# YMCA UNIVERSITY OF SCIENCE AND TECHNOLOGY

# Faridabad, Haryana

Expression of Interest are invited

for

Package : **Hiring of Statutory Auditor** (TEQIP-III/HR/ycma/33) under TEQIP-III

**Last date of submission of Expression of Interest (EoI) :- 04.09.2018 up to 04:00 p.m.**

Note: -

1. This Document contains "Expression of Interest for Consultancy Services for Hiring of Statutory Auditor and "Terms of Reference (ToR) Statutory Auditor.
2. Total 19 Pages are in this document including cover page, Please read all the documents carefully

**TEQIP Coordinator**

**YMCA Institute of Engineering Faridabad**
YMCA University of Science & Technology, NH-2, Sector-6, Delhi-Mathura Road, Faridabad - 121006, Haryana, Haryana

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**Technical Education Quality Improvement Programme[TEQIP]-Phase III**

## Consultancy Services for Hiring of Statutory Auditor
## Expressions of Interest

The Government of **India** has *applied for/availed* a credit/loan from International Development Association (IDA), and the International Bank for Reconstruction and Development (IBRD) and intends to apply part of the loan/credit proceeds to make payments under the contract for the following services:

**Consultancy for Hiring of Statutory Auditor**

The **Technical Education Quality Improvement Programme[TEQIP]-Phase III** Project now invites eligible Consultants to indicate their interest in providing the services. A Consultant will be selected in accordance with the procedures set out, in the World Bank's Guidelines: Selection of Employment of Consultants by World Bank Borrower (current edition). Interested Consultant may submit "Expression of Interest" in a sealed envelope clearly superscripted as Expression of Interest for " **Hiring of Statutory Auditor for 2018-19"** and may obtain further information about the services, procedures for submitting the EOI, Terms of Reference (ToR) etc. http://www.ymcaust.ac.in/index.php/tenders-teqip3
Consultants may associate other Service Providers to enhance their qualifications/skills.
<u>Expressions of Interest must be delivered to the address below on or before dated 04.09.2018 up to 16:00 Hrs.</u>

**YMCA Institute of Engineering Faridabad**
*TEQIP Coordinator*
**YMCA University of Science & Technology, NH-2, Sector-6, Delhi- Mathura Road, Faridabad - 121006, Haryana, Haryana**
Tel: **01292310176,177**
Fax: **01292242143**
E-mail: **teqip3@ymcaust.ac.in**

**SELECTION OF CONSULTANTS BY THE BANK'S BORROWERS**
**REQUEST FOR EXPRESSIONS OF INTEREST**

Country: India

Project Name: **Technical Education Quality Improvement Programme[TEQIP]-Phase III**

METHOD OF CONSULTING SERVICES

Credit.: **Cr. 4685-0 IN**

Expressions of Interest

The Government of India has received a Credit 4685-IN from the International Development Association and it is intended that part of the proceeds of this credit will be applied to eligible payments under the contracts for **Technical Education Quality Improvement Programme[TEQIP]-Phase III**.

The services include [
Consulting Services: **Hiring of Statutory Auditor**
Brief Description:
Organization: **YMCA Institute of Engineering Faridabad**
Implementation Period: 2017-2021

The **YMCA Institute of Engineering Faridabad** now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Consultants may associate to enhance their qualifications.

A consultant will be selected in accordance with the procedures set out in the World Bank's *Guidelines: Selection and Employment of Consultants by World Bank Borrower* (2018-19.

Short-listing Criteria

i. The organization's annual turnover should not be less than Rs25 Lacper annum during each of the last three years.

ii. The organization should have minimum 10 regular employees working on.
iii. The organization should have completed at least three projects of similar nature in past five years.
iv. The organization should have relevant experience in geographical region.

Interested consultants may obtain further information at the address below
**YMCA University of Science & Technology, NH-2, Sector-6, Delhi- Mathura Road, Faridabad - 121006, Haryana, Haryana**.

