

# CITY COLLEGE

102/1 RAJA RAMMOHAN SARANI, KOLKATA 700009

Email: [principal.citycollege@gmail.com](mailto:principal.citycollege@gmail.com)

Date: 07.11.2018

## NOTICE FOR APPOINTMENT OF INTERNAL AUDITOR

The Principal of the City College through this advertisement invites **Expressions of Interest** from eligible C.A/ Registered Audit Firms for the appointment of Internal Auditor of the college

The eligible firms are requested to send their Expressions of Interest in the sealed envelope superscribing the "Expression of Interest - Internal Auditor" so as to reach to the College address on or before 06.12.2018

The Expressions of Interest must include: A detailed profile of the proprietor/firm

### **The Nature and the scope of work**

1. The Internal auditor will report to the management about the financial status of the college from time to time to minimize loss of revenue. Increase transparency, detect /prevent mismanagement, financial or otherwise, for the betterment of the college
2. To check the accounting practices prevailing in the organization. Suggesting and assisting management in laying down policies, procedures and practices and its documentation thereof in Designing and recommending control measures in respect of the gap(s) in the existing system
3. Verification of Budget and Budgetary control procedures
4. To check the purchase procedures as required by the law and prudence,
5. To check the disbursement of all pays and allowances to all the employees
6. To check the advances to all the employees and vendors and their settlements
7. To check authenticity of all the cash payments

The above points are only indicative The Internal auditors may device/ carry additional areas of inspection and examination of the documents/ areas of operation for efficient application of resources and adherence to Accounting Standards applicable to Aided colleges Standards on Internal Audit, And such other areas as may be requested by the management of the college from time to time.

*Sital Prasad Chatterjee*  
(Principal) 07.11.18  
Principal  
City College, Kolkata-9