

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	14-07-2025 13:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	14-07-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Pmo
विभाग का नाम/Department Name	Department Of Atomic Energy
संगठन का नाम/Organisation Name	Nuclear Power Corporation Of India Limited
कार्यालय का नाम/Office Name	Head Quarter Mumbai
	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, North Zone Site Narora(Uttar Pradesh) Atomic Power Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empane.. , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, North Zone Site Rajasthan Atomic Power Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit or.. , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, North Zone Site Gorakhpur Haryana Anu Vidyut Pariyojana Atomic Power Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, .. , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Central Zone Site Kakrapar Atomic Power Station(Gujrat) Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empaneled.. , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Central Zone Site Tarapur Maharashtra Site Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit or CA .. , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Central Zone CMM Division(Mumbai) Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Central Zone Corporate Office(Mumbai) Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, South Zone Site Madras Atomic Power Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit or

विड विवरण / Bid Details	CA , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, South Zone Site Kaiga Generating Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit or CA Fi. , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, South Zone Site Kudankulam Nuclear Power Project Internal Audit for the FY 2025-26, 2026-27 and 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit .. , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, North Zone Site Narora Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, North Zone Site Rajasthan Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, North Zone Site Gorakhpur Haryana Anu Vidyut Pariyojana Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Central Zone Site Kakrapar Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Central Zone Site Tarapur Maharashtra Site PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, Central Zone Corporate Office PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, South Zone Site Madras Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, South Zone Site Kaiga Generating Station PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm , Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, South Zone Site Kudankulam Nuclear Power Project PF Audit for the FY 2025-26, 2026-27 and 2027-28; CA Firm
वस्तु श्रेणी /Item Category	
अनुबंध अवधि /Contract Period	3 Year(s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	10
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
मूल्यांकन पद्धति/Evaluation Method	Item wise evaluation/
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
Schedule 1 ईएमडी राशि/EMD Amount (In INR)	15921
Schedule 2 ईएमडी राशि/EMD Amount (In INR)	21576
Schedule 3 ईएमडी राशि/EMD Amount (In INR)	13094
Schedule 4 ईएमडी राशि/EMD Amount (In INR)	18749
Schedule 5 ईएमडी राशि/EMD Amount (In INR)	18749
Schedule 6 ईएमडी राशि/EMD Amount (In INR)	21278
Schedule 7 ईएमडी राशि/EMD Amount (In INR)	24998
Schedule 8 ईएमडी राशि/EMD Amount (In INR)	15921
Schedule 9 ईएमडी राशि/EMD Amount (In INR)	18749

Schedule 10 ईएमडी राशि/EMD Amount (In INR)	18749
Schedule 11 ईएमडी राशि/EMD Amount (In INR)	3348
Schedule 12 ईएमडी राशि/EMD Amount (In INR)	4166
Schedule 13 ईएमडी राशि/EMD Amount (In INR)	2530
Schedule 14 ईएमडी राशि/EMD Amount (In INR)	4166
Schedule 15 ईएमडी राशि/EMD Amount (In INR)	4166
Schedule 16 ईएमडी राशि/EMD Amount (In INR)	8035
Schedule 17 ईएमडी राशि/EMD Amount (In INR)	3348
Schedule 18 ईएमडी राशि/EMD Amount (In INR)	4166
Schedule 19 ईएमडी राशि/EMD Amount (In INR)	4166

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	PUNJAB NATIONAL BANK
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	39

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). The EMD Amount will be applicable for each schedule/group selected during Bid creation.

(c). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Manager Finance and Account, NPCIL
Head Quarter Mumbai, Department of Atomic Energy, NUCLEAR POWER CORPORATION OF INDIA LIMITED, PMO
(Manager F And A, Npcil)

UIN Number NCTGC2415P

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
6. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Price_Bid_Breakup_Format - [1748595334.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required**मूल्यांकन विधि(मदवार मूल्यांकन विधि) / Evaluation Method (Item Wise Evaluation Method)**

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

मूल्यांकन अनुसूचियां / Evaluation Schedules	वस्तु/श्रेणी / Item/Category	मात्रा / Quantit y
Schedule 1	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Narora(uttar Pradesh) Atomic Power Station Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empane..	To be set as 1 : 1
Schedule 2	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Rajasthan Atomic Power Station Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empaneled Audit Or..	To be set as 1 : 1
Schedule 3	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Gorakhpur Haryana Anu Vidyut Pariyojana Atomic Power Station Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, ..	To be set as 1 : 1
Schedule 4	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Site Kakrapar Atomic Power Station(gujrat) Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empaneled..	To be set as 1 : 1
Schedule 5	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Site Tarapur Maharashtra Site Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empaneled Audit Or Ca ..	To be set as 1 : 1
Schedule 6	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Cmm Division(mumbai) Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empaneled Audit Or Ca Firm	To be set as 1 : 1
Schedule 7	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Corporate Office(mumbai) Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empaneled Audit Or Ca Firm	To be set as 1 : 1
Schedule 8	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Madras Atomic Power Station Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empaneled Audit Or Ca..	To be set as 1 : 1
Schedule 9	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Kaiga Generating Station Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empaneled Audit Or Ca Fi..	To be set as 1 : 1
Schedule 10	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Kudankulam Nuclear Power Project Internal Audit For The Fy 2025-26, 2026-27 And 2027-28; Audit Firm, Ca Firm, Cag Empaneled Audit ..	To be set as 1 : 1

Schedule 11	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Narora Atomic Power Station Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1
Schedule 12	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Rajasthan Atomic Power Station Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1
Schedule 13	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Gorakhpur Haryana Anu Vidyut Pariyojana Atomic Power Station Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1
Schedule 14	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Site Kakrapar Atomic Power Station Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1
Schedule 15	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Site Tarapur Maharashtra Site Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1
Schedule 16	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Corporate Office Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1
Schedule 17	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Madras Atomic Power Station Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1
Schedule 18	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Kaiga Generating Station Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1
Schedule 19	Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Kudankulam Nuclear Power Project Pf Audit For The Fy 2025-26, 2026-27 And 2027-28; Ca Firm	To be set as 1 : 1

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Narora(Uttar Pradesh) Atomic Power Station Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG Empane.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , North Zone Site Narora(Uttar Pradesh) Atomic Power Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषित/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Rajasthan Atomic Power Station Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit Or.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , North Zone Site Rajasthan Atomic Power Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO

विवरण/ Specifica tion	मूल्य/ Values
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai- 400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Gorakhpur Haryana Anu Vidyut Pariyojana Atomic Power Station Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, .. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica tion	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , North Zone Site Gorakhpur Haryana Anu Vidyut Pariyojana Atomic Power Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit

विवरण/ Specification	मूल्य/ Values
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Site Kakrapar Atomic Power Station(Gujrat) Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG

Empaneled.. (1)**तकनीकी विशिष्टियाँ /Technical Specifications**

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Central Zone Site Kakrapar Atomic Power Station(Gujrat) Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai- 400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Site Tarapur Maharashtra Site Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit Or CA .. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica tion	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Central Zone Site Tarapur Maharashtra Site Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequenc y of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes

विवरण/ Specification	मूल्य/ Values
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone CMM Division(Mumbai) Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Central Zone CMM Division(Mumbai) Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Corporate Office(Mumbai) Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica tion	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Central Zone Corporate Office(Mumbai) Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequenc y of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequenc y of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai- 400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Madras Atomic Power Station Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit Or CA.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specifica tion	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , South Zone Site Madras Atomic Power Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work

विवरण/ Specification	मूल्य/ Values
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Kaiga Generating Station Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Fi.. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , South Zone Site Kaiga Generating Station Internal Audit for the FY 2025-26, 2026-27 and 2027-28

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Deterring , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Kudankulam Nuclear Power Project Internal Audit For The FY 2025-26, 2026-27 And 2027-28; Audit Firm, CA Firm, CAG Empaneled Audit .. (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , South Zone Site Kudankulam Nuclear Power Project Internal Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Reliability of financial reporting , Internal control of financial , Detering , Investigating fraud , Compliance with law & regulations , Governance of company , Compliance with contracts , Risk Management , Review system & processes , Treasury operations , Bank Transactions , Internal Control over Financial Reporting
Type of Industries /Functions	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	The internal audit shall be carried out in three phases in the financial year as mentioned in Scope of Work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Phase I Draft IAR from Apr to Sep in Oct Phasella and Phase IIb Draft IAR from Oct to Jan to be submitted to the unit for compliance and on Audit up to Mar final six monthly IAR to be submitted to units in April with a copy to CO
State	NA

विवरण/ Specification	मूल्य/ Values
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 36

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Narora Atomic Power Station PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , North Zone Site Narora Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit

विवरण/ Specification	मूल्य/ Values
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	N/A

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Rajasthan Atomic Power Station PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , North Zone Site Rajasthan Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm

विवरण/ Specification	मूल्य/ Values
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	N/A

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, North Zone Site Gorakhpur Haryana Anu Vidyut Pariyojana Atomic Power Station PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
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विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , North Zone Site Gorakhpur Haryana Anu Vidyut Pariyojana Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	N/A

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Site Kakrapar Atomic Power Station PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Central Zone Site Kakrapar Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents
प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	N/A

Financial Audit Services - Review Of Financial Statements, Financial Reporting

Framework, Audit Report, Central Zone Site Tarapur Maharashtra Site PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Central Zone Site Tarapur Maharashtra Site PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	N/A

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, Central Zone Corporate Office PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , Central Zone Corporate Office PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai- 400094	1	N/A

Financial Audit Services - Review Of Financial Statements, Financial Reporting

Framework, Audit Report, South Zone Site Madras Atomic Power Station PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , South Zone Site Madras Atomic Power Station PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	N/A

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Kaiga Generating Station PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , South Zone Site Kaiga Generating Station PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	N/A

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, South Zone Site Kudankulam Nuclear Power Project PF Audit For The FY 2025-26, 2026-27 And 2027-28; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , South Zone Site Kudankulam Nuclear Power Project PF Audit for the FY 2025-26, 2026-27 and 2027-28
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	PF Audit
Type of Industries/Functions	PF Audit
Frequency of Progress Report	Annually
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Annually
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Dipankar Biswas	400094,CMM Directorate, Nabhikhya Urja Bhawan, Anushaktinagar, Mumbai-400094	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Generic

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Nuclear Power Corporation of India LTD.
payable at
Mumbai

Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

Nuclear Power Corporation of India LTD.

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

6. Forms of EMD and PBG

Bidders can also submit the EMD with Banker's Cheque in favour of

Nuclear Power Corporation of India LTD.
payable at
Mumbai

Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

7. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=227176>

Account No.

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=227176>

IFSC Code

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=227176>

Bank Name

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=227176>

Branch address

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=227176>

Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

8. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

NUCLEAR POWER CORPORATION OF INDIA LTD.

payable at

Mumbai-400094

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

9. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

NUCLEAR POWER CORPORATION OF INDIA LTD.

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

10. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and

resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने

व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

BUYER ADDED BID SPECIFIC ATC

A. NOTE FOR BIDDERS:

1. In case of conflicting provisions between this document and anywhere else in bid documents, the terms and conditions mentioned in this document shall prevail unless otherwise stated. By submission of bid, bidder gives absolute acceptance to the terms and conditions mentioned in this document.
2. The technical bid or Part 1 Bid should not contain any price content entry. In case, the technical or Part 1 Bid is found to contain any price content, such bid shall be rejected.
3. This ATC Criteria will supersede stipulations given anywhere in Tender/Bid document.
4. **The EMD shall be submitted in the format maintained in bid documents.**

Alternatively, the EMD shall also be submitted as Demand Drafts, Fixed Deposit Receipts, online payments through RTGS/Internet banking etc. to make the system user-friendly and techno –economically feasible for prospective bidders.