Expressions of interest must be delivered to the address below by **, .**

**YMCA Institute of Engineering Faridabad**
*TEQIP Coordinator*
**YMCA University of Science & Technology, NH-2, Sector-6, Delhi- Mathura Road, Faridabad - 121006, Haryana, Haryana**
Tel: **01292310176**
Fax: **01292242143**
E-mail: **teqip3@ymcaust.ac.in**

## TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME [TEQIP] PHASE – III

## TERMS OF REFERENCE (ToR) FOR AUDIT OF FINANCIAL STATEMENTS (ANNUAL STATUTORY AUDIT)

Position : **STATUTORY AUDITOR**

Organization:

Duty Station:

Duration : Initially for 1 year (further extension for 2 years based on performance)

**BACKGROUND:**

TEQIP III is a Central Sector Scheme of the Ministry of Human Resources Development (MHRD) and covers around 26 States and 200 institutions. The Central Government will finance 100% cost.

**PROJECT COMPONENTS:**

The Third Phase of the Technical Education Quality Improvement Programme is composed of the following components and sub-components:

**Component 1: Improving quality and equity in low-income and special category state (LIS/SCS):**

- **Sub-component 1.1:** *:* Institutional Development Grants to Government and Government-aided Institutes
- **Sub-component 1.2:** Widening Impact through ATUs in LIS and SCS **:**

**Component 2: System-level initiatives to strengthen sector governance and performance**

**Component 3: Sustaining excellence in engineering education and widening impact through competitively-selected institutes in non-LIS/SCS**

- **Sub-component 3.1:** Incubating, Sustaining and Spreading Excellence through Competitively-selected Government and Government-aided Institutes
- **Sub-component 3.2:** Widening Impact through ATUs in non-LIS

**IMPLEMENTATION ARRANGEMENTS:**

**I. Institutional and implementation Arrangements**

**Central Level**

Overall responsibility for the project lies with the Department of Higher Education of the Ministry of Human Resource Development (MHRD). MHRD will constitute a National Steering Committee assisted by a small National Project Directorate headed by the National Project Director (Additional Secretary or Joint Secretary in charge of higher/technical education). MHRD will delegate day-to-day implementation to National

Project Implementation Unit (NPIU). MHRD will enter into a Memorandum of Understanding (MoU) with each State Government.

**State Level**

State Governments will oversee and facilitate implementation in the institutions in their State through the State Project Implementation Unit (SPIU) under the department responsible for technical education. The Secretary in -charge of technical education is overall responsible for project implementation in that State, assisted by the Director of Technical Education and the team in the SPIUs. Each State will enter into a MoU with each participating institution.

**Institutional Level**

At the institutional level, the Board of Governors (BOG) is the body responsible for institutional project design, reform and project implementation. The day-to-day implementation is coordinated by a TEQIP unit headed by the institutional Director and assisted by a senior faculty member as the TEQIP Nodal Officer.

There will be around 200 participating Project institutions, including new Centrally Funded Institutions (CFIs). The institutes will sign MoU with State Govt. and State Govt. will sign with MHRD. The Centrally Funded institutions/CFIs shall sign MoU with MHRD.

**OBJECTIVE:**

The essence of the World Bank audit policy is to ensure that the Bank receives adequate independent, professional audit assurance that the proceeds of World Bank credit were used for the purposes intended[11], that the annual project financial statements are free from material misstatement, and that the terms of the credit agreement were complied with in all material respects.

The objective of the audit of the Project Financial Statement (PFS) is to enable the auditor to express a professional opinion as to whether (1) the PFS present fairly, in all material respects, the sources and applications of project funds for the period under audit examination, (2) the funds were utilized for the purposes for which they were provided, and (3) expenditures shown in the PFS are eligible for financing under the credit agreement. In addition, the auditor will express a professional opinion as to whether the Internal unaudited Financial Reports (IUFR) submitted by project management may be relied upon to support any applications for withdrawal.

The books of account that provide the basis for preparation of the PFS are established to reflect the financial transactions of the project and are maintained by the project implementation agency namely the National Project Implementation Unit (NPIU) at the national level, State Project Implementation Unit at the State level and implementing institutions at national and State level.

[11] The Bank's charter [Article III Section V(b) of IBRD's Articles of Agreement and Article V Section 1(g) of IDA's Articles of Agreement] specify that: "The Bank shall make arrangements to ensure that the proceeds of any loan are used only for the purposes for which the loan was granted, with due attention to considerations of economy and efficiency and without regard to political or other non-economic influences or considerations."

**STANDARDS:**

The audit will be carried out in accordance with the Engagement and Quality Control Standards promulgated by the Institution of Chartered Accountants of India (ICAI)**.** The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of credit proceeds for purposes other than as defined in the legal agreement remains with the borrower, the audit should be planned to have a reasonable expectation of detecting material misstatements in the project financial statements.

