



Ref: Guwahati (NE) Chapter/IA Appointment/2024-25/01

Date : 24/05/2024

To,

All Members,

- i) CS Members, Guwahati (NE) Chapter, The Institute of Company Secretaries of India (ICSI)
- ii) CA Members, Guwahati Branch, The Institute of Chartered Accountants of India (ICAI), Manik Nagar, 2nd Bye Lane Right, R.G.B. Road, Guwahati-781005, Assam
e-mail : - icai.guwahati@gmail.com
- iii) CMA Members, Guwahati Chapter, The Institute of Cost Accountants of India (ICAI - Cost), ANKITA's, 2nd Floor, House No. 25, Bye Lane No.9, Zoo Road Tiniali, Guwahati-781024, Assam, e-mail : guwahati@icmai.in

Sub: Notice inviting applications for appointment of Internal Auditor for FY 2024-25 for Guwahati (North Eastern) Chapter of EIRC of The Institute of Company Secretaries of India

Dear All Respected,

Sir/Madam,

We the Guwahati (North Eastern) Chapter of EIRC of The Institute of Company Secretaries of India having vacancy for appointment of Internal Auditor for financial year 2024-25 to carry out the internal audit work as per ICSI institute guidelines issued from time to time.

The requirements for appointment as internal auditor are as under:

- a) The firm of the internal auditors should be at least in existence for five years [**Note:-** Existence for five years for Gold and Silver Chapters];
- b) The Annual receipts as per the previous year's audited annual accounts should not be less than Rs. 10 Lacs for Gold and Silver Chapters respectively;
- c) The auditors' firm should be internal auditors for at least five entities in the previous three years;
- d) Internal Auditors are to be appointed out of practicing Company Secretaries / Chartered Accountants / Cost Accountants, with a condition that the individual or partner of the firm should not be an Office-bearer of the Council/Regional Council / Chapter.
- e) Peer Reviewed Audit firm preferable for appointment by Guwahati (NE) Chapter.



- f) There is no disciplinary action pending or in existence against the Audit Firm.
- g) Appointment of Internal Auditors is to be made on year-to-year basis during the beginning of the financial year,
- h) Fees payable to the Internal Auditors would be decided by the Managing Committee of Guwahati (NE) Chapter of EIRC of ICSI, depending upon the volume of work involved in a judicious manner and appointment letter will be issued to the selected audit firm.

Further the Scope of work as under :

- a) Proper accounting of all receipts and payments
- b) Maintenance of financial books of accounts
- c) Proper maintenance of vouchers with supporting bills and approvals of competent authority
- d) Compliance of internal procedures and reconciliation of bank accounts and inter-Unit transactions
- e) Ensuring booking of transactions under specific heads, sub-heads and grouping thereof under major heads, leading to the finalization of annual accounts, are to be in uniformity with the accounting policies & guidelines as communicated by the Headquarters from time to time
- f) Proper recording of sale of Headquarters publications, regular remittance/ deposit of sale proceeds to the credit of Headquarters bank account and sending intimation thereof as well as the monthly sales-cum-stock statements to Headquarters
- g) Reconciliation of stocks at least once in three months with the Institute's records
- h) Physical verification of HQ publications & other stocks as per Regional Council/Chapter's books at least once, preferably at the close of the financial year
- i) Proper maintenance of Fixed Assets and Accession Registers including physical verification as stated above, once in a year
- j) Ensuring deposit of statutory dues by stipulated dates & submission of various periodical returns like GST to Govt. Departments and MIS reports, etc. to Headquarters
- k) Ensuring all administrative and financial guidelines issued by Headquarters/ Regional Councils (in the case of Chapters) from time to time



- l) Ensuring Compliances of all statutory dues such as GST, TDS, PF, Professional Tax, etc. Proper checking of payment of PF related documents of contractual staff engaged by third party.
- m) Action Taken Report on the observations related to the previous quarter.
- n) The Internal Auditor is accountable with respect to its scope of work.
- o) Any other task related to internal audit as to be given by the management committee from time to time.

Those interested to take the task of Internal Auditor for the Guwahati (North Eastern) Chapter of EIRC of The Institute of Company Secretaries of India for the FY 2024-25 has to apply by addressing to the Chairman, Guwahati (North Eastern) Chapter on letter head of the firm mentioning the details as per requirements for appointment mentioned above.

Last date of receipt of applications has been extended and may be submitted upto on or before Friday, May 31, 2024 till 05:00 pm physically at Guwahati (North Eastern) Chapter of EIRC of ICSI, ICSI House, House No. 14, LKRB Path, Bye lane No. 1 (Left), Opp. AIDC, R.G.Baruah Road, Guwahati-781024, Assam or proposal may be e-mailed at guwahati@icsi.edu

Thanking you,

Yours faithfully,

For, Guwahati (North Eastern) Chapter of EIRC of ICSI

**Sd/-
Chairman**

Guwahati (North Eastern) Chapter of EIRC of ICSI,
Address: ICSI House, House No. 14, LKRB Path,
Bye lane No. 1 (Left), Opp. AIDC,
R.G.Baruah Road,
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Guwahati-781024, Assam

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