Demand Draft-

- In favor: Nuclear Power Corporation of India Ltd.
- Bank- State Bank of India
- Payable at-Mumbai-400094

Banker's Cheque-

- In favor: Nuclear Power Corporation of India Ltd.
- Bank- State Bank of India
- Payable at-Mumbai-400094

Fixed Deposit Receipts-

- In favor: Nuclear Power Corporation of India Ltd.
- Bank- State Bank of India
- Payable at-Mumbai-400094

For online payments through RTGS/Internet banking, Bidder has to Visit the following link,

<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=227176>

OR Visit SBI Collect online, and follow the below path

- select PSU,
- Filter State Maharashtra
- Select NPCIL Tax Payment A/C
- Click on the Category as EMD
- Enter the required details such as
 1. Name of the party*
 2. Tender No*
 3. Contact details*
 4. e-mail id*
 5. Amount*
- Review the details to ensure accuracy and click on the Next button
- Choose from the different modes of payment such as internet banking, UPI etc., and make the payment.
- Print the receipt generated with Logo of NPCIL and upload the same along with the tender. Address of Buyer for Submission of original hard copy Manager (Tender Section) Tender Section, A-O Block, Ground floor, Nambhikiya UrjaBhavan, Anushakti Nagar, Mumbai-400094

Information for eBG from NeSL portal:

- a) Beneficiary PAN -AAACN3154F
- b) Beneficiary NAME- Nuclear Power Corporation of India Limited
- c) Date of Incorporation 03/09/1987
- d) Beneficiary Email ID- monicameghani@npcil.co.in
- e) Contact number-02225991807
- f) Legal Constitution of the party- Company
- g) Registered office address- 16th Floor, World Trade Centre-1, Cuffe Parade, Colaba, Mumbai
- h) Registered office address Pin code- 400005
- i) Communication address- NPCIL ,HQ Mumbai
- j) Communication address Pin 400094

5. This PQ Criteria will supersede stipulations given anywhere in Tender/Bid document.

6. Bidders have to submit their bid as per NPCIL terms and conditions. Any conditional bids /offers by bidders are liable to be rejected.
7. Bids seeking deviations from the mentioned terms and conditions of the bid documents / Buyers ATC are liable to be rejected.
8. As per GOI MSME Traders (Service – Traders) are not eligible for MSME benefits.
9. Documents not submitted along with the bid and clarifications sought during the evaluation stage, but now being submitted during representation shall not be considered, for evaluation.
10. Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.02.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises. Relevant documentary evidence in this regard shall be uploaded along with the bid. If L1 is not an MSE and MSE Seller (s) has / have quoted price within L-1 + 15% of margin of purchase preference / price band defined in relevant policy, such Seller shall be given opportunity to match L-1 price and contract will be awarded for 100 percentage of total QUANTITY. Benefits of Public Procurement Policy shall be given to all eligible MSEs as stated under Point no. 3 of FAQ dated 25.03.2022, irrespective of product categories and category they are registered under viz. Manufacturing or Service.

B. “Price Break-Up” related clauses:

- a) In case of two-part tenders, the Bidder shall take special care not to mix up any price details required to be submitted against Part-II (Price bid) with Part-I (Technical & Commercial bid except price) and vice versa. Any violation of the above shall lead to summarily rejection of bid as being non-responsive.
- b) In case of mismatch between “Total Price” quoted by Bidder in GeM Portal and total of price of the “Price Bid Break-up/SOQR”, the “Total Price” quoted by Bidder in GeM Portal only shall be considered.
- c) Bidder get option to submit Revised “Price Bid Break-up/SOQR” during Negotiation or Reverse Auction (RA). While submitting the Revised “Price Bid Break-

up/SOQR”, the Bidder should not increase price of any items(s) from the originally submitted (i.e., uploaded at time of Bid submission) “Price Bid Break-up/SOQR”. In case, during negotiation price is increased for any item(s) by the bidder, the same shall not be accepted.

C. Incident Management Policy:

1.0 Banning of business dealings by NPCIL/Buyer

NPCIL reserves the right to initiate Banning as per NPCIL’s Banning of business dealings as mentioned below and are independent of actions under GeM’s IM (Incident Management) Policy.

The words banning, blacklisting, de-registered, debarred, holiday, suspension of business etc., means the same.

The words NPCIL, Corporation, Buyer etc., means the same.

The words Contractor, Bidder, Seller, Service Provider etc., Means the same.

1.1 Grounds of Banning

The business dealing with the Contractor/Bidder/Seller/Service Provider shall be liable for banning, on account of the reasons attributable to them, which shall include, but not limited to the following:

- 1.1.1 Involvement in cartel formation during bidding.
- 1.1.2 Baseless allegations by the bidder on NPCIL/Corporation/ Buyer evaluation processes of officials.
- 1.1.3 If any of the owner, proprietor or partner of the Contractor, is convicted by a court of law, during bidding process or currency of the contract, for offenses involving corrupt and fraudulent practices including misrepresentation of the facts, moral turpitude in relation to its business dealings with NPCIL.

- 1.1.4 Malafide / unlawful acts / malpractices or improper conduct on part of Contractor based on the approved findings of the Investigation Agency.
- 1.1.5 If the Contractor misuses the premises or facilities of the NPCIL forcefully occupies, tampers or damages the company's properties etc. or fails to vacate the properties / land / complex within reasonable time limit as specified or even after receiving the notices from the department.
- 1.1.6 Security concerns for the assets of the Corporation and State.
- 1.1.7 Submission of bids that contain false information or falsified documents or the concealment of such information in the bids in order to influence the outcome of eligibility screening or/ at any other stage of the public bidding and execution.
- 1.1.8 Withdrawal of a bid or refusal to accept an award of contract with the NPCIL without justifiable cause, after being adjudged as the successful bidder.
- 1.1.9 Supply of Counterfeit items Breach of Code of Integrity.
- 1.1.10 Bidder shall not act in contravention of the codes which includes

1.1.10.1 Prohibition of

- a) Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- b) Any omission or misrepresentations that may mislead or attempt to misled so that financial or other benefit may be obtained or an obligation avoided.
- c) Any conclusion, bid rigging or anti-competitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- d) Improper use of information provided by the procuring entity to-the bidder with an intent to gain unfair advantage in the procurement process or for personal gain.
- e) Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.
- f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g) Obstruction of any investigation or auditing of a procurement process.
- h) Making false declaration or providing false information for participation in tender

process or to secure a contract;

1.1.10.2 Disclosure of conflict of interest.

Disclosure by the bidder of any previous transgression made in respect of the provisions of above 1.1.10.1 with any entity in any country during the last three years or of being debarred/banned by any other procuring entity.

1.2 Show-Cause Notice

- 1.2.1 NPCIL will issue show cause notice, the contractor on noticing/ receipt of a complaint of any irregularities and / or misconduct and / or unethical practice as mentioned in clause no.1.1.
- 1.2.2 Upon receipt of show cause notice, the contractor is required to submit the reply to show cause notice within 30 days of its receipt and no extension shall be given without justifiable reasons. The contractor shall also be given an opportunity for oral hearing to present the case in person to NPCIL and the date of Oral Hearing will be indicated in the show cause notice. Only the regular employees of contractor will be permitted to represent the contractor during the oral hearing, and no outsider shall be allowed to represent the contractor on their behalf.

1.3 Period of banning

The period of banning shall be for a period of not exceeding 2 (two) years and not less than 6 (six) months as considered appropriate by NPCIL.

1.4 Effect of banning of business dealings by NPCIL

In case NPCIL has banned the business dealing with the bidder/ contractor, the following shall be the consequences on issuance of the order of banning of business dealings with the bidder / contractor:

- 1.4.1 No Contract of any kind whatsoever shall be placed to such banned firms including its allied firms after the issue of banning order by NPCIL. The contractor including their allied firms shall not be allowed to participate in any tender inquiry till completion of banning period. If the contractor has already participated in tender process and the price bids are not opened, his techno-commercial bid will be rejected and price bid will be kept unopened. In cases, where the price bids of contractor have been opened prior to the order of banning, such bids shall be rejected. However, in case such banned Contractor is lowest (L1), next lowest firm shall be

considered as L1. Bid Security, if any, submitted by such banned contractors shall be returned to the bidder.

- 1.4.2 Contractors shall not be permitted to participate in any business process in any form or entity i.e., as an Associate/ Collaborator/Joint Venture Partner/ Consortium Partner of the Main contractor even if the banning order is passed subsequent to opening of part-I bids.
- 1.4.3 Contractor shall not be allowed to participate as Sub-Vendor / Sub-contractor in the tenders for contracts for works, service, and supplies.
- 1.4.4 Even if, the banned contractor is an approved Sub-vendor under any contract for such equipment/component/service, the Main contractor shall not be permitted to place work order/purchase order /service contract on the banned contractor as a sub-vendor after the date of banning even though the name of the party has been approved as a sub-vendor prior to the order of banning.
- 1.4.5 The completion certificate issued to the contractor shall make a mention regarding banning during execution of the contract.
- 1.4.6 Banned bidder shall not be permitted to submit their bid. The bid submitted by the banned bidder shall be summarily rejected.
- 1.4.7 Contracts concluded before the issue of the banning order shall, not be affected by the banning order.
- 1.4.8 Banning shall automatically be extended to all allied firms of the contractor. In case of joint venture / consortium is banned all partners will also stand debarred for the period specified in the banning order. The names of all partners should be clearly specified in the “Banning order”.
- 1.4.9 Banning in any manner does not impact any other contractual or other legal rights of NPCIL.
- 1.4.10 Banning under the provisions of banning of business dealings of NPCIL is applicable only for NPCIL. 1.5 Definition of allied firm: Allied firm means all concerns which come within the sphere of effective influence of the banned firm. In determining this, the following factors shall be taken into consideration:
 - a. Whether the management is common;
 - b. Majority interest in the management is held by the partners or directors of banned/
 - c. Suspended firm;
 - d. Substantial or majority shares are owned by the banned/suspended firm and by virtue of this it has a controlling voice;
 - e. Directly or indirectly controls, or is controlled by or is under common control with another bidder;

- f. All successor firms will also be considered allied firms.

D. SELECTION / EMPANELMENT AND OTHER TERMS & CONDITIONS FOR SELECTION & APPOINTMENT OF INTERNAL AUDITORS (INCLUDING PF AUDITOR) IN NPCIL:

1. INTRODUCTION

NPCIL has its Corporate Office in Mumbai, in the state of Maharashtra and its operating stations / projects across the country. The appointment of Chartered / Cost Accountant firms as Internal Auditor / PF Auditor will be for Corporate Office (CO), Contract & Material Management Division (C&MM), Mumbai and as its 8 (eight) other operating units / projects located in Rawatbhata-Rajasthan (RRS), Narora-Uttar Pradesh (NAPS), Gorakhpur-Haryana (GHAVP), Kakrapar-Gujarat (KAPS), Tarapur-Maharashtra (TMS), Kaiga- Karnataka (KGS) and Kalpakkam & Kudankulam - Tamilnadu (MAPS & KKNPP).

1.1 C&MM is mainly entrusted with the responsibility of procurement of materials for new projects.

1.2 Financial sanction for GHAVP 3&4 and KGS 5&6 has been received from Govt. of India, however, construction activity of the said projects has not yet started.

1.3 Corporate Office is mainly entrusted with the responsibility of corporate funding, investment management, project appraisal and commercial decision etc. The accounting for pre-project activity related to various projected sites of NPCIL is carried out at Corporate Office.

1.4 PF Audit of units will include audit of Contributory Employee Provident Fund and Non-Contributory Employee Provident Fund separately (i.e. two audit for each unit).