**SCOPE:**

In conducting the audit, special attention should be paid to the following:

(a) An assessment of the adequacy of the project financial management arrangements, including internal controls. This would include aspects such as (i) adequacy and effectiveness of accounting, financial and operational controls and needs for revision of the same, if any; (ii) level of compliance with established policies, plans and procedures; (iii) reliability of accounting systems, data and financial reports; (iv) methods of remedying weak controls or creating them where there are none, and; (v) verification of assets and liabilities. This assessment is required to be carried out for each every year of project implementation and specific comments on these aspects are required be provided by the auditor annually in the Management Letter;

(b) All project funds have been used in accordance with the conditions of the relevant legal agreements and only for the purposes for which the financing was provided. Relevant legal agreements include the Loan/Credit Agreement, the Project Appraisal Document, the Minutes of Negotiations and the Memorandum of Understanding;

(c) All expenditure, including procurement of goods and services has been procured in accordance with relevant provisions of the Procurement Procedures prescribed for the program. Proper documents, namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills etc. are duly maintained and linked to the transactions.

(d) All necessary supporting documents, records, and accounts have been kept in respect of all project transactions including expenditures reported via Interim Unaudited Financial Reports (IUFR). Clear linkages should exist between the books of account and IUFR presented to the Bank;

(e) The expenditures reported as per the quarterly IUFR/ PFMS are in agreement with the audited expenditure/ books of accounts and variances are documented.

(f) Expenditure incurred, with reference to the budget allocation approved by NPIU/MHRD. In case the budget allocation is exceeded, proper re-appropriation duly approved by the competent authority has been obtained.

(g) An assessment of closing advances including staff advances. Present an ageing report of the outstanding advances for more than one year.

(h) The project accounts have been prepared in accordance with consistently applied Accounting Standards issued by the ICAI and present fairly, in all material respects, the financial situation of the project at the year end and of resources and expenditures for the year ended on that date.

(i) Physical verification of the assets created out of project funds, as required under the applicable assurance standards.

(a) An assessment of the compliance of previous audit observations raised, if any. The audit report should include a separate Para in this regard.

**GENERAL:**

The auditor should be given access to all legal documents, correspondence, financial manual, procurement manual, NPIU/MHRD guidelines and any other information associated with the project and deemed necessary by the auditor.

**PROJECT FINANCIAL STATEMENTS:**

The Project Financial Statements should include-

(a) Statement of Sources and Applications of Funds.

(b) Reconciliation of Claims to Total Applications of Funds. The PFS includes reconciliation between expenditure reported as per the Statement of Sources and Applications of Funds and expenditure claimed from the World Bank through Interim Unaudited Financial Reports (IUFR) based method of reimbursement (refer format x).

(c) Other Statements or Schedules such as:

- A statement showing appropriate major heads of expenditure by Project Component/Sub-components
- A summary of cumulative expenditures
- A summary of advances along with ageing

(d) Management Assertion: Management should sign the project financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that project funds have been expended in accordance with the intended purposes as reflected in the financial statements.

**Interim Unaudited Financial Reports (IUFR):**

In addition to the audit of the PFS, the auditor is required to audit all IUFR for withdrawal applications made during the period under audit examination. The auditor should apply such tests as the auditor considers necessary under the circumstances to satisfy the audit objective. In particular, the expenditures should be carefully examined for project eligibility by reference to the credit agreements. Where ineligible expenditures are identified as having been included in withdrawal applications and reimbursed against, these should be separately noted by the auditor. For the fourth quarter disbursement against IUFR, auditors should review the expenditure position before making the claim and provide reconciliation between the expenditure as per IUFR and as per the PFS for the period under audit examination.

**AUDIT REPORT:**

An audit report on the PFS should be prepared in accordance with the Engagement and Quality Control Standards promulgated by the Institute of Chartered Accountants of India (ICAI). Those standards require a clear written expression of opinion on the financial statements taken as a whole. An unqualified opinion indicates the auditor's satisfaction in all material respects with

the matters laid down under the relevant agreement. When a qualified opinion, adverse opinion or disclaimer of opinion is to be given or reservation of opinion on any matter is to be made, the audit report should State the reasons thereof. In addition, the audit opinion paragraph will specify whether, in the auditor's opinion, (a) with respect to Interim Unaudited Financial Reports (IUFR) adequate supporting documentation has been maintained to support claims to the World Bank for reimbursements of expenditures incurred; and (b) except for ineligible expenditures as detailed in the audit observations, if any, appended to the audit report, expenditures are eligible for financing under the Credit Agreement.
The project financial statements and the audit report should be received by the Bank not later than 6 months after the end of the fiscal year. The auditor should also submit two copies of the audited accounts and audit report to the Implementing Agency.

