

Application seeking Expression of Interest for undertaking Internal Audit of the West Bengal University of Technology on yearly basis

Sealed Expressions of Interest are invited from Chartered Accountants Firms for conducting Internal Audit of the University. The Chartered Accountants Firms must be enlisted with the Educational Department, Govt. of West Bengal and must have experience of doing audit of State University System.

They are expected to furnish monthly Internal Audit Report covering:

- 1) Transaction Audit including day to day records of receipts and payments of Financial Transactions.
- 2) Adequacy and effectiveness of Financial and Managerial Control System of the University.
- 3) Suggest measures to rectify weakness identified by the Internal Auditor.

They will also have to take care of the following areas of the University System.

- 1) Preparation of the Bank Reconciliation Statements of all banks.
- 2) Assist in preparation of Final Accounts.
- 3) Assist in conducting audit by Statutory Auditor.
- 4) Assist the University in developing Internal Control Mechanism in different functional areas.
- 5) Review of functional deficiencies and assist in remedial measures.
- 6) Assist in inventory control mechanism of the University.

The Internal Auditor will be reporting to the Finance Officer of the University and expected to deploy suitable staff for undertaking the job on daily basis and should ensure visit of Partner-in-Charge at a regular interval.

Interested Firms are requested to extend EOI to the Finance Officer along with enlistment certificate from Education Department of the West Bengal Govt., proof of doing audit in State Govt. University System, copy of 'Certificate of practice' of the Institute of Chartered Accountants of India.

The sealed EOI should reach the **office of the Finance Officer** positively by **20th July, 2012** at the following address:

**Finance Officer
West Bengal University of Technology
BF – 142, Sector – I, Salt Lake,
Kolkata – 700 064**