

THE DURGAPUR PROJECTS LTD.



**NOTICE INVITING EXPRESSION OF INTEREST FOR
APPOINTMENT OF A CHARTERED ACCOUNTANT FIRM FOR INTERNAL AUDIT**

Ref: No. IA/DPL/EOI/2019-20/85

Date: 23.10.2019

The Durgapur Projects Limited, a Govt. of West Bengal Enterprise, having turnover exceeding Rs 1000.00 crores is engaged in the business of Generation & Distribution of Power and Processing & Distribution of water. The Company desires to appoint practising in Chartered Accountants Firm to strengthen its internal audit function.

The appointment may be for an initial period of one year commencing from 01.10.2019 with a provision for further extension at the discretion of the management of the Company.

The Chartered Accountants Firm eligible for being appointed should comply with the following requirements:

1. Have not less than 3 (Three) partners and
2. The Chartered Accountants Firm should have an existence for not less than 5(five) years.
3. Preference would be given to those Chartered Accountant Firms who have their main office in the Bardhaman District of West Bengal or else have an office with adequate staff in the Bardhaman District.
4. Preference will be given for previous experience in conducting internal audit of Companies in Power Sector, preferably public sector.

The selected Firm have to work on job contract basis and should deploy suitable qualified Chartered Accountants and Assistants for conducting the Internal Audit.

Interested firm should apply in the following manner:

- a) There should be one sealed envelope addressed to the following officer containing therein two separate sealed envelopes mentioned at (b) and (c) below:
- b) All the testimonies in support of number of partners, existence certificate and previous internal audit experience may be furnished in one envelop.
- c) The remuneration expected for the assignment without GST should be indicated in a separate envelope.

The Auditor should give flash report as and when required and would submit complete Internal Audit Report on quarterly basis.

DPL reserves the right to accept or reject any or all responses and to request additional submissions or clarification from one or more Applicant(s) at any stage or to cancel the process entirely without assigning any reason.

The application should reach the following addressee within 10 (days) days from the date of publication of this Expression of Interest.

The Scope of Work is appended below

Manager (Internal Audit)
The Durgapur Projects Ltd.
Administrative Building
Durgapur -713201

SCOPE OF INTERNAL AUDITOR

1. Store & Purchase Department, DPPS :

- Evaluate whether proper procedures including compliance of the Procurement Manual from placing of orders to its ultimate consumption has been followed or not.
- Checking of Purchased Material above Rs. 1 lakh not yet consumed.
- Checking of Purchase files with respect to existing Purchase Manual.
- Checking of payment against Goods Received Note, Pro-forma Invoice and Cash on Delivery.
- In case of 100% payment against Pro-forma Invoice whether subsequent receipt of materials properly recorded and linked.
- In other cases whether payment to be linked with GRN.
- Actual use of materials as proposed by the Indenter.
- Material received but not used has to be highlighted.
- Materials purchased without considering stock position has also to be pointed out.
- Checking of Capital purchase file, if any
- Checking of Contract order file, if any
- Reporting of irregularities, if any

2. Store & Purchase Department, Corporate :

- Same as Sl. No. 1
- Physical verification of petrol & high speed diesel at Main Pump & Loco Pump.
- Reporting of irregularities, if any.

3. Physical verification of General Cash and various Imprest Cash:

- Surprise checking of general cash and imprest cash.
- Normal verification of opening or closing balance on monthly basis.
- In case of imprest cash, paid vouchers in hand and their duration of holding to be verified and reported.
- Special attention may be given to verification of general Cash and deposit of cash and cheques into bank.
- Reporting of irregularities, if any.

4. Fuel & Efficiency Department:

- Physical verification of light diesel oil and furnace oil at different tank at DPPS. Purchase of Fuel Oil/Lubricants and its accounting of receipt, issue and stock position.
- Examination of records to ensure proper measurement at the time of receipt, laboratory analysis of the same and proper recording of receipt and issue as per laid down policy.
- Reporting of irregularities, if any.