**MANAGEMENT LETTER:**

In addition to the audit report on the project financial statements, the auditor will also prepare a management letter highlighting findings during the audit, which will inter alia include:

i) Comments and observations on the financial management records, systems and controls that were examined during the course of the review;
ii) Deficiencies and areas of weakness in systems and controls and recommendation for their improvement;
iii) Matters that have come to attention during the audit that might have a significant impact on the implementation of the project; and
iv) Any other matters that the auditor considers pertinent to report in relation to the financial management of the project.

The observations in the Management Letter must be accompanied by a suggested recommendation from the Auditor and Management Comments on the observations/ recommendations from the Management.

**MANAGEMENT ASSERTION:**

In addition, the auditor is expected to ensure that a management assertion in the format below is provided in the project financial statements and signed by the management.

"It is certified that the proceeds of the loan provided by the World Bank have been used only for the purposes for which the loan was granted, with due attention to considerations of economy and efficiency and without regard to political or other non-economic influences or considerations"

**UTILIZATION CERTIFICATE:**

The Auditor is further required to provide a certificate giving details of unspent balance brought forward from the previous financial year, funds released during current financial year indicating sanction numbers and amount, funds utilized and unspent balance at the closing of financial year. The format is attached at Annex-XXI (e).

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME [TEQIP]**
**PHASE – III**

## SELECTION CRITERIA FOR INTERNAL AUDITOR/STATUTORY AUDIT

### 1. SELECTION METHOD:

Selection is made following the `Quality and Cost based Selection' [QCBS] as per paragraph 2.1 of the Guidelines: Selection and Employment of Consultants by World Bank Borrower, January 2011. This method uses a competitive process among short-listed firms that takes into account the quality of the proposal and the cost of the services in the selection of the successful firm. The final ranking will be done by applying a weightage of 75 percent and 25 percent respectively to the technical financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each bidder.

The selection process shall include the following steps:

(a) Preparation of the TOR;
(b) Preparation of cost estimate and the budget, and short-listing criteria;
(c) Advertising;
(d) Preparation of the short list of consultants;
(e) Preparation and issuance of the RFP (which should include: the Letter of Invitation (LOI), Instructions to Consultants (ITC), the TOR, and the proposed draft contract);
(f) Receipt of proposals;
(g) Evaluation of technical proposals: consideration of quality;
(h) Public opening of financial proposals;
(i) Evaluation of financial proposal;
(j) Final evaluation of quality and cost; and
(k) Award of the contract to the selected firm.

For this purpose of assessing the proposal, an Evaluation Committee needs to be formed by each SPIU. Evaluation and appointment of the project auditor is done following a two stage process i.e. the Expression of Interest (EoI) stage and the Request for Proposal (RfP) stage. At each stage, the applicant private audit firms are evaluated on pre-determined parameters. In response to the EoI, audit firms may indicate their interest in one or more SPIUs. Separate shortlists will be prepared and evaluation process shall be followed for selecting the auditor therein for each SPIU.

### 2. APPOINTMENT OF AUDITORSs

The auditors will be appointed in accordance with the guidelines for procurement of consultants as contained in the Procurement Manual of the Project. The process of appointment should be completed before the commencement of the FY for which the audit is to be done. The auditors may be appointed initially for a period of two year and then for another year, subject to annual performance review. This will ensure continuity and the auditors will be able to assess the progress over time. However, in case of re-appointment of the same auditor –

ensure compliance with the Procurement Guidelines of the Manual; and

re-confirm that the audit firm continues to satisfy the eligibility criteria as prescribed in the ToR.

## 3. ELIGIBLITY CRITERIA:

SPIU calls for EoIs from PAFs through advertisement. The EoI includes information on the required qualifications and experience of the firm, short listing criteria, and conflict of interest provisions. For any PAF to be considered for appointment as external auditors to audit Bank supported projects, it shall meet the Minimum Eligibility Criteria specified below. Failure to satisfy any of the Minimum Eligibility Criteria renders the firm not eligible for the assignment. The mandatory criterions are:

**Criterion-1:** The firm must be **empaneled with C&AG**, without which the application of the firm would not be considered.