1.5 PF Audit of Corporate Office will include audit of Contributory Employee Provident Fund and Non-Contributory Employee Provident Fund for Corporate Office employees and Investments separately (i.e. four audit) and Consolidation of Contributory Employee

Provident Fund of NPCIL and Non-Contributory Employee Provident Fund of NPCIL (i.e. total six PF audit including consolidation). PF Audit of Corporate Office will also include audit of Benevolent Fund of NPCIL (i.e. one Benevolent Fund Audit).

1.6 PF Audit is not applicable for Contracts & Material Management (CMM) Unit, Mumbai, Maharashtra.

2. METHOD OF APPOINTMENT:

2.1 The appointment of Internal Auditor / PF Auditor will be made separately for each unit (i.e. a site /station / projects / office) of NPCIL by inviting Expression of Interest (EOI) through Public Tender based on GeM and price bids in two part tender from practicing Chartered Accountant / Cost Accountant firms.

2.2 Practicing Chartered Accountant firms can quote both for Internal Audit as well as PF Audit however practicing Cost Accountant firms can quote for Internal Audit only.

3. SELECTION AND APPOINTMENT PROCEDURE:

3.1 The evaluation of bids submitted by the audit firms will be done on the basis of Minimum Qualifying Criteria given at point no. 4 below.

3.2 The appointment will be made on the basis of lowest offer received for individual Unit (a Site / Station /Project / Office) from the qualified bidders subject to other terms and conditions specified below being fulfilled for each assignment of Internal Audit and PF Audit. **For the Internal Audit and PF Audit, the L1 bidder will be selected based on the lowest quoted price individually for each of the sites and HQ.**

3.3 The Appointment of Internal Auditors firms will be made for a period of 3 years on the same terms and conditions as mentioned in the initial appointment with 5% annual increase in fees for 2nd year and 3rd year is being proposed. Performance of the auditors will be reviewed after each Financial Year and NPCIL would reserve the right to terminate the contract in case of non-fulfilment of the contract conditions or unsatisfactory performance.

3.4 Minimum Qualifying Criteria:

- a) The firm should have minimum 5 partners (at least 3 Fellow members of ICAI/ICMAI) and minimum 5 qualified staff (qualified CA / CMA).
- b) The firm should have a minimum of 10 years' experience in the audit and assurance fields.
- c) The firm should have minimum three years' experience of Statutory Audit / Internal Audit performance during the last 5 years prior to the date of submission of Expression of Interest (EOI) of Public Sector Undertaking (PSU) and the said PSU should also had minimum annual turnover of Rs. 500 crores during the period of Audit.
- d) The firm should have gross receipt of more than Rs. 1 (one) crore for each of the last 3 completed financial year prior to the date of submission of EOI.

The documentary evidence in support of aforesaid criteria may be submitted as follows;

- i. For criteria no. a;
 - a) Copy of latest firm's certificate issued by the Institute / Institute's Firm's Card / membership certificate indicating Fellow / Associate & certificate of practice of partner issued by Institute.
 - b) Copy of latest firm's certificate issued by the Institute / Institute's Firm's Card / membership certificate issued by the Institute & appointment proof issued by the firm of each qualified staff.
- ii. For criteria no. b;
 - a) Copy of latest firm's certificate / firm's card issued by the Institute.
 - b) List of clients for previous 10 years with type of audit and year of audit details (Minimum one / two clients for each year).
- iii. For criteria no. c;
 - a) Copy of engagement proof in respect of jobs/assignments already executed and turnover proof of the said PSU.
- iv. For criteria no. d;

- a) Copy of Audited Financial Statements and copy of the IT Returns for last three FY 2022-23, FY 2023-24 and FY 2024-25 respectively.

3.5 The Firm of Chartered Accountant / Cost Accountant fulfilling the Minimum Qualifying Criteria as specified in point no. 4 above will be shortlisted and only their price bid (Part-II) will be opened.

3.6 The comparison of fees will be made unit wise for Internal Audit and PF Audit separately. The actual unit wise fees paid to Internal Audit and PF Audit in the preceding year i.e. 2024-25 is provided for reference and information purposes in annexure-X of this document.

3.7 The qualified firm quoting lowest fees for any unit will be considered for appointment as Internal Auditor for that unit subject **to maximum ceiling of 3 (Three)** units to an individual audit firm. The same pattern of allotment of audit will be followed for PF Audit.

3.8 If any firm quoting lowest for more than 3 units, that firm will only be considered for the appointment of 3 units and audit of other unit will be assigned to L-2 firm on the basis of lowest offer subject to matching with the L1 offer. If the L-2 firm does not match with L-1 offer, then, L-3 firm will be asked to match the L-1 offer and so on, till the L-1 offer is matched. The same pattern of allotment of audit will be followed for PF Audit.

3.9 The evaluation of the price bids will be done by the Corporation on lowest fees basis and in case of tie of price bids, the firm having longer experience will be given priority.

4. SECURITY DEPOSIT:

Security Deposit shall be deposited with NPCIL either in the form of NEFT/RTGS/Demand draft/Bank Guarantee by the selected bidders @ 5% of the Audit fees within 7 days from the date of issue of appointment letter and it shall be valid till satisfactory completion of the audit. Amount kept as Security Deposit, shall not bear interest. The same shall be finally refunded after the satisfactory completion of the audit.

5. SCOPE OF WORK:

5.1 The scope related to Internal Audit, please refer the Internal Audit Manual of NPCIL and the same is attached as Internal Audit Manual in PDF Format under the head of Buyer Added Bid Specific ATC.

In addition to above.

- i) The Internal Auditor shall generally be responsible for compliance of the Internal Audit Standards issued by the ICAI and Internal Audit Manual of NPCIL. Internal Audit Manual of NPCIL is under review hence draft copy of IAM is enclosed. However, the approved Internal Audit Manual shall be provided before start of work.

The Internal Auditor shall also be responsible for following items of work in particular: -

- a) To perform adequate test checks of transactions recorded so as to obtain a reasonable degree of assurance on the quality and integrity of accounting data generated, apart from authenticity of payments.
 - b) To evaluate the extent and implementation of internal controls with specific reference to transactions having impact on the financial issues and comments on the same.
 - c) To alert the top management, if necessary, through confidential reports, against suspicious transactions that could indicate frauds.
-
- ii) Review and suggest remedial action on the observations of Statutory Audit and CAG Audit on the accounts raised during the previous financial year.
-
- iii) Suggest the areas in every phase, considered to be placed before the Audit Committee.

5.2 The scope related to PF Audit (except CMM unit) is:

- i) To certify the annual accounts of contributory provident fund (EPF)(Corporate Office and units) & non-contributory Provident Fund (ENCPF) (Corporate Office and units) and its consolidation by the Corporate Office PF Auditor and
- ii) To certify the annual accounts of Benevolent Fund at Corporate Office only by the Corporate Office PF Auditor.

6. SCHEDULE OF WORK:

1. The Internal Audit shall be carried out in 3 (three) phases in each financial year as follows:

Phase	Period to be covered (Months of the respective FY)	Period for Audit	Time for submission of Internal Audit Report
Phase – 1	April to September	October	October
Phase – 2 (a)	October to January	January/February	April*
Phase – 2 (b)	February to March	March / April	

** Draft Internal Audit Report for the first 4 months (i.e., October to January) will be submitted to the respective units for compliance and on completion of Internal Audit for six months up to March, **final six-monthly Internal Audit Report** will be required to be submitted to respective units with a copy to Corporate Office (Mumbai).*

Time schedule given above shall be strictly adhered to, NPCIL reserves the right to change the schedule of audit at any time during the validity of appointment.

2. The audit of EPF, ENCPF and Benevolent Fund shall be carried out annually after the end of the Financial Year.

7. REPORTING

- a) The results of audit should be discussed with Head of the Finance at Unit concerned and also with Unit-In-Charge (i.e. Site Director / Station Director / Project Director) in each phase and important observations should be brought to their notice so that timely

corrective action may be taken at Unit. A statement to the effect that the draft audit report has been discussed with above authorities should be recorded while forwarding the report. The reports should be duly prepared after taking into account the facts brought out in discussions.

- b) Internal Audit Reports should be divided into seven parts: -

Part – I: Scope of Audit

Reporting to the extent of Audit work and areas of work reviewed. The month(s) / files / items selected for / extent of checking of transactions.

Part - II: Audit Details

- i) The names of the auditors with designation who have conducted the audit.
- ii) Period during which Internal Audit conducted.

Part - III: Significant Reporting

The major irregularities which the auditors consider for placement before Audit Committee is to be specified in this part of report.

Part - IV: Exceptional Reporting

- i) This part should contain all such irregularities noticed by the Auditors during the period of Audit
- ii) Minor discrepancies like misclassification of Account Codes which have been rectified during the course of audit **NEED NOT BE REPORTED.** Only **CONTINUING IRREGULARITIES** may be reported.
- iii) Deviation by the units from Policies, Systems, Procedures, Rules and Regulations prescribed by NPCIL.
- iv) The deviations by the Unit which tantamount to irregularities in respect of the matters covered in Scope of Audit should also be reported in this part.

- v) The observations should be arranged into self-contained audit paras with a suitable title.
- vi) Specific suggestions of auditors for improvement in any areas in existence together with improvement suggested in line with CVC, GFR etc., from time to time may be highlighted.
- vii) The audit observations have to be classified into Critical/ Major / Minor category, by the auditor, depending on gravity, extent of financial implications involved, in the prescribed column of the Report, for prioritization during review.

Part - V: Report on Internal Financial Control over financial reporting

Internal Auditor has to report on the adequacy of Internal Financial Control over financial reporting in the unit and operating effectiveness of such controls in this part of report.

Part - VI: Compliance Report

- i) Non-compliance of the points mentioned in earlier phase / phases shall be reported.
- ii) Apart from this, this part should also contain actions taken for rectification of errors pointed out by previous auditor.
- iii) It should also contain the confirmations by Site regarding implementation of policies, systems, etc. to avoid the recurrence of such irregularities in future.
- iv) Any serious irregularities may be reported to the Director (Finance), Corporate Office through a separate confidential letter.

Part – VII: In depth analysis

Internal audit may report critical areas in each unit (i.e., site / stations / projects / office) for in-depth analysis and report on the same to Audit Committee.

Proforma of Report:

The Audit Report should be submitted as circulated by the Management. The Format of Internal Audit Report, please refer the Internal Audit Manual of NPCIL.

The reports are to be submitted for each phase of audit as follows: -

One hard copy to Site Director / Station Director / Project Director at Unit.

One hard copy to Head Finance of the Unit.

One hard copy to General Manager (Finance), Corporate Office, Mumbai.

8. AUDIT TEAM

The Audit Team for each unit shall comprise of at least ONE Qualified Chartered Accountant / Cost Accountant and THREE Assistants with experience in audit. Any Partner of the audit firm should supervise the work of the Audit Team. There should be separate teams for each Unit. NPCIL Management reserves the right to ask the Internal Audit Firm to change any member of the Audit Team. Audit team members would be required to comply with the security requirements at the respective locations.

9. TRAVELLING / LODGING AND BOARDING EXPENSES

9.1 For Unit Auditors and CO & C&MM Auditors (if Auditors are not Mumbai based):

NPCIL will provide free lodging and boarding in its Guest House at Site / CO. The traveling expenses (including transport from Residence to nearest Railway Station / Airport and back) will be paid at actual as per the approved policy. The individual's entitlements will be as indicated below: -

1. Articles / Assistants = by First Class/AC-III Tier/AC Chair Car by Train (Air not entitled)
2. Qualified CA = by AC II Tier by Train/Economy Class by Air.
3. Partner = by AC First Class by Train/Economy Class by Air.

Only one to and from journey per phase of internal audit and one to and from journey for PF Audit (including Benevolent Fund Audit) would be reimbursed.

