

Invitation for Expression of Interest (EOI) for appointment of Statutory Auditors of NILP scheme Accounts of TNSLMA and its Implementing Agencies for the year 2023-24

Tamilnadu State Literacy Mission (hereafter "TNSLMA") the Nodal Agency of Directorate of Non-Formal & Adult Education (hereinafter as DNFAE) is a Society registered under the Societies Act, 1860. DNFAE is the State Level Implementing Agency for the Adult Literacy schemes which are being implemented by the Government(s) is situated in the Perasiriyar Anbalaganar Educational Campus (erstwhile DPI campus) College Road, Nungambakkam

On behalf of the TNSLMA the Director, DNFAE being the Member Secretary, invites Expression(s) of Interest from firms of Chartered Accountants for empanelment for appointment as Statutory Auditors for auditing the accounts of the **New India Literacy Programme (NILP)** of the Financial Year **2023-24 with the project outlay of Rs. 8,28,88,000/- (Eight Crore Twenty eight lakh eighty eight thousand only)** which is a Centrally Sponsored Scheme (CSS) with the fund sharing pattern of **60:40 respectively by the Government of India and the State of Tamilnadu**. The appointment of Statutory Auditors for auditing the accounts of the NILP scheme is further extendable for another **TWO** years on yearly renewable basis based on performance and as prescribed by the guidelines issued by the State/Union/CAG from time to time. Extension is subject to the satisfactory performance and desired output and discretion of which vests with the Director, DNFAE.

The fee payable for the services rendered for the financial year 2023-24 shall be as decided and for the subsequent years may be enhanced based on work volume and performance.

To be eligible, the firm should have its Head office in **Chennai** and possess experience **in the audit of accounts environment in the Single Nodal Account (SNA) integrated with PFMS and bank's CSS portal** and commensurate experience in carrying out Statutory Audit/Internal Audit of Government/Listed Companies, Autonomous body, Academic Institutions, etc.

Completed EoI in **hard copies** with all enclosures may be reached to this office on or before the date prescribed below. Besides which, however, signed and scanned copies may be e-mailed to dnfae.tn16@gmail.com. Interested and eligible firms may submit their data/details/documents latest by **06.05.24**.

The interested Chartered Accountant's Firms are required to enclose photocopies of the following documents (self-attested):

- a. Membership certificate of practice;
- b. PAN Card;
- c. Latest IT return filed by firm;
- d. Latest IT returns of Partners;
- e. Service Tax registration certificate;
- f. Document in support of financial turnover of the firm;
- g. Undertaking to be furnished by the Firm that there are no legal suit/criminal cases pending against Firms and its partners or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.

All entries in the Application form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

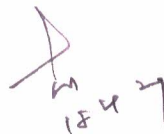
The **Director, DNFAE** reserves the right to annul any or all applications without assigning any reason.

Annexures:

1. Annex-A,B & C
2. Undertaking Format
3. Scope of work & TOR.


Director,
18/4/24


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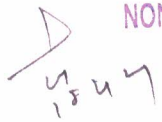

18/4/24

**APPLICATION Details of Chartered Accountant firm for the
Statutory Audit of NILP Accounts of the TNSLMA for the financial year 2023-24:**

Sl. No	Particulars	Details
1.	Name of the firm	
2.	Address of the Registered/Head Office	
3.	Telephone no. and E-mail address	
4.	ICAI Registration No. with Region Name and Code No.	
5.	Date of constitution of the firm 6 PAN No. of the firm	
6.	Date since when the firm has a full time FCA	
7.	Number of Full-Time Partners as on 1-4-2024(Details to be provided in "AnnexA")	
8.	Number of Part time Partners if any, as on 1-4-2024	
9.	Number of Full Time Chartered Accountant Employees as on 1-4-2024	
10.	Number of Branches (Details to be provided separately)	
11.	Whether the firm is engaged in any Statutory/Internal/Concurrent Audit and other accounting work of any Govt. If yes, a list of which may be attached	
12.	Turnover of the Firm (last 3 years)	
13	Whether the firm has been engaged by any of the offices of the school Education dept. (if yes, please state name of the office & scheme)	

(Signature of Authorized Person with Seal of the Firm)


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(On Firm's Letter Head)
Annex-A
Details of Full Time & Part time Partners of the Firm

Sl. No	Name of the Partner	Membership No.	Whether FCA / ACA	Date of joining the firm (full time)	Station & Region where residing at present