**Criterion-2:** The applicant firm is **Independent of the entity** to be audited.

The audit firm is not the incumbent Internal Auditor of the project or the PIU.

No partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body/Executive Committee/Board of Directors or the Project Director/Managing Director/any Director or any of the senior management (as applicable) of the PIA. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.

Neither the firm nor its Partners or Associates have any interest in the business of the PIU.

From the time of appointment and for one year after (to be counted from the date of issue of final audit report) the Firm ceases to be Auditor, no other assignment of any kind to the PIA/project (including consultancy) will be accepted, either by the firm or by its partners or relatives of partners of the firm or by its associates.

The audit will not be done by a person who was either an employee in the project or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.

**Criterion 3:** The audit firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she

has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or

is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

**Criterion 4:** Firms must qualify following minimum criteria:

| Sl. No. | Particulars* | Minimum Criteria |
|---|---|---|
| **1.** | Number of Full Time Partners associated with the firm for not less than 3 years with at least one being a Fellow CA (As per Certificate of ICAI as on 1.1.2009) | 4 |
| **2.** | Turnover of the firm<br>(Average annual in last three financial yrs.) | Minimum Rs.25 Lakhs |
| **3.** | No. of Years of Firm Existence | 5 Yrs. |
| **4.** | No. of assignments of Statutory Audit of Corporate/PSUs entities except Bank Branch Audit having a turnover of not less than Rs 25 crores in the last 3 years. | 4 |
| **5.** | No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years | 4 |

**Supporting Documents for Eligibility Criterions:** Following supporting documents must be submitted by the firm along with the technical proposal:

i. A self-attested copy of the latest empanelment intimation letter issued by the CAG
ii. A certificate from the firm to the effect that no partner of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner
iii. A Declaration signed by an authorized partner of the audit firm verifying that the applicant is independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit or immediately thereafter for a period of two years);
iv. A self-attested copy of the latest firm constitution certificate issued by the ICAI *(this certificate shall also act as evidence for verifying the Date of Constitution of the firm).* This certificate should not be older than 30 days as on the date of the EoI.
v. A copy of the balance sheet for the last three years.
vi. A copy of the appointment letters from the auditee organizations. Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.

# EVALUATION CRITERIA FOR SELECTION OF AUDITOR

**Evaluation Criteria: Expression of Interest (EOI)**

The Evaluation Criteria for selecting the auditor are mentioned below:

| ***S.No.*** | ***Evaluation Criteria*** | ***Maximum Marks*** |
|---|---|---|
| **1** | Number of Partners<br>(2 marks up to 3 partners,1 for each additional partner) | 10 |
| **2** | Presence of the Firm in Project State | 10 |
| **3** | Number of Professionally Qualified Staff<br>Between 10-25 staff-(5 marks)<br>More than 25 Staff-(10 marks) | 10 |
| **4** | Turnover for the last five years<br>More than 50 lacs and up to 75 Lacs-2 marks for each year<br>More than 75 Lacs-4 marks for each year | 20 |
| **5** | Number of Audit and similar assignments undertaken during last 5 years<br>(5 marks for each assignment, maximum three) | 15 |
| **6** | Number of World Bank Project Audits** undertaken during the last 5 years<br>(5 marks for each assignment, maximum seven assignments) | 35 |
| | **Total Marks** | **100** |

* The audit firms must be empaneled with the C&AG and eligible for major audits
** World Bank audits means any audit conducted by the firm for World Bank clients, and includes both external audit and internal audit.

**Criteria for Selection of Auditors – Request for Proposal (RFP)**

The Evaluation Criteria for selecting the auditor are mentioned below:

| ***S. No.*** | ***Evaluation Criteria*** | ***Maximum Marks*** |
|---|---|---|
| **1** | Number of External Audit / similar assignments undertaken during last 5 years (5 marks for each assignment, maximum of 4 assignment) | 20 |
| **2** | Number of World Bank project Audits*** undertaken during the last 5 years (5 marks for each assignment, maximum six assignments) | 30 |
| **3** | Based On Team proposed | |
| | > Partner | 15 |
| | > Audit Manager | 15 |
| | > Audit Staff | 20 |
| | **Total Marks** | **100** |
| | The individuals shall be rated on the following sub-criteria, as relevant to the task: | |
| | General qualifications: general education and training, length of experience, positions held, time with the firm as staff, experience in developing countries, and so forth; | 20% |
| | Adequacy for the assignment: education, training, and experience in the specific sector, field, subject, and so forth, relevant to the particular assignment; and | 50% |
| | Experience of working on World Bank projects | 15% |
| | Experience of working with Government departments/similar projects | 15% |

* The audit firms must be empaneled with the C&AG and eligible for major audits.

