

**INTERNAL AUDITOR FOR GOA UNIVERSITY**

Applications are invited in sealed tender/envelope for appointment of 'Internal Auditors' in Goa University from firms of Chartered Accountants registered with the Institute of Chartered Accountants of India based at Goa. The appointment is initially for one year renewable for further period of two terms of one year each.

Interested Audit firms may send their application/profiles along with the documents indicating certificate of Registration (ICAI), details of partners/proprietor (CA), other qualified & semi-qualified assistants, etc addressed to the Registrar, Goa University, Taleigao Plateau, Goa by 20.06.2017.

Registrar  
Sd/-

**INTERNAL AUDIT****Scope of Audit**

Sr. No.	<b><u>PARTICULARS OF ITEMS TO BE AUDITED</u></b>	<b><u>COVERGARE</u></b> Frequency and extent of checks
<b>(i)</b>	<b><u>Receipts/Income</u></b> Tuition fees and other admission receipts  <b><u>Other fees/receipts</u></b> Examination Fees Hostel Fees Guest House Charges Licence Fees/ Accommodation Receipts Other Receipts	One time after admissions are over, preferably in August in relation to amount due at prescribed rate.  10% random (as selected by the Auditor).
<b>(ii)</b>	<b><u>Expenditures/Payments</u></b> (a) Revenue Expenditure (Part I & Part II)  (b) <b><u>Capital Expenditure</u></b> Furniture & Fixtures Equipment & Others  (c) <b><u>Civil Works Bills/RA Bills</u></b>	20% random (as selected by the Auditor), but 100% over Rs.25,000/-  50% over bill value of Rs.25,000/- 100% over bill value of Rs.25,000/-  100% over bill value of Rs.1 lac.
<b>(iii)</b>	<b><u>Salary Bills</u></b> (a) Salary Bills	100% any two months (as selected by the Auditor), preferably March/and any other month pay bills

(iv)	<b><u>Income Tax compliance including TDS</u></b>	Tax Deduction Scrutiny/ verification in respect of salary and other payments every month before remittance preferably by 2 <sup>nd</sup> /3 <sup>rd</sup> day of the month.  Verification of quarterly returns before filing by 10 <sup>th</sup> of the following months of quarter ending in case of March by 30 <sup>th</sup> April.
(v)	<b><u>Bank Reconciliation</u></b>	a) For the month ending as on 31 <sup>st</sup> March, and b) any other one month.
(vi)	<b><u>Ledger Scrutiny</u></b>	100% at the closing of financial year.
(vii)	<b><u>Fixed Assets</u></b> (a) Depreciation on Fixed Assets (b) Fixed Asset Registers Verification (c) Supporting & Compliances w.r.t. additions/deletions/transfers	} on closing of accounts.
(viii)	<b><u>Final Accounts</u></b>	Verification of Final Accounts.
(ix)	<b><u>Accounts related Other Matters</u></b>	As and when referred.
(x)	<b><u>Periodicity of Reporting</u></b>	Quarterly in the following month of quarter ending.
(xi)	<b><u>Suggestion and Recommendation</u></b>	Recommendation for improvement should be reported by annexure to the quarterly report as and when necessary.
(xii)	<b><u>Reporting Authority</u></b>	Registrar/Finance Officer.
(xiii)	<b><u>Staff Strength</u></b>	One senior staff 4 days in a month. One junior staff 7 days in a month. Qualified CA as and when required.