

Standard Evaluation Sheet for Evaluation of the Technical Bids of the Monthly Concurrent Auditors (CA Firms) at State & District Health Societies

Criteria	Remarks	Max. Marks	Marks Obtained
1. No. of partners -- PCA/ACA		10	
2. Years of experience- Partner A + Partner B + Partner C + Partner D +		10	
3. Years of Partners association with the firm Partner A + Partner B + Partner C + Partner D +		10	
4. No. of Staff --			
i. Qualified		10	
ii. Semi Qualified		5	
iii. Others		5	
5. Nature of experience (giving Turnover/Project Cost/ Years of experience of the entities/projects audited)			
i. RCH audit		5	
ii. Govt. Social Sector Audit		15	
iii. Other Social Sector Audit		10	
6. No. of Branches		10	
7. Total turnover of the firm in last three years		10	
Total		100	
<p>Note: 1. In the Invitation Letter, CA Firms will be asked to give details of all these criteria while applying.</p> <p>2. CA firms will also provide their latest Certificate of Firm Constitution as on 1st January of the current year issued by ICAI and their latest Income Tax Return duly acknowledge by IT Department. Firms not able to provide these two documents will not be considered.</p> <p>3. Each member of the evaluation committee will fill up this form separately.</p> <p>4. Total marks given by all the members will be totalled and the Audit work will be awarded to the firm obtaining the maximum marks.</p>			
Name of the Member:		Signature with date:	

A

Expression of Interest for short listing Chartered Accountant Firms for the monthly concurrent Audit of the accounts of the State Health and Family Welfare Society

Status of the Firm Partnership Sole Proprietorship

1. (a) Name of the firm (in Capital letters) _____

(b) Address of the Head Office _____

(Please also give telephone no. _____

and e-mail address) _____

(c) PAN No. of the firm _____

2. ICAI Registration No. _____ Region Name _____
Region Code No. _____

3. (a) Date of constitution of the firm: _____

(b) Date since when the firms has a full time FCA _____

3. Full-time Partners/Sole Proprietor of the firm as on 1st January 2016

Sl. No	Years of Continuous association with the firm	Number of FCA	Number of ACA
(a)	Less than one year		
(b)	1 year or more but less than 5 years		
(c)	5 year or more but less than 10 years		
(d)	10 year or more but less than 15 years		
(e)	15 year or more		

(Please attach the copy of Firm's Constitution Certificate issued by ICAI as on 01.01.2016)

4. Number of Part time Partners if any, as on 01.01.2016 _____

5. Number of Full time Chartered Accountants as on 01.01.2016 _____

6. Number of audit staff employed full-time with the firm _____

(a) Articles/Audit Clerks _____

(b) Other Audit Staff (with knowledge of book keeping and accountancy) _____

(c) Other Professional Staff (Please specify) _____

7. Number of Branches if any (Please mention Places & locations): _____

8. Whether the firm has conducted statutory / internal audit in institutions/societies under Kerala Health Services Department and if so provide complete details (attach separate sheet if space is insufficient)
9. Whether the firm is implementing quality control Policies and procedures designed to ensure That all audit are conducted in accordance with Statements on **Standard Auditing Practices**. (If yes, a brief note on the procedure adopted is to be enclosed) Yes/No
10. Whether there are any court/arbitration/any Other legal case against the firm (If yes, give a brief note of the case indicating its percent status) Yes/No
11. Total Turnover of the firm during the last two years (The latest Income Tax Return duly acknowledged by IT department should be enclosed)
12. Please indicate below any specific conditions that is essential for you to be agreeable to take up the work:
 - a.
 - b.
 - c.

Undertaking

I/We do hereby declare that the above mentioned informations are true & correct and I / We also undertake to abide by the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the State Health and Family Welfare Society.

Date:

Place:

Signature of Proprietor/ Sole Partner

B

Expression of Interest for short listing Chartered Accountant Firms for the monthly concurrent Audit of the accounts of the State Health and Family Welfare Society & District Health and Family Welfare Societies

Financial Bid

- a. I / we are agreeable to concurrent monthly audit of the **State Health and Family Welfare Society, Trivandrum**, at a fees of Rsper month, which is inclusive of cost of travel.
- b. I understand that TDS will be deducted at source.
- c. I understand that service tax at applicable rates, will be extra.
- d. Other financial terms are:
 - a.
 - b.
 - c.
 - d.