(Signature of Authorized Person with Seal of the Firm)

Place:
Date:


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(On Firm's Letter Head)
Annex-B
AUDIT FEES


Sl. No	Unit	No. of units	Rate per account	Aggregate Value	Remarks if any
1	State Account	1			
2	38 District Level Accounts	38			
3	410 District Level Accounts	410			
		Total			

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:


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(On Firm's Letter Head)

Annex- C

Details of Statutory/Internal Audit Work / Any Other Accounting Work of Govt./Listed Companies, Autonomous body, Academic Institutions, etc. in hand with the firm/undertaken in the last five year as on 31-3-2024.

Name of Client		Type of Audits (Please mention)		
Government Schemes		Statutory	Tax	Internal/other
1.				
2.				
3.				
4.				
Co-operative Societies				
Companies/PSU				

(Signature of Authorized Person with Seal of the Firm)

Place:

Date:


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(On Firm's Letter Head)


Undertaking I/We the following partners of M/s. _____, Chartered Accountants do hereby jointly and severally verify and declare – (i) that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under; (ii) that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details); (iii) that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountant Act, 1949; (iv) that the constitution of the firm as on 1st April of the relevant year shown is same as that in the constitution certificate issued by the ICAI.

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

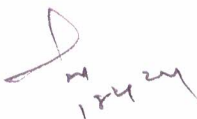
(Signature of Authorized Person with Seal of the Firm)

Place:

Date:


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18/4/24

**SCOPE OF WORK FOR THE STATUTORY AUDITOR OF
NILP scheme Accounts of TNSLMA/DNFAE**
**TERMS OF REFERENCE FOR APPOINTMENT OF A STATUTORY AUDITOR FOR
THE AUDIT OF NILP scheme Accounts of TNSLMA/DNFAE**
FOR THE FINANCIAL YEAR 2023-24.

BACKGROUND

Tamilnadu State Literacy Mission (hereafter "TNSLMA") the Nodal Agency of Directorate of Non-Formal & Adult Education (hereinafter as DNFAE) is a Society registered under the Societies Act, 1860. DNFAE is the State Level Implementing Agency for the schemes which are being implemented by the Government(s) for providing Basic Literacy Education for the illiterates above the age of 15. New India Literacy Programme (NILP) is one such scheme for a plan period of five years from the year 2022-27. The scheme related documents and Guidelines of the scheme are readily available in the GoI Ministry of Education portal. (link: https://dsel.education.gov.in/sites/default/files/2023-01/Draft_Guidelines_of_NILP.pdf)

OBJECTIVES

The objectives of the statutory audit for the financial year 2023-24 is to seek a professional opinion on the financial statement of **NILP** scheme implemented for the financial year 2023-24 and to ensure that funds received and expenditure incurred are in accordance with the laid down financial regulations, prescribed Procurement procedures, and other orders issued from time to time as well as to ensure proper maintenance of books of accounts and other relevant documents at all levels.

Scope

The Statutory Audit will be carried out in accordance with the Generally Accepted Auditing Principles and will include tests and controls, as the auditors feel necessary under the circumstances.

Environment :

NILP scheme is being implemented in all 38 Districts of the State and all Blocks and through 28628 centres spread across the State.

However, under the **State Level SNA account there are 38 District Level Accounts and 410 (operational) Block Level Accounts as Implementing Agencies (IA)**. As such, 449 accounts are to be audited.

All the Accounts are interlinked to the PFMS accounting system of Govt of India and with the CSS portal of the banker. Currently, Canara Bank is providing the service to the DNFAE and 449 Banking accounts are being operated.

Fund transaction mechanism being followed at TNSLMA and its IAs are in the SNA 01 mode of accounting through External Agency (being a Banker).

All 449 units are provided with Maker & Checker login in the CSS portal of the Canara Bank for transacting and making payments to the vendors and payments are settled to the Bank accounts by RTGS/NEFT/NPCI.