5. Finance & Accounts Department, Corporate:

To check proper compliance of all statutory obligations i.e.

- Deductions of Income Tax at Source.
- Deposit of various taxes and duties, as collected, in time.
- Submission of returns to various Tax Authorities.
- Checking of various tax credit viz. GST, VAT, Service Tax and CENVAT.
- Reporting of irregularities, if any.

6. Coal Handling Plant:

- Checking of all the transactions and records relating to purchase and receipt of coal.
- Proper accounting of receipt & examination of Fuel Supply Agreement (FSA) with coal companies and its timely renewal.
- Deviation in regard to purchase of coal with reference to annual contract quantity as per FSA.
- Examination of records to ensure assessment of actual coal requirement and procurement of the same to maintain the generation of power on continuous basis.
- Amount of Coal unloading to different areas such as western side, eastern side, ground hopper etc.
- System of physical verification of stock, shortage of coal with reasons.
- Checking of log book.
- Payment to contractors against segregation of stones / boulders.
- Examination of records relating to sample analysis of coal received from Coal Companies and acceptance of the same by Coal Companies.
- Checking of realization against Stone & Boulders (above 250 mm) received with the coal, Procedure of identification of stone & boulders received from different Coal Companies.
- Examination of the control system to avoid under-loading, over- loading, penal over-loading.
- Whether bill is passed as per terms & condition of the Agreement/contract.
- Reporting of irregularities, if any

7. Traffic Section:

- Verification of Missing /misdirected wagons and rakes.
- Analysis of demurrage, whether by manual or wagon tippler--- average delay --- reasons for delay --- how far it is avoidable.
- Reporting of irregularities, if any

8. Raw Material Section:

- Checking of weighment of wagons/rakes (BOBR & N-Type) at different weighbridges.
- Checking of calibration status of weighbridges.
- Weighment difference between RR weight and DPL weighment.
- Checking of records of in-motion & static weighbridge.
- Reporting of irregularities, if any.

9. Revenue Section, Water Works & Estate office:

- Current position of residential quarters including authorized & unauthorized occupancy.
- Present status of collection of License fees (Quarters and Shops).
- Present status of collection of Water Charges.
- Reporting of irregularities, if any

10. Finance & Account Department, DPPS:

- Submission of claims and current status of claim in respect of Missing/Diverted wagons/rakes.
- Claim against the coal companies (including claim for stones / boulders etc) and coal bill accounting including advance payment, adjustment & periodical reconciliation.
- System of timely claiming grade slippage from Coal Companies and realization of the price difference due to grade slippage.
- Reporting of irregularities, if any

11. Work orders of Civil Maintenance (Plant & Township):

- Examination of Contract / Work orders including AMC
- Whether awarded with proper approval and with specific purpose after following proper tendering procedure
- Whether completed within scheduled period
- Proper recovery of security / EMD and LD, wherever applicable.
- Whether repeat orders are given, if so, justification of the same
- Whether recovery of statutory tax / duties are made and timely deposited
- Whether service tax as applicable are paid and deposited as per Service Tax Act.
- Verification of records to ensure deployment of contract labourers and payment of labour charges as per contract (as estimated at the time of contract) including verification of deposit of P. F. by the contractor in respect of concerned workers.
- Reporting of irregularities, if any

12. Payment Section:

- Scrutiny of old balances of Sundry Creditors
- Scrutiny of old balances Advances Payables/ Receivables
- Submission of reports related to realizable of such balances
- Reasons of non-realization
- Deficiency in the system of reconciliation, if any
- Reporting of irregularities, if any.

