

Expression of Interest for Internal Audit of Maharaja Surajmal Group of Institutions

Applications are invited for internal audit of SMES and its Institutes from a firm of Chartered Accountants having minimum of two partners with 5 years of experience. Firm must have an experience of audit of an educational institute. The staff of the firm should be well qualified and efficient in reporting. The firm must be registered with CAG.

Surajmal Memorial Education Society (SMES), is a society registered with Societies Registration Act and having its office at C-4, Janakpuri, New Delhi – 110 058. SMES is running two educational institute at its janakpuri campus in the names Maharaja Surajmal Institute of Technology (MSIT) and Maharaja Surajmal Institute (MSI). MSIT runs B.Tech courses and has around 2200 students. MSI runs bachelor courses of commerce, computers, business administration and education and has around 1800 students. Both these institutes are affiliated with Guru Gobind Singh Indraprastha University (GGSIPU). MSIT is also approved by AICTE. SMES also runs a hostel for students which can accommodate around 240 students in its same campus.

Scope of work

- To check all the vouchers i.e. payment, receipts & journals.
- Bank reconciliation statement must be checked on monthly basis.
- Inter branch reconciliation should be checked and if any deviation is there it should be rectified before finalizing the audit.
- Statutory compliances i.e. TDS, PF, ESI, Service tax, etc. should be properly checked with respect to its due dates and actual payment dates and must report in case of any deviation.
- Fees is received only once in a year and that is in the month of July & August. Extra man days to be spent for these months to properly reconcile the fees.
- Monthly Trial balance to be checked with respect to budget allocated against each head and any deviation should be reported immediately.
- Cash in hand should be physically verified every month.
- Physical verification of moveable assets once in a year.
- Physical verification of fixed assets once in a year.
- Checking of Form 16 & 16A issued to the employees and contractors.

Interested firms may send their profile by post **latest by 25th June 2017** at the following address:

**The Secretary
Surajmal Memorial Education Society
C – 4, Janakpuri
New Delhi – 110 058.**