NOTICE

INFORMATION KERALA MISSION (an Autonomous Institution under LSGD, registered under the Travancore – Cochin Literary, Scientific and Charitable Societies Registration Act, 1955), Public Office complex, Public Office P.O, Opposite Museum, Main Block West End, Thiruvananthapuram – 695033, **Email: mail.ikm@kerala.gov.in** invites Internal auditors for the audit of accounts for the financial year 2025-2026. Chartered Accountants Partnership firms may forward their bids including terms and conditions to the undersigned on or before **10.11.2026, 5 pm**.

Terms and Conditions for Appointment of Internal Auditor

- **Partner Visits:** A Chartered Accountant partner must visit the Information Kerala Mission (IKM) office at least 15 days in a month.
- **Fee Quotation:** Audit fees must be quoted strictly on a monthly basis.
- **Experience Requirement:** Minimum 10 years of experience in Government or Autonomous body Audit and Financial Certification.
- **Submission Requirements:** Applicants must attach a complete bio-data along with proof of qualifications and relevant experience.

(Reference to Previous Year's Audit Fee: The Internal Audit fee for the previous financial year was ₹2,49,000/- (Rupees Two Lakh Forty-Nine Thousand only) plus 18% GST**)**

Scope of Internal Audit Work

- **Financial Statements & Certificates:** Preparation of financial statements and utilization certificates for multiple local bodies, including 6 Municipal Corporations, 87 municipalities, 152 block panchayats, 941 grama panchayats, 14 district panchayats, as well as other projects, including the Cess Module, KSSM e-Suraksha Portal, Vivid Corporation, Ravi Pillai Excellence Scholarship Portal, Mid-Day Meal System, and the Vayojana Survey undertaken by IKM.
- **Routine Verification:** Conducting monthly vouching, transaction verification, and month-wise preparation of accounts.
- Should prepare Financial Statements for Statutory Auditors for the year 2025-2026 such as Receipt & Payments, Income & Expenditure and Balance Sheet.