9.2 For CO & C&MM Auditors (if Auditors are Mumbai based):

NPCIL will provide free breakfast, lunch and departmental bus / car facility or any other suitable mode of transport as decided by the In-Charge of Internal / PF Audit.

9.3 In case, any audit firm deposes the audit team from the office other than the office on the basis of which appointment is considered, then the travelling reimbursement will be restricted from the office on the basis of which appointment is considered.

Note-The DA and travelling expenses for Internal and PF auditors will be reimbursed based on claim preferred by the auditors within the entitlements as per the Board approved policy for appointment of Internal and PF auditors. However, the following Table is given as a ready reference-

S. No.	Category of Auditor	DA for travel days & Stay days
1	Partners	Equivalent to DGM Level in NPCIL
2	Qualified CA	Equivalent to Dy. Manager Level in NPCIL
3	Articles/Assistants	Lowest rate in the Table in NPCIL

10. PAYMENT OF BILLS

As and when the phase wise Internal Audit Report(s) / PF Audit Report are submitted, NPCIL will make payment of fees and other expenses. The bills (in duplicate), etc. may be sent to Finance Head of the Unit / CO / C&MM for release of payment. Payment of Audit fees will be made as follows:

Internal Audit: -

- i) 50% of Audit Fees + Applicable Taxes: After submission of Phase 1 Report
- ii) Balance 50% of Audit Fees + Applicable Taxes: After submission of Phase 2(b) Report

PF Audit: -

100% of Audit Fees after submission of Audit Report

Statutory Levies / Tax as applicable will be deducted.

11. OTHER TERMS & CONDITIONS

11.1 The appointment can be terminated by giving one month's notice on the ground of unsatisfactory performance.

11.2 Any dispute arising out of the assignment shall be mutually settled and the decision of Director (Finance), NPCIL will be final and binding.

11.3 The appointment of auditors is subject to the following declarations:

- a) The Audit Firm must not sub-contract the work.
- b) The Audit Firm will work in strict confidence and will ensure that the information in respect of the operation of the Area/Unit is dealt in strict confidence and secrecy. A Certificate towards maintaining confidentiality to be provided by the Audit Firm before commencement of Audit.
- c) No partner of audit firm is related to any Director / Key Management Personnel of the company within the meaning of sub-section (77) of Section 2 of Companies Act 2013.
- d) The Auditor / Firm shall be free from any disqualification mentioned under section 141(3) of the Companies Act 2013. In addition to this, the appointed audit firm must not be holding the assignment of Statutory Audit / Tax Audit of the company including units of the company.
- e) The Auditor Firm shall undertake that data given to the Auditor by the Company and any information generated from the data provided shall not be used by the Auditor for any other purpose.
- f) Neither the firm nor its partners or Associates have any interest in the business of Company (NPCIL).
- g) The auditor will be required to issue certificate of Independence.
- h) The partners holding certificate of practice issued by respective institutes are in whole time practice.
- i) The Chartered Accountant / Cost Accountant Firm will be debarred from getting, in future, the Internal Audit / PF Audit of the Company in the following events:
 - If the firm obtains the appointment on the basis of false information / false statement.

- If the firm does not take up audit in terms of appointment letter.
 - If the firm does not submit the audit report, complete in all respect in terms of appointment.
 - If the firm violates any of the stipulation under clause (a) to (h).
- j) General Manager (F&A)/ Deputy General Manager (F&A) – Internal Audit Cell will be the competent authority to issue instruction and clarification for compliance with the procedural aspects related to finalization of report.
 - k) The offer should be submitted strictly as per the terms & conditions laid down in the document.
 - l) Decision of the Corporation in all the matters regarding number of the documents to be produced, short listing / award of assignments etc. will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the Corporation in this regard. Corporation reserves the right to call additional information / documents during the course of selection and evaluation process
 - m) Disclaimer: NPCIL reserves the right to accept or reject any or all responses and to request information or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reason.
 - n) Jurisdiction of Courts: Any dispute arising out of or in respect of the contract will be subject to the jurisdiction of Mumbai High Court only.
 - o) Bidders are required to submit

12. Annexure-I (i.e., Application for Empanelment on the letterhead together with the supporting documents.) the same is attached in the Excel Format under the head of Buyer Added Bid Specific ATC

- Certificate/Declaration on the letterhead.
- Certificate under preference to Make in India order as per format.
- Undertaking for financial standing

All documents submitted are to be signed with the seal of the firm.

Annexure-X

Sl.No.	Type of Audits	Fees paid on L-1 basis in preceding year FY 2024-25(in lakhs) inclusive of GST	Name of the Audit Firm
1	Internal Audit - Rawatbhata, Rajasthan (RAPS)	0.42	MANISH BRIJ GARG & CO.
2	Internal Audit - Narora, Uttar Pradesh (NAPS)	0.34	SGCO & CO LLP
3	Internal Audit - Gorakhpur, Haryana (GHAVP)	0.55	MANISH BRIJ GARG & CO.
4	Internal Audit - Tarapur, Maharashtra (TMS)	0.41	SGCO & CO LLP
5	Internal Audit - Kakrapar, Gujarat (KAPS)	0.41	S.S. PERIWAL & CO
6	Internal Audit - Kaiga, Karnataka (KGS)	0.49	S.S. PERIWAL & CO
7	Internal Audit - Kalpakkam, Tamil Nadu (MAPS)	0.49	GRANDMARK & ASSOCIATES
8	Internal Audit -Kudankulam, Tamil Nadu (KKNPP)	0.49	S.S. PERIWAL & CO
9	Internal Audit - Corporate Office (CO)	0.34	SGCO & CO LLP
10	Internal Audit - Contracts & Materials Management (C&MM)	0.34	JAIN V AND CO
11	PF Audit - Rawatbhata, Rajasthan (RAPS)	0.10	AMIT RAY & COMPANY
12	PF Audit - Narora, Uttar Pradesh (NAPS)	0.08	SGCO & CO LLP
13	PF Audit - Gorakhpur, Haryana (GHAVP)	0.09	KESHRI & ASSOCIATES
14	PF Audit - Tarapur, Maharashtra (TMS)	0.10	SGCO & CO LLP
15	PF Audit - Kakrapar, Gujarat (KAPS)	0.10	KESHRI & ASSOCIATES
16	PF Audit - Kaiga, Karnataka (KGS)	0.09	AMIT RAY & COMPANY
17	PF Audit - Kalpakkam, Tamil Nadu (MAPS)	0.09	KESHRI & ASSOCIATES
18	PF Audit -Kudankulam, Tamil Nadu (KKNPP)	0.09	AMIT RAY & COMPANY
19	PF Audit - Corporate Office (CO)	0.10	SGCO & CO LLP

NUCLEAR POWER CORPORATION OF INDIA LIMITED

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Chapter- 1

INTRODUCTION

Preface:

The Internal Audit Manual is an important tool to be used in all internal audits of an organization. It provides a clear picture of the standard of quality expected from the internal audit teams, and it emphasizes on areas where auditors must exercise professional judgment and where they must adhere to the standards. Auditors are expected to use this manual during the execution of their audit work.

The manual has been written primarily to provide guidance to internal audit personnel / teams on how the Company expects them to perform their duties and comply with professional standards and judgement. It describes the conceptual understanding of the internal audit methodology, explaining in broad terms how these audits should be planned, conducted, and reported. The manual refers readers to some of the various audit tools, areas and other guidance that exists and providing information available.

This manual may not be an exhaustive description of auditing theory and areas. Rather, it is intended as an efficient resource to explain the principles underlying the approach to conducting internal audits, including the compliance of earlier audit reports.

The manual also emphasizes the need of consultation with Heads of Finance and Senior Management which helps to ensure that sound judgement is exercised in planning, executing, and reporting the results of internal audit work. Through consultation and senior management involvement, the Internal Auditor can meet the needs and expectations of management and ensure the proper communication of findings, clearly and concisely.

The concept of Internal Audit has been drastically changed from the system of merely checking the arithmetical accuracy of accounting data as in former days to a system of appraisal and analysis of the effectiveness of accounting, financials, operations and other controls mechanism as an aid to the Management to achieve its goals of maximising the production and profits.

"Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system. Internal audit, therefore, provides assurance that there is transparency in reporting, as a part of good governance."

This manual describes the system of internal audit to be followed in NPCIL, covering various aspects and areas such as objectives of internal audit, the period to be

covered, the scope and extent of checking, issuance of reports, the follow-up of reports & settlement of paras and ensuring the compliance of internal audit observations.

The internal audit system, as described in this manual shall be subject to a review at an interval of five years, however, the guidelines, scope, checklists and extent of checking may be reviewed annually so that necessary guidelines for internal auditors covering the areas where more attention is required for its immediate improvement may be issued.

Need of Internal Audit:

- 1) By constant review and appraisal of the workings of the systems and procedures introduced, Internal Audit enables Management to control and utilise widespread resources properly. It acts as eyes and ears of Management in implementing its plans and decisions effectively since most of the Management decisions have financial implications on the Company's affairs.
- 2) It is meant to be an effective tool for the rapid and simultaneous observation of multiple events and transient situations which can give a reliable guide to the well-being of an organization, an advance warning of undesirable trends and an indication of corrective action, if desirable.
- 3) The main purpose of having an Internal Audit System in an organisation is to verify and review that the assets of the business are properly protected and accounted for, that current transactions are promptly and completely recorded, that faulty, inefficient or fraudulent operations are revealed and that the business is adequately protected against wastage, fraud and losses. The purpose of this form of control is to assure early detection and rectification of errors to minimise their recurrence in future, to achieve economy in expenditure and all-round efficiency. It ensures that various rules and procedures laid down by the Management are actually followed and acted upon by all the concerned.
- 4) In view of the amendment of the Companies Act with an emphasis on social audit concept in India and in accordance with Section 138 (1) of the Companies Act, 2013, read with Rules 13(1) prescribed in Companies (Accounts) Rules, 2014, it has become a statutory obligation on the part of a listed Company or every unlisted public company having paid up share capital of 50 crore rupees or more or turnover of 200 crore rupees or more or outstanding loans or borrowings from banks or public financial institutions exceeding 100 crore rupees or more at any point of time or outstanding deposits of 25 crore rupees or more at any point of time during the preceding financial year and every private company having turnover of 200 crore rupees or more or outstanding loans or borrowings from banks or public financial institutions exceeding 100 crore rupees or more at any point of time during the preceding financial year to appoint an internal auditor. In view of these provisions, Nuclear Power Corporation of India Ltd. (NPCIL) is required to appoint Internal Auditor decided

by the Board to conduct Internal Audit of the functions and activities of the Company.

The Statutory Auditors are required to comment upon the adequacy of Internal Audit System commensurate with the size and the nature of the business of the company. Statutory Auditors and Govt. Auditors rely much upon an efficient and effective system of Internal Audit during the course of audit of the Company. The Statutory Auditors also have to consider the Internal Audit Reports for the year under audit, issued to the Corporation during the year and till date, in determining the nature, timing and extent of audit procedures.

- 5) With growing complexities and inter-relation of activities between various agencies, modern industries all over the world have realised the pressing need to have Internal Audit to help the Management at all levels in controlling the activities in the right direction.
- 6) It is distinct from Statutory Audit as well as Govt. Audit. Statutory Audit is conducted by Auditors appointed under the Companies Act on behalf of shareholders of a Company and Govt. Audit is conducted by the Comptroller & Auditor General of India on behalf of the President of India whereas the Internal Audit is a part of the organisation and functions under the overall direction and control of its Management / Board and is primarily responsible to it.