**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME [TEQIP]**
**PHASE – III**

**SPECIFIC INSTRUCTIONS FOR STATUTORY AUDIT OF**
**FINANCIAL STATEMENTS**

1. **Coverage by Auditors**

   To ensure timely completion of audit, auditors should visit each project implementing agency (Institution/SPIU/NPIU) twice a year and, in total, review at least 50% of transactions by value.

2. **Audit Observations**

   a. **Classification of audit observations:** For each of the audit observations, the auditor should classify it either as a Major or a Minor observation. To arrive at the classification, both the amount (quantity) and nature (quality) of misstatements need to be considered.

   b. **Quantification of audit observations:** To the best extent possible, the auditor should quantify the impact of the misstatement, so that implication of the findings can be assessed.

   c. Observations should be as **specific** as possible.

   d. **Management Response**: Management must submit a response to the audit observations listed in the audit report.

3. **Presentation of Financial Statements**

   a. Expenditure in Project Financial Statements may be grouped as per reporting heads in the internal unaudited financial reports (IUFR). This will facilitate reconciliation with the internal unaudited financial reports (IUFR).

   b. Accounting Policies should clearly indicate, inter alia, the basis of recognition of expenditure for various activities i.e. basis and timing of expenditure recognition and nature of documents received to liquidate the advance and record expenditure e.g., Utilization Certificate, Statement of Expenditures or actual vouchers/bills etc.

   c. The audit report shall contain an audited internal unaudited financial reports (IUFR) for the last quarter (quarter ending March 200…., showing cumulative and head wise expenditure for the complete financial year) along with the Audited Statement of Accounts. Further, it should include a reconciliation between these two statements.

4. **Areas needed to be checked by Statutory Auditor**.

The Statutory auditor will look into following points in addtion to the others points connected with the Audit (Statutory audit-yearly)

a) Whether the provisions and rules as per the Financial Management Manual (FMM), Project Appraisal Document (PAD), Project Implementation Plan (PIP) have been implementing properly.

b) Whether the proper books of accounts are maintained.

c) Whether the transactions have been made through PFMS.

d) Whether the management of the advances have been done scrupulously.

e) Reconciliation of IUFR amount with the books of accounts.

f) Whether the payments vouchers are supported by proper documentation.

g) Checking of proper accounting system.

h) Checking of tax deduction etc. and its timely deposit with the Govt. authorities.

i) Whether corrective measure have been taken by entity on the observations made in the internal audit report.

j) To verify preparation of financial statements as per the Financial Management Manual (FMM).

k) Whether the expenditure are as per permissible or non-permissible list provided in the PIP.

l) Whether all the procurement done as per World Bank guidelines.

m) Whether the Audit Committee have been formed by the institute for reviewing the audit observation of the previous year.

n) The advise to institute for controlling audit disallowances.

o) Whether the Accounting Statndards as per the Institute of Chartered Accountants of India (ICAI) have been followed.

Any other point needed to be checked in the fairness of Audit.

## CRITERIO TO BE FOLLOWED BY 1.3 INSTITUTES (For Internal/Statutory Auditor)

The 1.3 Institutes may extend the extend the project Statutory and Internal audit assignments to the Institutes Statutory and Internal auditor's respectively for that year subject to the below listed criterions:

a) Criterion 1: The applicant PAF is **empanelled with the C&AG**[12] in the panel of audit firms eligible for major audits – *Refer to Annexures VIIA and VIIB for the list of major auditors for FY2012-13 as empanelled by C&AG Office.*

b) Criterion 2: The applicant firm is **Independent of the entity** to be audited.

The audit firm is not the incumbent Internal Auditor of the project or the PIA.

No partner of the audit firm or any qualified employee of the firm is related to any member of the Governing Body/Executive Committee/Board of Directors or the Project Director/Managing Director/any Director or any of the senior management (as applicable) of the PIA. Relative would mean husband, wife, brother, or sister or any lineal ascendant or descendant.

