

Jharkhand State Electricity Regulatory Commission, Ranchi.

2nd Floor, RajendraJawanBhawan cum Sainik Market, Main Road, Ranchi, Jharkhand
Tel- 0651-2330838, Email – info@jserc.org, Website – www.jserc.org

<p>Notice inviting for empanelment Chartered Account Firm interested in conducting Internal Audit of JSERC</p>

JSERC is an autonomous quasi-judicial body established under the Electricity Act, 2003. The Commission wants to appoint a Chartered Accountant firm having at least two partners, preferably empanelled with CAG – New Delhi, based at Ranchi with ten years standing to conduct Internal Audit of Books of Account on a quarterly basis. Interested firm should apply with detailed Bio-Data, charges/fee required, etc. in a sealed cover to the Commission latest by 25th August 2015 till 03:00 P.M. For details please refer to JSERC website www.jserc.org.

Sd/-
(A.K. Mehta)
Secretary

JHARKHAND STATE ELECTRICITY REGULATORY COMMISSION (JSERC)

RajendraJawanBhawan-cum-Sainik Market
2nd Floor, Main Road, Ranchi – 834 001.

No. JSERC/236/327

Date: 07.08.2015.

APPOINTMENT OF INTERNAL AUDITORS

JSERC is an autonomous quasi-judicial body established under the Electricity Act, 2003. The Commission wants to appoint a Chartered Accountant firm having at least two partners, preferably empanelled with CAG – New Delhi, based at Ranchi with ten years standing to conduct internal Audit of Books of Account on a quarterly basis. Interested firm should apply with detailed Bio-Data, charges/fee required, etc. in sealed cover to the Commission latest by 25th August 2015 till 03:00 P.M. For details please refer to JSERC website www.jserc.org

Sd/-
(A.K Mehta)
Secretary

SCOPE OF WORK

The SCOPE of WORK shall include preparation & certification of annual accounts including balance sheet of JSERC in approved format for financial year 2013-14, 2014-15, carrying out physical verification of assets etc. as outlined below:

- 1 To carry out internal audit and report on quarterly basis, the internal auditor should start the work within ten days of each quarter-ending and submit the report within a fortnight. He will also formulate system and procedure, where required so that mistakes are minimized and proper accounts are maintained.
- 2 Preparation and certification of annual account statements including receipt & payment account by April end of next financial year. He will be required to ensure that the books of accounts are maintained duly updated along with the supporting vouchers. All the financial transactions will be thoroughly checked and the recording of their effect properly ensured. Checking of all major payments, tenders and their administrative & financial approval.
- 3 Preparation of bank reconciliation statement of the bank account and passing adjustment entries. Settlement of all old items reflected.
- 4 Checking of maintenance of records relating to fixed assets.
- 5 Calculation of depreciation at year end.
- 6 Deduction of income tax at sources and its timely remittance to appropriate authorities.
- 7 Checking of pay bill. Accounting adjustment and closing of permanent & Temporary Imprests.

The Internal Auditors while conducting internal audit will also ensure that in accounts and in related accounting records all the required procedures have been complied with, in accordance with applicable accounting standards and the comments of A.G. Jharkhand.

The Internal auditors are required to include following format in their report:

- a) The following records could not have been referred by the Auditors (List of records with the reason e.g non production/non availability)

- b) Irregularities noticed in (A) Establishment matters (B) Receipts and (C) Payments (Point wise irregularities may be furnished under following broad category)

- (i) Financial Irregularities.

- (ii) Persistent Irregularities

- (ii) Procedural Irregularities

Sd/-
(A.K. Mehta)
Secretary

**REQUIREMENT FROM A CHARTERED ACCOUNTANT FIRM INTERESTED IN
CONDUCTING INTERNAL AUDIT OF JSERC**

Jharkhand State Electricity Regulatory Commission (JSERC), with its office at 2nd Floor, Rajendra Jawan Bhawan-cum-Sainik Market, Main Road, Ranchi is an autonomous, quasi-judicial body corporate established under the Electricity Act 2003. The Commission desires to engage a reputed Chartered Accountant firm as internal auditor for the financial year 2013-14 & 2014-15 to carry out internal audit on quarterly basis. Firms who fulfill the following criteria need only apply:

- The firm must be at least 10 years old with headquarters/branch at Ranchi.
- The firm should have served as internal auditors during past four years in at least 3 Govt/Semi-Govt undertaking or authority.
- The firm should have at least 2 Partners.
- The audit of JSERC should be conducted under supervision of a qualified CA.
- The firm empanelled with CAG, New Delhi may be given preference.

The Commission invites offers from firms, who fulfill the above criteria, in two sealed envelopes. The envelop marked as “Profile” must contain brief profile of the firm giving the following details clearly: (a) Name of the firm (b) CAG Empanelment No. (c) ICAI Registration No. (d) Year of Incorporation of the firm. (e) List of partners and staff with brief details (f) Documentary evidence in support of (a) to (e) to be attached.

The envelop marked as “Price Bid” must contain price bid in the following format.

Sl.No.	Details	Amount in Rs.
1.	Lump sum price inclusive of all taxes, duties etc. for carrying out internal audit for JSERC as per scope of work and given terms and conditions. Signature with seal of the firm	Rs. _____ only. (In Words.....)

Payment will be made on successful completion of the work as defined in the Scope of work at Annexure-1 and above terms & Conditions.

The sealed offers, containing both sealed envelop, addressed to The Secretary, JSERC must reach JSERC office latest by 25th August 2015 till 03:00 P.M. and will be opened at 04:00 P.M. on the same day.

The Secretary, JSERC, reserves the right to reject any or all offers without assigning any reason thereof.

Sd/-
(A.K. Mehta)
Secretary