Methods of Internal Audit

- Assessing the risks of material misstatement in the financial statements;
- Designing and performing further audit procedures for assessed risks and reduce the risk of not detecting a material misstatement to an acceptably low level;
- The nature of the operations / activities, including the application of accounting policies; systems and procedures etc.
- The review of entity's financial performance through analytical review; and
- Internal control & the degree of control reliance to be assessed on a continuous basis.
- The review of compliance of various statutes and its rules & regulations applicable to NPCIL (e.g., Companies Act, 2013; Income Tax Act, 1961; GST Act, 2017; Electricity Act, 2003; Atomic Energy Act 1962; MSME Act; Labour laws, SEBI regulations, RBI regulations etc.)

Chapter - 2

OBJECTIVES OF INTERNAL AUDIT

The broad objectives of Internal Audit are as under:

1. To ensure that the accounting and financial management systems are reliable, adequate, efficient and effective in design and to assess the extent to which they are being followed.
2. To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of the books.
3. To verify that the system of Internal check is effective in design and operation, in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations and misapplications.
4. To verify the procurement of similar items at different rates at various Site/stations/projects and to suggest the centralised purchase for such items. This work to be taken up by in-house Internal Audit Cell. External auditors to cross check whether the same is verified by Internal Audit Cell or not.
5. To verify that the system of identification of surplus, slow moving and non-moving inventories is in place and decision for disposal of such type of items is taken in time. Overall Inventory Management is to be reviewed through Internal Audit process.
6. To identify areas of significant inefficiencies in existing systems and to suggest necessary remedial measures.
7. To confirm the existence of financial propriety in all decisions and verify compliance to Government and statutory requirements.
8. To review the performance of various functions in the light of performance budgeting and to suggest cost reduction measures, if any.
9. To review the operational results to ascertain whether results are consistent with established objectives and goals.
10. To verify the various compliances with all applicable statutory provisions so that the possibility of penal actions under the statutory provisions may be avoided.
11. To examine and evaluate whether the Corporation's framework of risk management, Internal Control and governance processes are adequate and are functioning properly.

12. To advise and recommend the Management for improvements in Internal Controls.
13. To ensure timely identification of the liabilities, including contingent liabilities of the organisation.
14. To safeguard the assets of the organisation.
15. To review and ensure adequacy of information systems security and control.

Chapter - 3

DUTIES & FUNCTIONS OF INTERNAL AUDIT:

- 3.1 The duties of Internal Audit are vast and important which cannot be described precisely. However, broadly Internal Audit is concerned with any phase of business activity, which can be the basis of service to Management.

Internal Audit can focus on the factors responsible for loss, failure or inefficiency so that they are rectified immediately, if possible, or measures can be taken to avoid their recurrence in future.

The main duties and functions of Internal Audit, inter alia, are broadly classified as under:

- i) Systems Audit
 - ii) Operational Audit including Efficiency Audit
 - iii) Management Audit
- i) **Systems Audit:** Ensuring that the rules and procedures as laid down by the Company from time to time are properly understood, correctly interpreted and complied with by the concerned personnel of the departments / units of the Company is systems Audit.
- Improvements over the existing procedures also need to be suggested, whenever necessary. When a change in the system is felt, only general recommendations should be given.
- ii) **Operational Audit including Efficiency Audit:** The functions of operational audit is to ensure that Management controls are functioning effectively and efficiently in all the business activities of the Company and all the operations are in tune with its objectives. This audit includes review of adherence to prescribed guidelines in contracting, purchasing, budgeting, establishment and other functions. Audit examines that the broad and accepted principles of commercial accounting and practice have been consistently followed and any deviation from them is properly authorised and disclosed in the relevant statements. It sees that all transactions carried out are authorised and substantiated by proper vouchers / documents.
- iii) **Management Audit:** It is basically an audit of Management's policies, its performance and efficiency and measuring of the profitability of capital invested. The main function of Management Audit is to review the efficiency or otherwise of all operations and see that the affairs of the Company are conducted on healthy lines. Other important areas in which this type of audit is applied are inventory controls, investment planning and decision making, optimum utilization of capacity and reduction and control of various costs and the like.

- 3.2 **Review of the Internal Controls:** The audit team is also required to perform appropriate activities to understand the entity's internal controls. Here, the focus should be on understanding the entity's internal controls for the purpose of assessing potential risks of material misstatement or the weak areas of the organization.

The understanding of internal controls is required to evaluate the design and implementation of relevant internal controls. Implementation of a control means that the control exists and that the organization is using it. The auditors are also required to evaluate the design and implementation of the entity's policies and procedures in order to identify and assess the weak areas.

- 3.3 **Monitoring of Control Systems:** The Monitoring of controls are the regular activities of the organization that monitors whether controls are operating as intended and are being modified as appropriate for changing conditions. These activities include Management's review of Bank Reconciliations to determine whether they are being prepared & reviewed on a timely basis; the inventory review and stores control to avoid unnecessary blocking up of funds etc.

- 3.4 Since Internal Audit is a Management tool, its object is to assist the Management at various levels by providing it with objective analysis, appraisals, pertinent comments and recommendations in respect of the Company's affairs, in time, to enable the Management to take timely remedial action. Simplification of procedures, setting up of effective and efficient co-ordination between departments, gearing up of internal controls, cost reduction by minimization of wastages in various operations, revenue augmentation by proper inventory controls and maximum utilization of materials and manpower are some of the areas where Internal Audit can assist Management.

In addition to the above, adequacy aspect or otherwise regarding Insurance Policies to mitigate risks in operations, and adequacy aspect with regard to Bank Guarantees, Indemnity Bond etc. required for the day-to-day operations need to be reviewed.

3.5 **Monitoring Internal control over Financial Reporting:**

As per Section 134 of the Companies Act 2013, the term 'Internal Financial Controls' means the policies and procedures adopted by the company for ensuring the orderly and efficient conduct of its business, including adherence to company's policies, safeguarding of its assets, prevention and detection of frauds and errors, accuracy and completeness of the accounting records, and timely preparation of reliable financial information.

Internal Control over Financial Reporting (ICFR) is a process designed to provide reasonable assurance regarding the reliability of financial reporting and

the preparation of financial statements for external purposes in accordance with Generally Accepted Accounting Principles.

It intends to provide an accurate and fair reflection of transactions and dispositions of the assets of the company.

It provides reasonable assurance that transactions are recorded as necessary to permit preparation of financial statements in accordance with Generally Accepted Accounting Principles and Policies, and that receipts and expenditures of the company are being made only in accordance with authorizations of Management and Directors of the company.

It provides reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the company's assets that could have a material effect on the financial statements.

NPCIL has well defined procedures and guidelines for discharge of various functions by its various authority levels. These are highlighted below:

a) **Delegation of Powers:**

The Board of Directors has delegated power to the Chairman & Managing Director of the Company who in turn delegated power to the Functional Directors/ Officers of the Company at various levels for discharging their functions and responsibilities within the powers delegated to them. These are documented under the Head Quarter Instructions (HQI's).

b) **Structured Policies and Guidelines:**

NPCIL is having well-structured policies and guidelines governing major activities of the Company. While discharging the functions, the officers follow these laid down policies and guidelines.

c) **Manuals:**

NPCIL has procedural manuals covering all important activities. These manuals ensure carrying of activities in a systematic and standardized manner and eliminate the scope of exercise of discretion. The officers are guided by the provisions of these Manuals while discharging the functions covered by these Manuals.

d) **Guidelines of Govt of India & Department of Public Enterprises:**

NPCIL being a Public Sector Enterprise follows the directives of Government of India issued from time to time and also the guidelines of Department of Public Enterprises as made applicable to it by Department of Atomic Energy (DAE).

e) **Guidelines of Chief Vigilance Commission:**

NPCIL being a Public Sector Enterprise follows the guidelines of Central Vigilance Commission.

f) Listing requirement:

The debt securities of NPCIL being listed on the stock exchange, the Company complies with the provisions of listing agreements executed with the stock exchanges and relevant rules and regulations of SEBI.

g) Compliance of provisions of Statutes, etc.:

While discharging the respective functions, officers are required to comply with the provisions of all applicable Statutes, Rules & Regulations.

In NPCIL, risk management is a part of management system based on a Safety conscious approach. Enterprise Risk Management Policy has been framed for identification of key risk areas and to formulate appropriate risk mitigation plans for taking corrective action in a time bound manner.

The Internal Auditor shall carry out adequate test checks of transactions recorded so as to obtain a reasonable degree of assurance of the quality and integrity of accounting data generated, apart from authenticity of payment. The Auditor shall also evaluate the extent and implementation of internal controls with reference to transactions having impact on the financial issues and comments on the same.

The Internal Auditor shall report on Internal Financial Control over financial reporting – on the adequacy and operating effectiveness of such controls.

- 3.6 Internal Auditor may identify 5 most critical areas in each site and Corporate Office for in-depth analysis and submit their report to the Audit Committee of the Board.

Chapter - 4

OVERVIEW OF INTERNAL AUDIT & AUDIT APPROACH IN NPCIL

4.1 Overview of Internal Audit:

Internal Audit Planning activities - part of the Planning Phase, relate to establishing an overall audit strategy and a detailed audit plan to respond to assessed risks and the crucial areas. Initially, it is desirable to establish the audit objectives, assign a materiality level, gain an understanding of internal controls at the application level, and assess identified risks of material misstatement. This information is used to develop a Preliminary Audit Approach and to design detailed Audit Programs (regarding the nature, timing, and extent of checks).

Annual Audit Execution activities - the Execution Phase- include executing the detailed audit programs, and formulating the audit procedures and conclusions.

Annual Audit Reporting activities form the Reporting Phase of audits. They include evaluating the audit results, communicating the audit findings, issuing the reports.

Exceptional Reporting should emphasize the significant issues which should be included in 'Exceptions' part of the audit report. To avoid unnecessary delay and ensure timely resolution, audit team should discuss the issue with the Head of the Unit prior to reporting the finding as an exception. This part should include the areas such as planning points, internal controls, accounting policy concerns, and scope limitations etc.

4.2 Audit approach in NPCIL:

The following approach of Internal Audit will be followed. All accounting units including Corporate Office, projects, stations and other divisions shall be subject to internal audit every year.

The internal audit shall be conducted in two-tier manner.

- 1) One, from the External Audit Experts i.e. by appointing Chartered Accountants firms or Cost Accountant (CMA) Firms (appointment made by issuing EOI through transparent tendering process and inviting bids in two parts, fulfilling the minimum eligibility criteria as per the prevailing Board approved policy for appointment of Internal Auditors) or as decided by Board from time to time.
- 2) Secondly, by in-house internal audit teams for the examination of special matters and other issues as may be deemed fit by the management because the internal teams are well versed with Internal Instructions, Nature of Business, its advantages, complexities and present challenges.

4.3 Period to be covered by External Internal Audit:

The internal audit by external experts shall be conducted in three phases for each financial year.

- 1) The first phase of audit shall cover the first half of the financial year (period from April to September), the report in respect of which shall be submitted within one month of the end of the half-year.
- 2) The Phase – 2 (a) of Audit covering the first four months of the second half of the financial year (period from October to January), is to be taken up in January/February (*)
- 3) The Phase - 2 (b) covering the last two months of the second half of the financial year i.e. February and March has to be taken up in March/ April (*)

(*) Draft Internal Audit Report for the first 4 months of the second half of the financial year (i.e. October to January) will be submitted to the respective units for compliance, and on completion of Internal Audit for six-month up-to March, final six monthly Internal Audit Report has to be submitted to respective units with a copy to Corporate Office (Mumbai) by the prescribed time.

PERIOD TO BE COVERED BY IN-HOUSE INTERNAL AUDIT

The Internal Audit Cell of NPCIL will carry out one internal audit of Corporate Office, Projects and Stations in every financial year. As the internal personnel are well versed and more informed with the internal policies, procedures, controls and practices of the Company, the audit with the internal team will strengthen the working of the system by pointing out weaknesses, if any. Also, as the internal audit team will audit all the units or stations one by one, they will be able to analyse the working of all the stations and advise valuable suggestions on the good practices being followed in one unit or station for adoption in other units or stations.

