



U. C. Das  
Registrar

# भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

## Indian Institute of Technology Guwahati

Guwahati-781 039, Assam  
Phone: +91-361-2583000  
Direct: +91-361- 2690761  
2582016  
Fax: +91-361- 2690762

To,

M/s S. K. Patodia & Associates  
1<sup>st</sup> Floor, Sugar BizPlex,  
Near Nikkon Showroom,  
Bora Service, Ulubari,  
Guwahati - 781007

• Ref. : IITG/F&A/IA/2017-18/231

• Date: 03-11-2017

Sub: Extension of Work Order for "Internal Audit of IIT Guwahati for the Financial Year 2017-18"

Ref : Our earlier Work Oder Ref.; No. IITG/F&A/IA/2017-18/39, dated 01.06.2017

Sir,

With reference to the above, this is to inform you that the Institute is pleased to extend the work for "Internal Audit of IIT Guwahati for the Financial Year 2017-18" under the following modified terms & conditions:

### 1. Scope of work

Sl. No.	Scope Area	Detailed Scope
1.	Revenue (Academic, Research sponsorship, Contributions and Grants.	<ul style="list-style-type: none"><li>• Fees charging and collection, issue of fees receipt and deposition in bank</li><li>• Control over revenue accounting, deferment and its accuracy</li><li>• Review of Grants and Contribution receipt and utilization</li><li>• Fees waivers and deferrals</li><li>• Review of income from research sponsorships</li><li>• Review of interest and other income (if any)</li><li>• Follow up for pending fees and late payment charges thereof</li></ul>
2.	Procurement and Inventory	<ul style="list-style-type: none"><li>• Procurement planning and savings</li><li>• Authority Matrix</li><li>• Vendor selection and appraisal process</li><li>• Vendor Master management</li><li>• PO regularization</li><li>• Receipt management of stock assets</li><li>• Physical verification of stock</li><li>• Review of process for control over assets and stock by the administration.</li></ul>



Sl. No.	Scope Area	Detailed Scope
3.	Statutory Compliances	<ul style="list-style-type: none"> <li>• Review of computation of dues and filling of returns and remittance for statutory dues such as:</li> <li>• Income tax</li> <li>• VAT</li> <li>• Professional tax</li> <li>• Service tax</li> <li>• Contract Labour Laws</li> <li>• Any other applicable laws</li> </ul>
4.	Finance and Accounts	<ul style="list-style-type: none"> <li>• Review of Accounts payable and receivable</li> <li>• Cash and bank management</li> <li>• Book closure procedures</li> <li>• Review of Capital Expenditure</li> <li>• Expense scrutiny</li> <li>• Verification of all accounting entries of the Financial Year 2017-18</li> </ul>
5.	Payroll	<ul style="list-style-type: none"> <li>• Employees Payroll, disbursement and deductions and ensure they are authorized by competent authority</li> <li>• Review of policies and guidelines</li> <li>• Review of Loans, Travel advances and Full &amp; Final settlement</li> <li>• Roles &amp; Responsibility matrix</li> </ul>
6.	Operational Activities	<ul style="list-style-type: none"> <li>• Repairs and Maintenance expenses</li> <li>• Facility administration: Canteen, Library and Guest house</li> <li>• Hostel facility management</li> <li>• Housekeeping</li> <li>• Safety and security process and controls</li> <li>• Outsourcing Contracts</li> </ul>
7.	IT Controls	<ul style="list-style-type: none"> <li>• Review of Information Technology general controls</li> <li>• Logical access procedures</li> <li>• Antivirus and Backups.</li> <li>• Asset Management</li> </ul>

Firm shall ensure below mentioned points in terms of above review areas:

- Identify internal control deficiencies of above activities and provide recommendation for improving these operations.
- Report risk management issue and provide recommendation
- Suggestion of improvement of the existing system of accounting/internal control and management information system from time to time.
- Review of compliance on the previous Internal Audit observations.

## 2. Schedule of Audit:

Internal Audit is to be commenced on a regular basis. Prior to commencement of Audit for any quarter, a detailed audit programme must be prepared in consultation with the Registrar and Joint Registrar (F&A). The observation of audit shall be discussed with concerned officials of the Institute before issuance of draft report. A draft quarterly report of the Internal Audit shall be submitted to the management for discussion within seven days from the date of completion of quarterly audit. After discussion, a final report shall be submitted to the Institute within seven days. The Auditor shall present the final audit report before the Finance Committee as and when it is scheduled.





The Schedule of Audit for the FY 2017-18 is as follow:

Quarters	Period of Conducting Audit	Date of submission of Draft Report	Date of submission of Final Report
1 <sup>st</sup> Quarter	10.11.2017 to 08.12.2017	15.12.2017	22.12.2017
2 <sup>nd</sup> Quarter			
3 <sup>rd</sup> Quarter	01.01.2018 to 19.01.2018	26.01.2018	05.02.2018
4 <sup>th</sup> Quarter	20.03.2018 to 16.04.2018	23.04.2018	30.04.2018

### 3. Resource Deployment :

The Audit team should comprise at least four members out of which one should be a Partner of the firm and one should be an experienced Chartered Accountant. You are required to provide the name and profile of the Audit Team to the Institute before commencement of the Audit. Continuity of the same Audit team must be maintained.

### 4. FEES:

The fees for the Internal Audit for the Financial Year 2017-18 will be ₹1,50,000/-. GST will be paid extra as per the applicable rates.

### 5. PAYMENT TERMS:

The payment will be released after receipt of the complete report and approval of the Competent Authority.

### 6. Support and Inputs to the Firm :

The Institute shall provide adequate office space to the Firm to perform its services. In terms of hardware, the Institute will provide computers and printers to the Firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the scope of work.

### 7. Others :


- In case of any dispute arises out of the assignment, the decision of the Director, IIT Guwahati shall be final and binding on both the parties.
- The Institute reserves the right to amend, modify and alter all or any of the terms & conditions of this award letter appropriately.
- For clarification if any, the matter may be addressed to the Registrar, IIT Guwahati, Guwahati – 781 039.

### 8. Acceptance :

Your letter of acceptance may be conveyed within a period of 7 days from the date of issue of this letter, failing which it will be construed that you are not interested to take up the audit assignment. You are also requested to submit the Audit schedule and details of the Audit Team along with the acceptance letter.

Thanking you

Yours sincerely,

  
(U. C. Das)  
Registrar

