



**TRIPURA FOREST DEVELOPMENT & PLANTATION CORPORATION  
LIMITED**

**( A GOVT OF TRIPURA UNDERTAKING )**

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Dated: 06.04.2010

**NOTICE INVITING EXPRESSION OF INTEREST**

**Expression of Interest (EoI)** is invited from the local Chartered Accountants' Firms for conduct of **Internal Audit covering period 2006-07 onwards at the office of Managing Director, Abhoynagar, Agartala & at its Sadar, Industrial Estate, South-I, South-II & North Divisions.** The Audit will mainly focus on the following areas:

1. Whether Books & Accounting Records are properly maintained in compliance to applicable laws of the country or not.
2. Verifications of Transactions to ensure whether these are prejudicial to the interest of the organization or not.
3. Physical Verifications of Stocks & Cash.
4. Whether Bank Reconciliation Statements are prepared on regular basis or not.
5. Examination/ Evaluation of the Accounting System at units to check whether the systems are adequate to generate reliable information promptly or not.
6. Whether Fixed Assets registers are maintained properly or not.
7. Find/ Point out Waste Inefficiencies & Suggest Ways for Operational Improvement.
8. Any other areas of work as directed by the Managing Director.

Audit reports shall be **submitted yearly for 2006-07 to 2009-10** and **quarterly afterwards** to the office of Managing Director.

For details please visit our **website: [www.tfdpc.com](http://www.tfdpc.com)**

The interested **Chartered Accountant Firms** may submit their Expression of Interest (EoI) addressed to the undersigned clearly indicating the **Terms of Reference, Fees chargeable Division/ Unit wise.** A brief note on the resources of the Firm indicating its year of establishment, Experience, Qualification & Strength of professionals may please be added and sent the same at the above address so as to reach by **5 pm on 20.04.10 (Tuesday) positively.** **The envelope should be super-scribed as "EoI for Internal Audit".** The selection of the Firm will solely rest on the discretion of the Authority.

(Dr R.L.Srivastava)  
**Managing Director**

## Annexure.1

### **The following terms of reference has been drafted for strict compliance by the Internal Auditors:-**

1. To undertake Vouching and Verification relating to the transactions for the financial year under reference on test check basis. Vouching should cover atleast 75% of the transactions relating to Revenue Expenditure, Capital Expenditure and the revenue earnings by way of Sale proceeds of Rubber, timber and other produces and ensure payments as approved as delegation of financial power.
2. To ensure that quantitative records are properly maintained for physical movement of the goods by way of stock transfer account of disposal.
3. To ensure that Physical verification of the Stock-in-trade are being conducted atleast once in a year at the end of the financial year. To the effect and as a mark of documentary evidence in support of the Physical verification of the Stock the Internal Auditors would ask for the report of the Annual Stock taking from the concerned Divisional Manager copy of which is to be obtained and if no report to this effect is received he should mention the fact in the report.
4. They should also ensure whether there is any deviation or difference in stock with reference to book balance and the physical verification report and reasons of such difference should also be obtained from the concerned Divisional Manager.
5. To ensure strict adherence of the budget control with reference to the concerned Divisions. In other words, the fund as allotted for the purpose of expenditure of a particular head of service whether the expenditure was within that level and if there is any deviation the Internal Auditors should ascertain the reasons for such deviation from the Revised Estimate. Similar principles would be followed so far collection of revenue is concerned.
6. To ensure that all payment and obligation are complied with within the time schedule and if there is any deviation, reasons have to be obtained from the concerned Divisional Managers.
7. To ensure that Bank Reconciliation Statements are prepared on regular basis and bank balance as shown in the ledger is in agreement with the bank statement after such reconciliation. It is to be seen that certificate to this effect regarding bank balance at the end of the financial year had been obtained from the concerned banks.
8. To ensure conducting of Physical Verification of Cash at the range level by the Internal Auditors and that the cash books has been written on day to day basis covering transactions took place.
9. To ensure that remittance of revenue are being made to the bank on regular basis and the revenue expenses are being made from the funds as separately drawn from the bank for that particular purpose.
10. Cash balance should not be un-necessarily above the requirements.

The report of Internal Auditors shall be **submitted yearly for 2006-07 to 2009-10 and quarterly afterwards** to the office of Managing Director. Before finalization of the audit report of the concerned division Internal Auditors should make a programme for discussion with the concerned Divisional Manager so that the points instantly can be dropped upon satisfactory reply. Besides the report as stated above, a summary report highlighting the

main feature of the report is to be complied and submitted which will appear at the top of the report referring the pages of the detailed report.

11. **Efficacy of systems and controls:**

The Internal Auditors should comment on the efficacy of systems, procedures and controls now being followed in the organization and suggest improvements. In particular they should look into internal check, operational controls and budgetary control and point out laxities and loose ends here and there.

12. **Adherence to plans, policies and procedures:**

They should check how far the plans, procedures and policies established by the management are being followed at all level.

13. **Accounting System:**

They should examine the Accounting System in general and at the unit levels to check whether the system is adequate to generate reliable information promptly. In this case, the application of computer system and the use of human resources should be looked into.

14. **Cash and Bank:**

The Internal Auditors should check the following:

Whether the Cashbooks of Divisions and MD's offices have been written properly and the balances have been drawn on up- to- date basis.

Whether Cash holding at any Division/Centre is above the permissible limit.

Whether Physical Cash tally with Cashbook balance at the Division and other offices.

Whether Bank Reconciliation Statements are up-to-date.

Whether the system of Cash management is proper and efficient.

15. **Inventory:**

The Internal Auditors should ensure that:

The stock records are properly maintained showing opening balance, receipts, issue and balance of stock and check whether such records are adequate and up-to-date;

Physical verification of stock has been carried out at least once a year, particularly at the year end and discrepancies have been ascertained and; they should report in particular which division has/has not carried out physical verification in particular items of stocks;

Stocks are reasonably protected from damage and pilferage.

Damaged, slow- moving defective and non- moving stocks and identified properly; and valued appropriately and reasonably attention is paid to such stocks for disposal;

There is no over – stocking in any; item; thereby blocking funds.

If any action is required on any matter concerning inventory they should point out this is their report.

16. **Fixed Assets:**

They should check whether the Fixed Assets Registers are maintained properly and fixed assets are reasonably safeguarded and maintained. They should also ensure that the verification of fixed assets has been conducted at least once a year, particularly at the year-end.

17. **Operational Efficiency:**

They should point out waste and inefficiencies of all kinds and suggest ways for operational improvement.

If you are agreement; to accept the Internal Audit as per aforesaid terms and conditions including the professional fees please convey your acceptance.