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**Government of West Bengal  
Department of Environment**

**East Kolkata Wetlands Management Authority**

Pranisampad Bhaban, 5th Floor, LB - 2, Sector - III, Salt Lake, Kolkata – 700106  
Ph.: 91-33-2335 3003, Fax: 91-33-2335 6403, Email: [ctoekwma@gmail.com](mailto:ctoekwma@gmail.com)

No.: 623/NIQ/EKWMA/2024-25

Date : 04/10/2024

**NOTICE INVITING QUOTATION**

Quotations are invited from C&AG empanelled Chartered Accountants or Chartered Accountants firms, having experience in conducting audit of accounts in Government Departments/ Government Undertaking/ Statutory Autonomous Bodies, for appointment of Internal Auditor of East Kolkata Wetlands Management Authority (EKWMA) for the financial year 2022-2023.

**1.0 SCOPE OF WORK:**

To conduct internal audit on the annual accounts of the EKWMA for the financial year 2022-2023 and submits Audit Report thereon. The details of scope of work are given below:-

- To check Grant Register and verify all records of the grants received from State Govt. and Central Govt. and its utilization.
- To verify the Fixed Assets Register for the Capital items and the Stock Register for all the items in general including capital items and consumables.
- To verify the order for the financial assistance sanctioned to the different authorities and their utilization.
- To verify the Fixed Assets Schedule and determine the rate of depreciation.
- To reconcile all previous year discrepancies (in compliance of C & AG guidelines in the Audit Para for the previous Financial Year and pass the necessary journal entries in the account with suitable explanation.
- To calculate Sweep Interest (including Accrued Interest) and TDS amount deducted from various Sweep Account.
- To verify Income & Expenditure Account, Balance Sheet, Receipts & Payments Accounts and related schedules according to the significant Accounting Policies and norms.
- At the submission of Audit Report the Report shall comprised of :-
  - disclosure of significant accounting policies,
  - disclosure of contingent liabilities and notes on accounts,
  - necessary measures taken on CAG Report of previous year,
  - necessary disclosure for Accounting Standard, if required applicable in India,
  - necessary disclosure for Statutory payments (i.e. EPF, Profession Tax, TDS, etc.).
- During the audit work, if any necessity arises within the ambit of the auditor, the auditor shall attend the same.

**2.0 AUDIT PERIOD & DURATION:**

Audit period: 01/04/2022 to 31/03/2023

Duration of Audit: 30 working days within the working hours of the EKWMA.



3.0 AUDIT TEAM:

The Internal Audit Team should comprise of at least one Chartered Accountant and two assistants having experience of internal audit of statutory body.

4.0 ANNUAL ACCOUNTS AND AUDIT REPORT:

The Annual Accounts and audit report (in 4 copies) for above mentioned period should be submitted within 7 days from the date of completion of Audit.

5.0 TERMS OF PAYMENT:

The Audit fee will be paid by NEFT / Account payee cheque on receipt of audit report and submission of bill in duplicate. The payment will be paid within 15 days from the date of receipt of bill.

6.0 TERMINATION:

EKWMA will be at liberty to terminate the assignment of Internal Auditor by giving notice in writing on the ground of delay or substandard work or non-complying of specified job mentioned in scope of work and no Audit fees will be paid in that case.

In case of any dispute, the decision of Member Secretary, East Kolkata Wetlands Management Authority will be the final.

The quotation along with CA profiles should reach this office by 30/10/2024 (within 4PM) in a sealed envelope super scribing as "Quotation for appointment of Internal Auditor of East Kolkata Wetlands Management Authority for the financial year 2022-2023" and addressing to The Chief Technical Officer, East Kolkata Wetlands Management Authority, 5<sup>th</sup> Floor, Pranisampad Bhawan, LB-2, Sector-III, Salt Lake, Kolkata – 700106.


  
Chief Technical Officer, EKWMA

No.: 623/1(1)/NIQ/EKWMA/2024-25

Date: 04/10/2024

Copy forwarded with a request for displaying in the Environment Dept. Website and office Notice Board to:

- 1) The Deputy Secretary, Department of Environment, Govt. of West Bengal, Pranisampad Bhawan (5th floor), LB-2, Sector-III, Salt Lake, Kolkata-700106.


  
Chief Technical Officer, EKWMA

No.: 623/2(2)/NIQ/EKWMA/2024-25

Date: 04/10/2024

Copy forwarded for information to:

1. The PS to the Hon'ble MoS(IC), Department of Environment, Govt. of West Bengal
2. The PS to the Principal Secretary, Department of Environment, Govt. of West Bengal

  
Chief Technical Officer, EKWMA