



CITY COLLEGE

Affiliated to the University of Calcutta
102/1, Raja Rammohan Sarani, Kolkata – 700009
Phone: 033 2350 1565, Office: 033 2360 7463
E-mail: principal.citycollege@gmail.com
Website: www.citycollegekolkata.org
GST No. : 19CALC00619D1DE

Ref No... 75A/Misc.

Date: 30.05.2023

Invitation of Quotation for acting as INTERNAL AUDITOR of City College for the Financial Years 2020-21, 2021-22 and 2022-23

The Principal of City College, Kolkata - 09 through this advertisement invites Expressions of Interest from eligible C.A/ Registered Audit Firms for the appointment of Internal Auditor of City College for the Financial Years 2020-21, 2021-22 and 2022-23. The eligible CA/ Audit firms are requested to send/submit their Expressions of Interest in the sealed envelope super-scripting "Expression of Interest - Internal Auditor (Ref No. 75A/Misc.)" to the Principal's office/College address on or before 07.06.2023. 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 regarding financial status of the College 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 paid 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 adherence resources and 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.

Silaprasad Chattopadhyay

Principal 30.05.2023
City College
Kolkata - 09



Principal
CITY COLLEGE
KOL-9