Date:

Place:

Signature of Proprietor/ Sole Partner

CONCURRENT AUDIT

Concurrent audit is a systematic examination of financial transactions on a regular basis to ensure accuracy, authenticity, compliance with procedures and guidelines. The emphasis under concurrent audit is not on test checking but on substantial checking of transactions. It is an ongoing appraisal of the financial health of an entity to determine whether the financial management arrangements (including internal control mechanisms) are effectively working and identify areas of improvement to enhance efficiency.

Independent Chartered Accountant/Cost Accountant firms are needed to be appointed at District Level to undertake periodical audits and report on vital parameters which would depict the true picture of financial and accounting health of the program.

Objective

The key objectives of the concurrent Audit include:

- To ensure voucher/ evidence based payments to improve transparency
- To ensure accuracy and timeliness in maintenance of books of accounts
- To ensure timeliness and accuracy of periodical financial statements
- To improve accuracy and timeliness of financial reporting especially at sub-district levels
- To ensure compliance with laid down systems, procedures and policies
- To regularly track, follow up and settle advances on a priority basis
- To assess & improve overall internal control systems
- To ensure & report Action Taken by the concerned institutions on the previous audit observations.

Frequency

- Concurrent Audit will be carried out on a "monthly basis" at District level and half yearly basis at institution level.

Coverage

- The accounts of District office of NHM will be audited on a monthly basis and the District Concurrent Auditor should ensure that all the Disease Control Programmes and Non Communicable Disease Control Programmes are covered.
- The District Concurrent Auditor should ensure that all the institutions in the district are covered half yearly.
- The audit plan should include all PHCs/ CHCs, sub-centres and WHSNCs located within the blocks, so that all PHCs/CHCs will be audited two times a year and Sub Centres/ WHSNCs will be audited once after 100% utilisation of funds received or at the end of the year. The audit has to include accounts maintained under National Disease Control Programmes (wherever applicable) like IDSP, NVBDCP, NLEP, NBCP, NCD etc.

Key Timelines

The key timelines which need to be adhered to are summarized below:

Activity	Timeline
Carrying out concurrent audit of DHS	Monthly
Submission of Audit Report by Auditor to DHS	20 th of the next month
Submission of soft copy of district audit report to the Director (Finance) at state level along with ATR	20 th of the next month
Submission of District Concurrent audit reports to the SHS along with ATR	25 th of the next month
Carrying out concurrent audit of institutions	Half yearly
Submission of Audit Report by Auditor to DHS	25 th of the next month
Submission of soft copy of audit report to the Director (Finance) at state level	25 th of the next month
Submission of audit reports of institutions to the SHS	30 th of the next month

Production of relevant documents for Audit

The District Health Society along with CHCs/ PHCs and other RCH Programme implementing agencies shall be under obligation to provide the following:

- o Books of Accounts
- o Prescribed Registers
- o Stock Book, Fixed Asset Register
- o Files regarding purchases of all types of goods/ items
- o Files of Construction works
- o Any other document requested by auditor in support/ reference of the above.

Contents of Monthly Audit Report of DHS

Concurrent Audit Report of a "District Health Society" should contain the following financial statements and documents:

- Duly filled in Checklist provided in the guidelines
- Financial statements as prescribed
 - o Audited Monthly FMR
 - o FMR Reconciliation statement
 - o Audited Trial Balance
 - o Audited Receipts & Payments A/c
 - o Audited Income & Expenditure A/c
 - o Balance Sheet
 - o Audited Statement of Expenditure
 - o Bank Reconciliation Statement
 - o List of advances
 - o Observations and Recommendations of the auditor

The audit report of Institutions should contain the following statements.

1. Audited Receipts & Payments A/c
 2. Audited SOE of wards
 3. Observations and Recommendations of the auditor
- In order to effectively handle the audit observations, they should be classified as 'material' and 'non-material' based on their impact. Observations related to system deficiency should also be separately noted for system improvements.
 - The audit report should also cover qualitative issues emerging from the audit other than the financial statements.

General Instructions

1. As per the reports submitted by the statutory auditors, it is noted that accounting in Tally at District level is going on even after completion of Concurrent audit which is not at all expected. It is instructed that all books of accounts should close before starting Concurrent audit. Also there is no use of Concurrent audit which submit report to DHS after completion of Statutory Audit which ultimately delay DHS to comply the pending issues notified by Concurrent auditor & submission of final audited UC to central govt.
2. Concurrent Auditor should see that the DHS is complying with the statutory requirements like TDS Challan and return filing and see that the Traces penalty is nil. Form 16/16A to be issued in time and also confirm PF& PT return compliance.
3. DHS are requested to prepare & certify from Concurrent Auditor the Financial statements from Tally and in Appendix-A format both and present after approved by DPM. Also