

## NOTICE

INFORMATION KERALA MISSION (an Autonomous Institution under LSGD, registered under the Travancore – Cochin Literary, Scientific and Charitable Societies Registration Act, 1955), Ground Floor, Swaraj Bhavan, Nanthancode, Thiruvananthapuram – 695003, **Email: ikm@ikm.org.in** ,invites Statutory and Internal auditors for the audit of accounts for the financial year 2019-2020.

Chartered Accountants Partnership firms may forward their bids including terms and conditions to the undersigned on or before 27.07.2020, 5 pm. Details of conditions for appointment as auditors is published in the website. (ikm.gov.in)

### Terms & Conditions

1. Applicants must be Chartered Accountants Partnership firm.
2. Should have 7 years experience in audit of accounts and certification of financial statement of Government organisation/ Autonomous body funded by Government.
3. Should produce proof of experience.
4. The appointment is for a period of 1 year extendable up to a maximum of 3 years.
5. Should quote the audit fee for the audit for the financial year 2019-20
6. Should attach Bio data
7. Audit includes :-
  - a. Certification of Accounts for the year 2019-2020
  - b. Certification and submission of **Utilisation Certificates** to be given to various funding agencies including 6 Corporations, 87 Municipalities, 152 Block Panchayats, 941 Grama Panchayats, 14 District Panchayats, other projects .
  - c. Certification of Receipts and Payments, Income and Expenditure , Balance sheet and Audit report.
  - d. Returns to be filed under different statutes.

The last date and time of receipt of bids is 27.07.2020 , 5 pm

### **Terms & Condition for Appointment of Internal Auditor**

1. The Chartered Accountant Partner should visit IKM at least 15 days in a Month.
2. Should Quote Internal Audit fee on a Monthly Basis
3. Should have 10 years experience in audit of accounts and certification of financial statement of Government organisation/ Autonomous body funded by Govt.
4. Should attach Bio – data.

#### Internal Audit Includes

- a) Preparation of Financial Statements & Utilisation Certificates to be given to various funding agencies including 6 Corporations, 87 Municipalities, 152 Block Panchayats, 941 Grama Panchayats, 14 District Panchayats, and Other Projects.
- b) Vouching, Verification on monthly basis. Prepare month wise financial statements
- c) Should prepare Financial Statements for Statutory Auditors for the year 2019–2020 such as Receipt & Payments, Income & Expenditure and Balance Sheet.

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