13. GM(PP), Office

- Examination of Contract / Work orders including AMC
- Whether awarded with proper approval and with specific purpose after following proper tendering procedure
- Whether completed within scheduled period
- Proper recovery of security / EMD and LD, wherever applicable.
- Whether repeat orders are given, if so, justification of the same
- Whether recovery of statutory tax / duties are made and timely deposited
- Whether service tax as applicable are paid and deposited as per Service Tax Act.
- Verification of records to ensure deployment of contract labourers and payment of labour charges as per contract (as estimated at the time of contract) including verification of deposit of P. F. by the contractor in respect of concerned workers.
- Reporting of irregularities, if any

14. Personnel Department

Examination of

- List of permanent employees proper mentioning with name, employee no., designation, date of birth, qualification and present department.
- Checking of leave record (casual leave, earned leave, medical leave, compensatory casual leave, special leave etc.)
- Checking of personnel files of retired employees in respect of leave salary, medical advances, without pay, vigilance, criminal or anti-corruption case, date of birth, promotion
- Reporting of irregularities, if any

15. Security Department

- Examination of the process of entry and exit of any material, any person and any vehicle.
- Examination of the documents handled by department related to entry & exit of any material any person and any vehicle.
- Examination of security log book.
- Examination of reports regarding theft and legal procedure, if any.
- Reporting of irregularities, if any

16. Fly Ash Handling Plant

- Examination of Process of selection of purchaser
- Process of Fly Ash Handling System(FAHS)
- Examination of process of Sale of Fly Ash
- Verification of Documents related to sale of Fly Ash
- Verification of documents on account of Pollution Aspects
- Reporting of irregularities, if any

17. Environment Cell

- Checking of Report of Pollution Control Board
- Whether any Display of Pollution Parameters in factory premises as per norms
- Checking of Sampling frequency (in-house and agency/PCB)
- Whether any Non-Compliance/Penalty imposed by WBPCB/CPCB
- Checking of Procedure to obtain consent to operate and its renewal
- Reporting of irregularities, if any

18. Administration Department

Examination of

- Various job profile
- Execution and Monitoring System of individual jobs
- Checking of register of individual jobs, if any
- Reporting of irregularities, if any

19. Legal Cell

Examination of

- Different legal cases
- Merits of Different Cases
- Checking of different Case Initiation date
- Delay in different cases
- Reasons behind the delay
- Reporting of irregularities, if any

20. Allotment Department

Examination of

- Unauthorized occupied Quarters
- Realization of License fee of Authorized Occupant
- Reporting of irregularities, if any

21. Capital Expenditure

- Budgetary provision of the expenditure.
- Physical verification of files/records.
- Checking of enhancement of expenditure due to delay in execution of a job and deduction of penalty as thereon.
- Checking of monetary loss due to delay in supply of any material and deduction of penalty as thereon.
- Inclusion of capital expenditure in tariff petition.
- Reporting of irregularities, if any.

22. Trans Damodar Coal Mine

- Examination of statutory expenditure for operation of coal mine since allotment of the mine.
- Loss due to delay in operation of coal mine since allotment of the mine and reasons behind the delay.
- Yearly expenditure on account of coal mine.
- Reporting of irregularities, if any.

23. Material supplied and service at Coke Oven

- Examination of files for supply of material and for service upto 3rd July, 2015.
- Examination of files for supply of material and service from 3rd July, 2015.
- Payment to be made regarding supply and service upto 3rd July, 2015.
- Qualitative analysis of payment regarding supply and service from 3rd July, 2015.
- Reporting of irregularities, if any.

24. Project Management

- Examination of the system of reporting of progress of work of various projects taken up during last five years but not completed till date with listing of such cases in details.
- System of analysis of reasons for delay and effect in cost over-run and time over-run.
- System of recovery of LD from the contractors and cases where this was not done.
- Cases where recovery of old advance is pending including cases where materials are yet to be supplied or rejected materials are to be replaced by the party.
- System of follow up with party for recovery and system deficiency, if any.
- Reporting of irregularities, if any

25. DPL Hospital

- Checking of the License of hospital issued from Competent Authority and its renewal
- Checking of indents, purchase orders of medicines.
- Checking of files related to purchase of medicines.
- Checking of bills of suppliers including certification of bills and their payments.
- Qualitative and quantitative analysis of medicine consumption w.r.t. number of patients (outdoor & indoor)
- Reporting of irregularities, if any

Any other area/department other than above may have to be incorporated/added along with the above scope on as and when required basis as per the situation arise.