The scope explained hereunder, checklists, extent of coverage and reporting etc. would also be subject to the audit by in-house internal audit team apart from the special issues assigned to them such as Analysis of variation in expenditure over the years, non-implementation or wrong implementation of policy decisions with its root cause analysis etc.

The formation of internal audit team will be made out of the officials posted in Internal Audit Cell by its Head, in consultation with Head of the Finance at Corporate Office (CO) for participation of officers from Units and CO by rotation. The formation of the team, for each unit to be audited will be made at the starting of the financial year. The scope of the audit including the special issues would be finalized for each financial year. The team may also comprise of Inter-disciplinary personnel based on scope of work, so that the recommendations could be effective. The scope of the Internal Audit

explained hereunder will not apply in Toto. Certain scope of audit may be subject to in-house internal audit team, such as check list specified in Para C of Annexure 14 under head Operation and Commercial is within the scope of In-house internal audit team. The scope inter alia includes verification of Nomination Contracts – 100%, PAC/Single Contracts – at least 10%, Pay fixation orders issued on account of grant of ACP/MACP/Financial up-gradation / Promotion/ Increment etc., upon specific orders. The other scope of the audit including the special issues to be assigned may be finalized by the Head of the Internal Audit Cell in consultation with Director (Finance).

Chapter - 5

STRUCTURE AND FUNCTIONS OF THE INTERNAL AUDIT CELL IN NPCIL

Independence of the Internal Audit Cell is the pre-requisite to enable it to carry out its work freely and objectively. The independence permits the Auditors to render the unbiased and impartial services to any organization.

The purpose, authority and responsibility of the Internal Audit Cell should be clearly defined in a formal document and approved by Audit Committee / Board of Directors emphasizing, among other things, its scope of work and objectives.

STRUCTURE:

In view of the scope, responsibility and authority associated with the Internal Audit function, and the nature of services expected, the Internal Audit Cell should be headed by an Additional General Manager. It would be a centralized wing and to be located at Corporate office. The Additional General Manager will report to the Director (F).

The Internal Audit Cell would pool the experienced departmental personnel with the qualification of professional courses imparting the knowledge of Audit procedures, techniques and tools. Technical experts would also be inducted to increase the quality of audit, and to give a clear understanding of what is going wrong. To support the Additional General Manager in coordinating the activities of the Internal Audit Cell, he will be assisted by the following supporting staff:

Senior Manager	-	1
Manager/Deputy Manager/Assistant Manager	-	3
Stenographer	-	1

As and when new projects / stations gets added, the strength of the teams deployed can be augmented by the induction of additional staff.

FUNCTIONS:

The in-house Internal Audit Cell would monitor and ensure that the objectives of Internal Audit as explained above are being achieved by the Company. The department inter-alia would be responsible to;

- Ensure that the assets of the company are adequately safeguarded against losses and misuse.
- Ensure the accuracy and reliability of accounting and other information generated.
- Ensure that the prescribed systems and procedures are being followed in the day-to-day operations of the company.
- Ensure that the management's policies are being adhered to.

- Ensure that the transactions and the operations in the Units are carried out with reasonable efficiency and effectiveness.
- Ensure that all the resources are utilised with maximum efficiency to attain the corporate objectives.
- Ensure observance of propriety in purchases, contracts and other financial transactions.

While ensuring the above compliances, it would also be under the function of the cell to review the recent changes that are required to be made in the area of internal controls, systems, procedures and practices due to various reasons such as implementation of new accounting packages, system up-gradation, change in statute etc. so that gradually day by day the overall improvement may be achieved. In nutshell, the Internal Audit Cell would play the role of a think tank for the overall improvement.

Apart from above, the functions of the Internal Audit Cell would be as follows:

1. It will collect the in-house and external Internal Auditors' Reports of all the audited units along with the replies of the units. It will further scrutinize the reports and prepare a summary of important internal audit findings for each audited station, which are to be placed before the audit committee for discussion and necessary action / decision.
2. It will issue the necessary instructions to the units and stations for the compliances of continuing nature of audit observations and ensure the compliance by periodic review so that continuing nature of audit observations may be minimized.
3. It will also deal with the CAG Audit Reports i.e., the follow up for outstanding Paras, ensuring that the suitable replies are being furnished by the units in time, by compiling the replies received by the audited unit and enforcing the necessary compliances so that the audit paras may be settled. It will also co-ordinate with CAG office for the settlement of old outstanding paras or remarks.
4. It will also ensure that the internal audit is being conducted as per the Internal Audit Manual and other instructions issued in this regard. The in-house internal audit team will also attend to any special issues assigned to them such as Analysis of variation in expenditure over the years, non-implementation or wrong implementation of policy decisions with its root cause analysis etc.
5. It shall also study thoroughly the systems and procedures followed by the company's various units and stations. The existing departmental checks / controls also needs to be studied for the purpose and it should be ensured that they are adequate enough to bring to light any errors and frauds automatically in the normal course of carrying out the checks.

6. It will also analyse the pattern of expenditure on various major heads by the operating units after the finalization of annual accounts. The cases of material variation noted needs to be reported along with the remedial action to the Audit Committee and Management to issue the necessary instructions to the concerned unit for remedial action.
7. It will also prepare the list of common items being procured by the various units or stations during operations. It will study and analyse the procurement price of these items across the various units and will prepare a report so that the procurement cost may be rationalized. The cost efficiency i.e. the analysis of rates in procurement of common items would also be under the audit purview.
8. It will also review that the efficiency of operations / affairs of the company are conducted on healthy footings. The other important areas which would be subject to its review are inventory controls, investment decisions, reduction and control of avoidable costs.
9. It will also review the accounting of Fuel and Heavy Water charges and Energy Billing as specified in Para B of ANNEXURE – 14.
10. It may also review the HQ instructions upon specific instructions & give their suggestions to smoothen the work flow.

For discharging the above functions, Internal Audit Cell shall have full and free access to the records of all the departments of the Company including copies of minutes of Board Meetings (on need basis based on relevance), Management Committee Meetings etc.

Important orders / circulars / procedures issued by the Management shall invariably be endorsed to the Additional General Manager (Internal Audit). Access to Report Generation Screens in IBA/ERP System in place is also to be provided for the functioning.

Chapter - 6

SCOPE OF INTERNAL AUDIT:

Internal audit in NPCIL shall be as broad-based as possible and will cover almost all the functions of organisation. List of major functions to be covered is given in the Annexure.

ANNEX. List of Functions No

1. Works including Service cum Maintenance, Engineering and Consultancy contracts (Pre-award and Execution)
2. Procurement – (Pre-award and Execution)
3. Accounts
4. Pay roll Accounting
5. Provident funds
6. Material and Stores
7. Hospital
8. Guest House
9. Transport
10. Invoicing of Sales
11. Debtors for the Sale of Energy
12. Fund Management
13. Bonds
14. Operations and Commercial and
15. Corporate Social Responsibilities
16. Software Applications

While conducting the internal audit, emphasis should be laid on compliance of all the rules, regulations, policies and procedures laid down in the areas being audited. Compliance with the relevant manuals and instructions, if any, shall be ensured as a matter of course.

Guidelines and checklists have been furnished for some of the areas of attention in this manual. It is however, emphasised that the coverage and reporting should not be restricted to the aspects mentioned in the guidelines alone. Professional expertise and judgement will have to be exercised on all other areas and aspects as well.

It would also be under the scope of external as well as in-house internal auditors to review the existing internal controls, practices, procedures and financial information system and their effectiveness. The changes required in the procedures, practices,

controls and present system, keeping in view the recent changes and development in applicable Statue, Auditing and Accounting rules may also be commented and suggested by the Internal Auditors.

Apart from the areas covered above, special audit and investigations as entrusted from time to time by Internal Audit Cell, the Audit Committee and the Management shall also be conducted and the findings/recommendations shall be submitted to the appropriate authority.

Chapter - 7

1. EXTENT OF CHECKING:

Firstly, the scope of coverage of internal audit is very vast. Secondly, all the areas need not be checked to the extent of 100%. The extent and coverage of checks to be exercised in each area has to be decided keeping these two factors in mind. The extent of checking of various areas is given below:

Sr. No.	Area	Coverage (Each Phase)
1.	<p>Works including Service cum Maintenance, Engineering and Consultancy contracts (Pre-award and Execution) - At least 30(thirty) contract files to be scrutinized in each Site/Audit entity, <u>during each phase namely Phase 1, Phase 2(a) and Phase 2(b)</u> in the year. Out of this minimum 30 files, indicatively, 15 can be from Works Contracts, 15 can be from other Contracts (including Services cum Maintenance; Engineering and Consultancy contracts etc.)</p> <p>For Works Contracts (HQI – 2001) Out of the 15 contracts to be scrutinized for each site/audit entity, the top 5 contracts (in terms of contract value & awarded during the period of audit) should be automatically selected. The remaining 10 can be selected on random basis by the auditor, ensuring the following: <u>Contracts with value more than Rs 100 lacs</u>-Minimum 4 files <u>Contracts between Rs 50 lacs and Rs 100 lacs</u>-Minimum 4 files <u>Contracts with value less than Rs 50 lacs</u> -Minimum 2 file</p> <p>Voucher scrutiny: CABs/FABs/CSVs and related BPVs</p> <p>For other Contracts- Out of the 15 contracts to be scrutinized for each site/audit entity, the top 5 contracts (in terms of contract value & awarded during the period of audit) should be automatically selected. The remaining 10 can be selected on random basis by the auditor, ensuring the following: <u>Contracts with value more than Rs 50 lacs</u> Minimum 4 files <u>Contracts between Rs 20 lacs and Rs 50 lacs</u> Minimum 4 files <u>Contracts with value less than Rs 20 lacs</u> Minimum 2 file</p> <p>Voucher scrutiny: CABs/FABs/CSVs and related BPV</p>	<p>At least Two Months in each phase</p> <p>100%</p> <p>At least Two Months in each phase</p> <p>100%</p>

2.	<p>Procurement – (Pre-award and Execution)</p> <p>At least 15(fifteen) contract files to be scrutinized in each Site/Audit entity, <u>during each phase namely Phase 1, Phase 2(a) and Phase 2(b)</u> during the year. Out of the 10 procurement contracts to be scrutinized, the top 5 contracts (in terms of contract value & awarded during the period of audit) should be automatically selected. The remaining 10 can be selected on random basis by the auditor, ensuring the following: <u>Contracts with value more than Rs 100 lacs</u> -Minimum 4 files <u>Contracts between Rs 50 lacs and Rs 100 lacs</u> -Minimum 4 files <u>Contracts with value less than Rs 50 lacs</u> -Minimum 2 file</p> <p>Voucher scrutiny: SABs/FABs</p> <p>and related BPV</p>	<p>At least Two Months in each phase</p> <p>100%</p>
3.	<p>Accounts</p> <p>Vouching – Adjustment entries in Bank accounts Vouching – Bank Payment Vouchers & Bank Receipt Vouchers Vouching – Journal Vouchers(i) NJV (ii) IAV,TEV,EVR,CSV,CSRV etc}</p> <p>Also to verify entries in GL, Sub-ledgers and their review, Review of implementation of Accounting Policies and Ind AS</p>	<p>100% 100% 100%</p> <p>At least Two Months in each phase</p>
4.	<p>Payroll</p> <p>Test-checking of bills w.r.t rules, proprietary aspects and variables</p> <p>Review of other aspects as per check list</p> <p>Test check employee loans, advances, claims & settlement.</p>	<p>50%</p> <p>At least One Months in each phase</p>
5.	PF Accounting (PF Cell Corporate office & all units)	100%
6	<p>MATERIAL ACCOUNTING & STORE PROCEDURES</p> <p>Documentation and procedures , recording receipts, acceptance, issue of materials, their reconciliation/adjustments</p> <p>Accounting and Review of Inventory Stock Ledger.</p>	<p>50%</p> <p>1 month in each phase</p>

	Accounting and Review of Claims	100%
	Review of Returnable Gate-Pass system	100%
	Status of Insurance claims lodged/pending to be lodged and their follow up action	100%
	Review of slow-moving, non-moving, obsolete and serviceable items	100%
	Physical verification of Stocks	
	Extent of coverage:	
	Unit Value above Rs. 1 Crore	100%
	Unit Value between Rs. 50 lacs and Rs. 1 Crore	50%
	Unit Value between Rs.10 Lacs and Rs.50 lacs	25%
	Unit Value upto Rs. 10 Lacs	10%
7 to 9	Hospital, Guest House and Transport	
	Proprietary Aspects	100%
	Accounts	One month in each phase
10.	Invoicing of Sales	100%
11.	Debtors for Sale of Energy	100%
12.	Bonds	100%
13.	Fund Management (i) Investments: All investments including PF Investment and Investment of earmarked funds (ii) Borrowings (iii) Fund Transfer	100%
14	Operations and Commercial	100%
15	Corporate Social Responsibilities	100%

2. REVIEW OF SYSTEMS AND PROCEDURES

Following major areas of activities need to be reviewed in each phase, with respect to internal control systems and procedures followed, weaknesses in the existing systems and suggestions for improvement.