Neither the firm nor its Partners or Associates have any interest in the business of the PIA.

From the time of appointment and for one year after (to be counted from the date of issue of final audit report) the Firm ceases to be Auditor, no other assignment of any kind to the PIA/project (including consultancy) will be accepted, either by the firm or by its partners or relatives of partners of the firm or by its associates.

The audit will not be done by a person who was either an employee in the project or a partner/employee of the retiring auditor, unless such person is employed with the firm for at least one year.

c) Criterion 3: The audit firm is not one against which disciplinary orders have been issued by the Public Companies Accounting Oversight Board and these orders are in force. Also, any partner/senior manager of the audit firm is not associated with the audit in any manner if he/she -

has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949; or

is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board.

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12 For quick reference, link to the CAG list 'Firms Qualifying for Major Audit' is : http://cagofindia.delhi.nic.in/caempanel/empstat.asp

**Required supporting documents**:

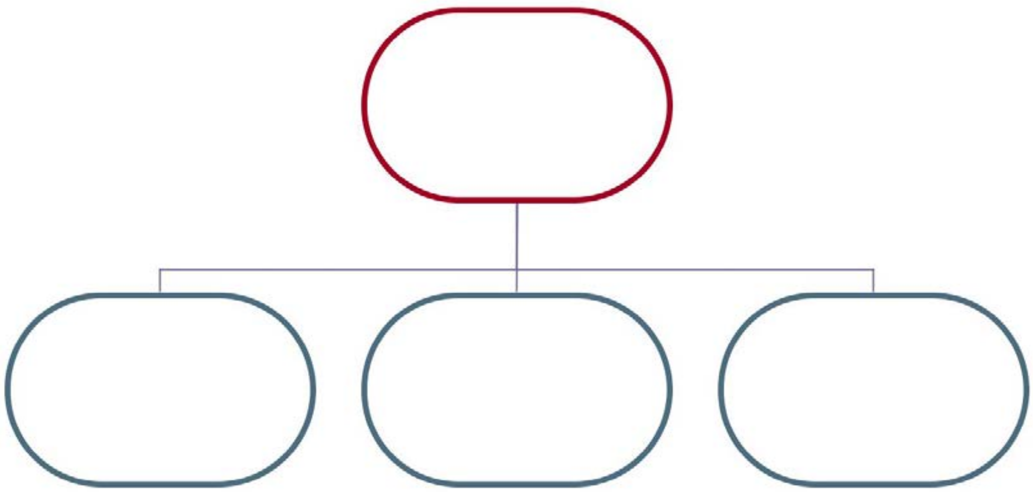
a. A self-attested copy of the latest empanelment intimation letter issued by the CAG containing the Unique Identification Number and the score. The PAF confirms that it is included in the panel for large audits (the panel is posted on the CAG website);

b. A certificate from the firm to the effect that no partner of the firm has been found guilty of professional/other misconduct by the Institute of Chartered Accountants of India under the First or Second Schedule of the Chartered Accountants Act, 1949 or is one against whom disciplinary sanction orders have been passed by the Public Companies Accounting Oversight Board. In case the firm has such partners, the firm provides details of such partners and certifies that they will not be associated with the audit in any manner;

c. A Declaration signed by an authorized partner of the audit firm verifying that the applicant is independent of the entity to be audited that they have no relationship with the entity to be audited (in particular, the auditor should not be employed by, serve as director for, or have any financial or close business relationship with the entity during the period(s) covered by the audit or immediately thereafter for a period of two years);

**Reporting Requirement:** The reports shall be issued following the guidelines as detailed in this Manual.

NPIU shall appoint the Chartered Accountant Firm empaneled with CAG and have the experience of World Bank Audit for the purpose of Consolidation of audit reports. The auditor shall prepare one Consolidated Report for the Audit Reports received from SPIUs (focus states)/1.3 institutions/CFIs and NPIU to be submitted to the World Bank by NPIU.



**Period of appointment:**

Auditors will be hired for one year and their assignment may be extended to another two years based on satisfactory performance.

**Specific Instructions to the Auditor (Appointed for Consolidation):**

b) The auditor is expected to provide the quality opinion on the audit reports received by NPIU from the different entities in the project.

c) The auditor must specify the areas of lacunas observed by him in working of the institutions in financial areas while submitting the Consolidated Audit Report.

d) The auditor shall give his observation on Key Financial Issues and Accounting policies adopted in the project.