For the purpose of auditing of the scheme accounts, the place of auditing for the State will be at the State Directorate Office at Perasiriyar Anbalaganar Educational Campus (erstwhile DPI campus) College Road, Nungambakkam. Whereas, the **place of auditing of the accounts of both the District and Block level accounts will be at the respective Chief Educational Officer (CEO) office of the Districts concerned.**

The major areas to be covered are as under:-

1. Statutory Audit to cover the areas ensuring that,

- (a) Transactions are recorded as per principles of Generally Accepted Accounting Principles and are booked to proper accounting heads.
- (b) Utilization of funds is in accordance with guidelines of the scheme and other governing rules of the State Government.
- (c) Funds are utilized for purposes for which they are provided.
- (d) Goods and services have been procured in compliance with the state rules.
- (e) Transactions are duly supported by proper supporting documents.
- (f) Propriety of the transactions.
- (g) Checking the maintenance of books of accounts and records.
- (h) Checking the bank reconciliation statements.
- (i) Checking component wise, category-wise and account head wise expenditures.
- (j) Checking unnecessary parking of funds /undue benefiting by vendors..
- (k) Checking of various taxes/statutory compliance.
- (l) Verification of interest received.
- (m) To check all statutory records registers including Minute Books and to see that accounting effects of all the decisions taken at General Meeting/EC Meeting /Audit Committee Meeting are given in the Books of Account.
- (n) To give an executive summary incorporating all points/matters; which are of very important nature.

2. Financial Books

- (a) Verification of Bank Pass Book/statement, Vouching of Imprest Cash.
- (b) Scrutiny of General Ledger, Staff Advance Registers, Commenting on loan outstanding entries, etc.
- (c) Verification of cash, uncashed /Failed Transaction as on 31st of March every year.
- (d) Verification of all computer vouchers and sheets ensure correct coding and accounting head.
- (e) Scrutiny of general ledger and Verification of Income and Expenditure Statement, and Balance sheet and other Schedules.
- (f) Verification of GST & IT TDS, etc., and verification of submission of various returns to the competent authority in time.
- (g) Verification of all financial information completely, promptly and after the necessary authorisation was recorded.

3. Comprehensive audit

The areas covered by comprehensive audit may cover comparison of the results shown in the current period financial statements with prior period budgets and orders thereon.

4. Accounting policy & standard

- (a) To review and help the management in implementing proper accounting procedures, internal check control and computerized systems.
- (b) Review of Accounts.
- (c) Check all recorded entries comply with accounting standards.

5. System Improvement

The selected Auditor(s) will report any lacuna noticed in the existing procedures and suggest improvement. Any duplication of work noticed or work or unnecessary data noticed will be highlighted and reported.

6. The Chartered Accountant firm so appointed would be required to give:-

- (a) Audit Certificates and issue any other certificate as may be required by the society from time to time without any additional fee to be paid by the society.
- (b) Statements in the form of Income & Expenditure Statement , Receipts and Payments, Notes of Accounts, Balance sheet, Reconciliation of Accounts and Utilisation Certificate as prescribed by the Govt of India/State of Tamilnadu. The responsibilities of the audit also include reporting on the adequacy of statements.

7. Liaison

The selected Auditor(s) will liaise with the Management for the periodical meetings to review the progress of the work and to ensure requirements are fully met.

8. To suggest the measures for cost control and effective management of accounting.

9. The Chartered Accountant firm so appointed would be required to look into the compliance of previous audit objections raised (if any) and have to verify or comment on the supporting documents/ vouchers submitted at latter stage, to settle the audit qualifications in the Statutory Audit report of this assignment.

10. Reporting

After finalization of Audit, the Statutory Auditors shall submit Audit Report on the Accounts Audited.

GENERAL: Auditors would be given access to all Books of Accounts, Procurement documents, Legal documents, Sanction letters of DNFAE/CEO/Block Level , and all other documents and information which they think necessary for the purpose of audit. The auditors may make specific observations with respect to the efficiency of financial procedure, the accounting system in general.

Audit Fees:

The payment of audit fees shall be made in Indian Rupees through ECS to the Firm's Bank account. The fees shall be inclusive of out of pocket expenses. No TA/ DA or out of pocket expenses shall be paid. However, the fees shall be exclusive of GST and shall be paid on submission of final audit report.

Scope of Work & Period of Audit:

As per statutory norms, the audit report shall be submitted on or before **30th of June 2024** for FY 2023-24.

Time Period for engagement:

Audit firm will be appointed/renewed for the Financial Year 2024-25 subject to the performance and discretion. The selected audit firm may be re- appointed as per Guidelines of Gol & State which is in force at the time of consideration on annual basis depending upon their satisfactory performance of the firm in the previous year and on approval of the competent authority.

Director, DNFAE

DIRECTOR

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