFICE / HEAD OFFICE AUDIT**

- 1. Name of the firm :
- 2. Date of establishment :
- 3. Registration No. and date with ICAI (copy of Firm Certificate as on 1.1.19 shall be enclosed) :
- 4. IT Pan No. :
- 5. Service Tax Registration No. :
- 6. Office Address (with contact No. & E mail id) :
- 7. Address of Branch (in Tamilnadu if any) :

8. Details of partners

Name	Membership No.	FCA/ACA	Year of enrolment	No. of years of experience in practice

9. EXPERIENCE:

1. Bank Audit:

- a. RBI Registration No. :
- b. No. of years of bank audit experience :

c. Details of latest 5 years experience in Bank audit :

Name of the Bank	Nature of Audit	Year of audit
	Central audit / Branch audit / Concurrent audit / Revenue audit	

2. Government Audit:

a. Registration No. with CAG and date :

b. No. of years of experience in Govt./ Public Sector undertaking audit :

c. Details of latest 5 years experience in Govt. / Public Sector audit

Name of the Department / Public Sector undertaking	Nature of audit	Year of audit

Place:  
Date :

Signature of the Applicant  
with seal

**STATE INDUSTRIES PROMOTION CORPORATION OF TAMILNADU LTD  
19A, RUKMINI LASHMIPATHY ROAD, EGMORE, CHENNAI-600 008.**

**CIN U74999TN1971SGC005967**

**Phone: 044-28554787**

### **INTERNAL AUDIT NORMS**

#### **I. EMPANELMENT**

The panel of auditors based on the eligibility criteria may be prepared by inviting application from the interested CA firms through SIPCOT website.

#### **II. ELIGIBILITY CRITERIA**

1. CA firm should have registered with the Institute of CA's of India.
2. The firm should be in existence for at least 5 years.
3. The firms should have minimum 3 qualified CAs and of which at least one should be FCA.
4. The firm shall have its Office at any one of the cities mentioned in the list.
5. The firm should have empanelled for Bank audit and CAG audit.
6. The firm should have conducted Bank audit –( statutory branch audit / concurrent audit / revenue audit) for a minimum period of 5 years.
7. The firm should have conducted Government / Public Sector Undertaking Audits for at least 5 years.

Selection Committee may relax certain conditions if suitable firms with all criteria is not available for selection in respect of any of the complex or to select from next nearest city.

#### **III. SELECTION OF AUDITORS**

From the Panel of auditors, the auditors to be appointed for each Project Office / Head Office shall be selected by the Complex Auditors Selection Committee (CASC)

to be chaired by PS/CMD and members consisting of GMs, Heads of Finance and Internal Audit Departments.

#### IV. SCOPE OF AUDIT

##### 1. Financial Audit:

Regular audit of all receipts and payments of the Project Office / Head Office audit of all accounting records, registers. Verification and certification of Trial Balances and schedules with concerned ledgers.

In respect of Project Office, Stock of land as on 31<sup>st</sup> March indicating Plot No./ Acre is also to be certified.

##### 2. (A) Revenue Audit of Project Office:

- a. Plot cost / differential plot cost
- b. (i ) Water charges
  - (ii) Interest on water charges
- c. (i) Maintenance charges
  - (ii) Interest on maintenance charges
- d. Track rent
- e. Rent for building
- f. Sub lease charges / license fee
- g. Usage charges (tower line)
- h. Sale of scrap
- i. Other revenue items

##### (B) Revenue Audit of Head Office:

- (a) Interest of Fixed Deposits
- (b) Revenue to be accounted for Project Office

(c) Other revenue items

3. Expenditure audit for Project Office / Head Office:

- a. Capital expenditure incurred
- b. Maintenance expenditure incurred
- c. Administrative expenses

V. FEES STRUCTURE

The Head Office / Project Offices are classified based on the work load (i.e. No. of Units allotted / extent in acres ) into 3 groups to fix the remuneration for the audit work as detailed below:

Sl. No.	Name of the complex	Audit Firm located at	Fees / Rupees/
1.	Head Office	Chennai	50,000
2.	Hosur	Hosur/Krishnagiri	50,000
3.	Ranipet	Vellore/Ranipet	50,000
4.	Gummidipoondi	Chennai	50,000
5.	Perundurai	Erode	50,000
6.	Sriperumbudur	Chennai	40,000
7.	Irungattukottai	Chennai	40,000
8.	Oragadam	Chennai	40,000
9.	Cuddalore	Cuddalore/Villuppuram	40,000
10.	Pudukottai	Tiruchirapalli/ Pudukottai	40,000
11.	Tuticorin	Tuticorin/ Tirunelveli	40,000
12.	Siruseri	Chennai	40,000
13.	Gangaikondan	Tirunelveli	30,000
14.	Nilakottai	Dindigul/Madurai	30,000
15.	Manamadurai	Madurai/Sivagangai	30,000
16.	Cheyyar	Chennai	30,000
17.	Bargur	Krishnagiri	30,000
18.	Thervoykandigai & Mappedu	Chennai	30,000
19.	Vallam Vadagal	Chennai	30,000
20.	Pillaipakkam	Chennai	30,000

VI. TERMS AND CONDITIONS:

The last date of submission of application is 31.8.2019.

The selected CA firms will be appointed initially for a period of one year which will be extendable by another year if their services are found satisfactory on mutually agreed terms and conditions.

The audit team should be headed by qualified CA. The audit shall be conducted for every half year of the Financial Year. For the first half year of 2019-20, it should be completed before 15<sup>th</sup> January 2020 and second half year of 2019-20, it should be completed before 15<sup>th</sup> June 2020.

DGM(IA) / CFO

GM(P&D)

GM(A&LA)

M.D.