- 1 Works contracts and other contracts
 - a) Budgeting stage to Award of work stage (Budgeting, Estimation, Tendering, Evaluation of Tender and Award of work).

- b) Progress of work to completion of work and final settlement (considering Additional Quantity and whether Tender Structure is maintained).
- 2 Procurement
Budgeting stage to Issue of PO stage (Budgeting, Estimation, Tendering, Evaluation of Tender and Award of PO).
- 3 Material Accounting & Stores
Storage (Receipt of goods, MRV, Storage, Issue of stores, Stores Accounting and Gate Pass system with respect to stores & materials).
- 4 Pay Bill
Select 20% of live employees, 100% of new joining cases and 100% transfer cases, retiree & resignation cases during the review period.
From Joining to Retirement (updating of joining data, progressive history, and all payment related master data, deductions, variable payment and final settlement in IBA module)
- 5 Fund Management
- 6 Operation and Commercial (with respect to fuel and heavy water charges by in-house Internal Audit team and other matters by External Audit team)
- 7 Energy Sales and Collection
- 8 Other systems and procedures
 - a) Hospital
 - b) Guest House
 - c) Transport
 - d) PF
 - e) Travel
 - f) Imprest Accounts
 - g) Miscellaneous Bill settlement

Chapter - 8

CONDUCT OF INTERNAL AUDIT, REPORTING, REPORTING FORMAT AND PROFORMA OF REPORT

8.1 CONDUCT OF INTERNAL AUDIT:

The following principles shall be followed in the conduct of Internal Audit and issuance of Internal Audit reports:

1. The audit shall be conducted in accordance with the guidelines, adherence to Accounting Manual, Headquarter Instructions, Guidelines issued by ICAI and Statutory Provisions and checklists provided in the appendices to this manual, in addition to the generally accepted procedures and practices.
2. Access to standardized report generation screen in IBA/ERP system for generation of General Ledger, Sub-Ledgers, Trial Balance and viewing of Vouchers should be used for conduct of audit.
3. The mission is to improve financial housekeeping, system & working improvement and strengthen internal controls, and not merely fault finding. Therefore, audit should be conducted in conducive environment.
4. Observations should be discussed at the appropriate level. Effort should be made to get action taken on the observations, during the course of audit itself, without postponing the issue.
5. The audit shall be conducted in flexible manner with co-operative attitude. The observations should be judged on the concept of materiality before commenting.
6. The results of audit should be discussed with Head of Finance and with Head of the Site/Station / Project of accounting unit in each phase and important observations should be brought to their notice so that timely corrective action may be taken at Site/station / project / accounting unit.

8.2 REPORTING:

In order to make the audit reporting clear and simple, and to convey what exactly it intends to convey and to serve useful purpose, the following guidelines should be borne in mind while preparing audit reports:

1. The report must be simple, specific, brief but comprehensive.
2. Self-explanatory headings should be provided to the points reported.
3. The reports should be prepared after duly taking into account the facts brought out in discussion.

4. The findings must be reported logically by offering suitable explanations followed by practical recommendations. Wherever possible, it must be quantified in support of the findings. Internal Auditor should provide additional information such as proportion of exceptional cases (i.e. delayed P.O., poor cost estimations) against total cases, which would provide more insights into efficiency, the problems faced in general and need for process improvements.
5. Internal Auditor should consider value wise information/ reporting, they should also report comparative columns for last 6 months so that the work done by NPCIL to resolve the continuing issue / progress, can be analysed.
6. The report should summarize important findings or observations for audited period, which require the attention of top management.
7. Observations in the internal audit reports should not be general in nature. They should be specific and to the point, adequately supported by instances of irregularities / non-compliance of rules, regulation, etc. Suggestions for improvement may, however, be given wherever possible.
8. The report will incorporate all irregularities & objections, which have not been replied or replied unsatisfactorily, and those replied satisfactorily but have financial implications. Minor discrepancies like misclassification of Account Codes, miscalculation and accounting error (unintentional) etc., which have been rectified during the course of audit, need not be reported.
9. The report should be supplemented, in each phase, by indicating:
 - Particulars of areas covered and mention the method of the sample selected/ the month(s) selected / extent of checking of transactions and list of files asked for and provided.
 - Particulars of records along with their volume and value checked as compared to the total volume and value of the transactions and
 - The last control number of each stream of document, as verified
10. A statement indicating the audit personnel deployed, their designation and the period of deployment for each phase.
 - a) A certification that separate teams were deployed for each NPCIL Units, where more than one unit is assigned for Internal Audit.
 - b) The results of audit should be discussed with Head of the Finance at Unit concerned and Unit-In-Charge (i.e. Site Director / Station Director / Project Director) in each phase and important observations should be brought to their notice so that timely corrective action may be taken at Unit. A statement to the effect that the draft audit report has been discussed with above authorities should

be recorded while forwarding the report. The reports should be duly prepared after taking into account the facts brought out in discussions.

11. Valuable suggestions for further improvement and the best practices noticed in the same industry or other places, which may be adopted in place of current practices, may be included in the reporting so that this may be further discussed in the Audit Committee Meeting for its implementation.
12. Any serious irregularities may be reported to Internal Audit Cell under a copy to Director (Finance) through a separate confidential letter.
13. The finalized six monthly Internal Audit Report is required to be submitted in hard copy to respective Units with a copy to the Internal Audit Cell Corporate Office (Mumbai).
14. The Internal Audit Reports should be submitted in time, as specified in the Work Order.

8.3 FORMAT OF REPORTING:

Internal Audit Reports should be divided into following main portions namely:

PART I: SCOPE OF AUDIT

The extent of coverage during the audit work in respect of areas as defined in the Scope of Work together with the details required in pursuance to Chapter 7 above, covering details and extent of checking of transactions, compliance to audit check list and the method of sample selection for each area of audit etc., should be provided under this Part.

PART II: AUDIT DETAILS

The details required in pursuance to Point 10 above such as names of the Auditors who have conducted the audit, period during which internal audit work was carried out, together with the certification as at (a) and (b) of point No. 10.

PART III: SIGNIFICANT REPORTING

This part should contain the major irregularities which the auditors want to bring to the notice of the Audit Committee /Management specifying the financial implications.

The items reported in this Section may not be duplicated/reproduced in any other Parts of the Report. At the time of Reporting, the Contract Reference No., Date, Transaction amount /Contract Value and Description should invariably be mentioned.

PART IV: EXCEPTIONAL REPORTING – Discrepancies / irregularities noticed during the audit

This part of reporting should contain the following:

- ❖ More detailed information about the irregularities and deviations from policies, system, procedures, rules, regulations prescribed by NPCIL and scope of audit noticed during the course of current period of audit as per the audit checklist and which have been reported under the management summary for the current period audit.
- ❖ Minor discrepancies like misclassification of account codes, and accounting error (unintentional) etc., which have been rectified during the course of audit need not to be reported. Only continuing irregularities may be reported, which has material impact.
- ❖ The observations should be arranged into self-contained Audit Paras with a suitable title.
- ❖ The reported part contained here may further be explained by way of annexure.
- ❖ The audit report should also contain the implications of non-adherence of policies, rules, and regulations etc. of the organization.
- ❖ The audit observations have to be classified into Critical/ Major / Minor category, by the auditor, depending on gravity, extent of financial implications involved, in the prescribed column of the Report ,for prioritization during review
- ❖ The audit report should also contain the suggestions to overcome the irregularities in a most suitable and practical manner.
- ❖ The best practices being followed in other organization may also be suitably incorporated by way of suggestions for the system improvement.
- ❖ Specific suggestions of Auditors for improvement in any areas in line with the CVC guidelines, GFR, Internal Audit Standards and guidelines issued by ICAI etc., from time to time may be highlighted in this part
- ❖ This part should also contain a suggestive Para about the weakness and inefficiencies noticed by the auditor during the course of audit in the internal controls, which can be improved.

PART V: REPORT ON INTERNAL FINANCIAL CONTROL OVER FINANCIAL REPORTING

This part should contain observations that are material to report on adequacy of internal financial controls system over financial reporting and to report that whether such internal financial controls over financial reporting were operating effectively during the audit period, based on the internal control over financial reporting criteria established by the Company considering the essential components of internal control.

PART VI: COMPLIANCE REPORT:

The auditor is required to perform a follow up/ compliance audit to check / verify the action taken by auditee for settlement of the old outstanding para/ observation. The compliance report should contain the action taken by the auditee on previous unsettled audit observations / rectification of errors pointed out in the audit report of the previous year or by the current auditors in earlier phase / phases. It should also contain the confirmations by site regarding implementation of policies, systems etc. to avoid the recurrence of such irregularities in future and further action plan for unsettled audit observations. Any Serious irregularities found which is felt by the Auditors for reporting to Head, Internal Audit Cell with a copy to Director (Finance), Corporate Office should be reported through a separate confidential letter. This part should also contain the report on the review of compliance to the observations of Statutory Audit and CAG Audit, on the Accounts, raised during the previous financial year.

The in-house internal audit team including empanelled internal auditor will document reasons for settlement and indicate specifically that the “para is settled”. The compliance report may be issued as a part of main report in the format given under point 8.4.

PART VII: INDEPTH ANALYSIS

This part should contain the report on 5 most critical areas identified by the Auditors of each Site and of Corporate Office for in-depth analysis, for reporting to the Audit Committee.

8.4 PROFORMA OF REPORT

The audit report should be submitted in the standardised format as circulated by the Management from time to time including the standardised Annexure reference numbers. (Current report format is as in Annexure-C)

The audit report in the hard copy is to be submitted in 3 copies for each phase of audit:

- One copy to the Head of the Site
- One copy to Head of Site Finance of the Unit
- One copy to AGM Internal Audit Cell at Corporate Office, Mumbai.

The report in soft copy should be mailed to all the above including Head of Finance and Addnl. General Manager (Finance), Internal Audit Cell at Corporate Office, Mumbai.

Chapter - 9

FOLLOW-UP OF REPORTS AND SETTLEMENT OF INTERNAL AUDIT OBSERVATIONS

The following principles shall be followed in the follow-up of Internal Audit reports and settlement of internal audit paras:

1. After the audit is over, the replies or compliance to the audit observations of Site/Project / Station / Office on draft internal audit reports shall be finalised and sent to the Internal Auditor within a period of 7 to 15 days after receiving the Draft Report by the Site/project / station / office.
2. Replies to internal audit observations shall be furnished by respective Site Finance Head ideally in consultation with Site Director/ Station Director/Head of the Unit.
3. The replies furnished by the Site / Station / Project shall be examined by the Internal Auditor and his final observation in disposal of the point shall be recorded and the Internal Audit Report finalized. Individual paras shall be treated settled if the sites have either intimated compliance with the observations (with the details as applicable) or have furnished satisfactory explanation.
4. Any unresolved or outstanding audit observations should be clearly documented in the Final Audit Report.
5. The Additional General Manger will report unsettled items, significant/ material findings to the Director (F), who will then report to the Audit Committee.

Chapter - 10

SYSTEM FOR ENSURING COMPLIANCE OF INTERNAL AUDIT OBSERVATIONS

There would be a three-tier arrangement for review and ensuring compliance of Internal Audit observations in NPCIL.

(a) The Auditor shall discuss the results of audit with Head of the Finance at Unit concerned and Unit-In-Charge (i.e. Site Director / Station Director / Project Director/Executive Director) in each phase and important observations should be brought to their notice so that timely corrective action may be taken at Unit. A statement to the effect that the draft audit report has been discussed with above authorities should be recorded by the auditor in the report.

(b) The Internal Audit observations and the compliance reply at site/ station/project level should be reviewed by the Site Director/ Station Director/Project Director/Executive Director and the corrective action / compliance to be ensured. Site Management has to look into the detailed observations of the Internal Auditors and to address all the issues which are repetitive or of routine nature, to take care of the interests of NPCIL.

(c) There would a system of holding periodic review meetings (at least 3 times a year) with head of Finance of all Units chaired by Director (F) or ED level officer nominated by Director (Finance), wherein status of outstanding internal audit paras would be discussed before placing the report to Audit Committee.

(d) Further, the points of concern and points that needs attention or guidance from higher management may only be reported to the Audit Committee.

(e) Audit Committee Meetings may like to periodically review the crucial findings, observations and suggestions of the various auditors and other aspects of the Financial Information System. The outstanding internal audit paras which are not resolved within 6 months would be a part of the agenda of all these meetings.

Site Director/ Station Director/ Project Director / Executive Director shall invariably participate in the review meetings (c) and (e) above.

The system to be followed in respect of such reviews is given below:

INTERNAL AUDIT MEETINGS:

The meeting, for quarterly review of observations of internal audit by Director (Finance) or ED level officer nominated by Director (F) will be called for the deliberation on all the outstanding observations of units and stations, to ensure corrective actions wherever necessary and settlement of outstanding audit observations. The corrective actions / settlement of outstanding audit observations has to be effected within a maximum period of 6 months and the observations /paras have to be complied, for

closure by the Auditor. If the audit observations are not settled to the satisfaction of Internal Auditor within 6 months, it may be taken up for review by the Audit Committee.

The meeting shall be attended by ED /GM (Finance), AGM (Audit), Finance Head of Site/ Stations / Projects and officers of other departments concerned as decided by Internal Audit Cell. The agenda will be prepared by the Internal Audit Cell. Agenda for these meetings shall include complete details of all internal audit observations outstanding and points of the Management Reporting, which requires deliberation in the meeting. The Paras in respect of which sites report compliance or have furnished satisfactory replies shall be settled at the meetings. The decisions taken at the meetings shall be taken up for implementation / remedial action as necessary. Action taken with regard to decisions of earlier meetings shall be reported in the agenda of subsequent meetings.

Audit Committee Meeting:

After reviewing replies to the draft report, the Internal Auditor should submit the final report to the Corporate Internal Audit Cell which will summarize the same and place it before the Audit Committee. The Corporate Internal Audit Cell is expected to collate the observations only & not drop any observations/paras. Executive summary will be submitted to Audit Committee along with the detailed report.

The review of the status of Internal Audit, all the outstanding internal audit observations left out after the internal audit meeting, deficiency in system, aspects requiring decision making and various auditors' suggestion on the system & its improvement falls within the terms of reference of this Meeting. In this context, the details of internal audit observations outstanding for more than two years for any Site/ Station/Project shall also be included in the agenda for the meetings of the committee apart from the status of various aspects of the internal audit function. The agenda would be prepared by the Internal Audit Cell. The decisions / instructions and views of the committee shall be taken up for implementation / remedial action as necessary. Action taken with regard to decisions of earlier meetings shall be reported in the agenda of subsequent meetings.

As the Internal Audit Report contains observations relating to F&A, CMM, CTC, HR, Technical Groups and policy related matters, the representative from respective group to which the audit observation pertains and the Unit Head are also to attend the Audit Committee Meeting for clarifying the issues and ensuring compliance / implementation of the remedial actions as decided in the meeting.

Apart from above, the Audit Committee would also review the functioning of the Internal Audit Cell regularly. In this context, the following items shall be included in the agenda for such meetings upon specific instructions:

1. Status of outstanding internal audit observations including the age analysis;
2. Status of conduct of internal audit of the current year;

3. The decision taken by the Audit Committee on important observations from internal audit reports and status of its compliance by all the concerned unit,
4. The decision taken by Audit Committee on various auditors' suggestion on the system and its improvement and status of its implementation by all the units / stations.
5. A report on Para 6,7,& 8 of the functions of the Internal Audit Cell as explained in Chapter – 5 and report on any other special assignments given by the Audit Committee from time to time.
6. To review the performance of the internal auditors, adequacy of the internal control systems.
7. To review the adequacy of internal audit function, if any, including the structure of the internal audit cell, staffing and seniority of the official heading the department, reporting structure coverage and frequency of internal audit.
8. To discuss with the internal auditors of any significant findings and follow up thereon.
9. To review the findings of any internal investigations by the internal auditors into matters where there is suspected fraud or irregularity or a failure of internal control systems of a material nature and reporting the matter to the board.
10. To mandatorily review the internal audit reports relating to internal control weaknesses.
11. To review the appointment, removal and terms of remuneration of the internal auditor

Chapter – 11

Audit Checklists on various areas included under the purview of internal audit are enclosed in Annexures – 1 to 16.

Annexure - 1**Audit Checklist - Works including Services and Service cum Maintenance, Engineering and Consultancy contracts****A. PRE AWARD- Checks to be exercised in respect of files selected for examination**

1. Estimates become the basis for inviting the tender, justifying the reasonableness of rates & awarding of contract. Examine whether estimates have been properly made out. Check that the rates in 'Detailed Estimate' adopted are supported with reasonable basis / documents. For 'non-scheduled items' verify that the estimate is arrived at through market survey by obtaining quotations from market, previous contract and rate analysis. Reference: Guidelines for Cost Estimation Methodology in NPCIL (Circular dated 09.02.2024 available on PRITHVI under Directorate of CMM- Circulars)
2. Examine whether Schedule of Rates (SOR) for work commonly executed is maintained up-to-date and that the estimates are based on approved SOR.
3. Examine whether the time taken for tender processing to award of work stage is within the prescribed time schedule [Refer HQI8005M1 Construction Management Manual Vol.-1 Clause: 4.2.1 Time Schedule for Decision on Tender](available on PRITHVI Home Page under HQI)
4. Check whether the tender document for sale was issued under the signature of the competent authority. Examine whether the time schedule specified between call of tender and opening of tenders [Refer HQI8005M1 Construction Management Manual Vol.-1 Clause: 3.4.7] was adhered to and that any reduction in time is on the basis of prior approval of competent authority.
5. Examine whether award values compare with estimates. Ascertain whether reasonability is established before award of contract.
6. Analyse and comment on the reasonableness of the justification given in single tender cases / nomination cases/retendering etc.
7. Ascertain whether Budget provision for the particular work has been made.
8. Ascertain whether the unit has accorded / obtained the Financial Sanction for the capital items as per the powers delegated, before commitment is made for incurring expenditure.
9. Ascertain whether Proper mode of tendering has been adopted. If not, prior approval of Competent Authority has been obtained for the deviation.
10. Examine whether all parties selected for tendering hold valid labour license, EPF registration, GST registrations, etc., as applicable.

11. Ascertain whether all tendering procedures like estimated cost indicated in NIT, invitation of bids, tender cost, the requirement of Bid security, specifying bid opening date in the NIT, Certification by Finance in tender opening, formation of the tender evaluation committee in applicable cases, etc. have been followed. Additionally, maintenance of tender box and procedures have been followed in case of manual tender.
12. Financial implications arisen due to issue of amendments in tender (due to points raised during pre-bid meeting) has been suitably incorporated in the revised SOQR before submission of price bid.
13. Ascertain whether Tenders have been opened in the presence of Finance representative, and signed by the Finance Officer, digitally in case of online tender. Corrections / over writings in rates / rebates, if any, have been jointly signed by the Tendering Section and Finance representative (for Tender in hard copy). All bidders have furnished bid Security in acceptable form.
14. Check the contract issued / awarded during the audit period and ensure that pre-qualification criteria are duly determined and deviations are approved by the competent authority as per DFP. Ensure the completeness / adequacy / documentation of pre-qualification criteria fixation process by checking the following points: -
 - a) All the relevant factors/ parameters are considered while fixing the pre-qualification criteria. e.g. financial strength, experience in works of similar nature.
 - b) Criteria are fixed after considering the detailed scope of work and related detail in respect of experience, capacity of equipment etc., which are specifically mentioned / described.
 - c) Clauses related to financial capability of all the consortium members are clearly and correctly specified.
 - d) Valid legal agreement amongst the consortium members (if the consortium of two or more parties is allowed for execution of the contract).
 - e) Criteria are defined in clear and understandable terms.
 - f) Qualification criteria have been determined before invitation of EOI (Expression of Interest)/ Offer from prospective bidders.
 - g) Qualification criteria have been properly disclosed in the Notice inviting Tender.
 - h) Ensure that pre-qualification criteria has not been modified after the receipt of the EOI / Tender.

- i) Ensure that all the documents required to be submitted by the interested bidders to assess their financial capabilities as per the minimum qualifying financial criteria are clearly laid down for the PQ document.
 - j) Formats to be filled by the prospective bidders regarding financial information to assess their financial capabilities are as per the NPCIL standard formats and are considered sufficient to obtain necessary information for assessing the PQ criteria.
 - k) Check the supporting documents have been submitted by the parties and ensure the adequacy of the documents.
15. Ascertain whether financial capabilities of tenderers have been properly assessed and award of contract made to financially sound and capable parties. Ensure the adequacy / accuracy of the pre-qualification criteria evaluation process by checking the following points:
- a) Evaluation report has been duly approved by competent authority.
 - b) Evaluation of parties has been on justifiable grounds and no undue advantage has been given to any party.
 - c) Evaluation of the parties has been done on the basis of the specified Minimum Qualifying Criteria with adequate valid supporting documents submitted by bidders and the required information has been provided in the specified formats.
 - d) Selected firms have submitted all the required documents and enclosures stated in the NIT, PQ document.
 - e) Only the firms satisfying the minimum criteria are placed on the select list and firms not satisfying the criteria are excluded.
16. A consistent and uniform method has been followed in analysing the information provided by the parties for evaluating their pre-qualification. Ensure that there are no omissions and errors in the same.
17. Verify whether the Independent Verification of Documents submitted by the bidders as in Circular No NPCIL/ED(P)/2012/M dated 17.02.2012 is complied.
18. Verify whether the Purchase Preference to MSE registered bidders for Contracts (excluding “Works Contracts”) as per Government of India directives is adhered to.
19. Verify whether the comparative statement for evaluation of the tenders, has been drawn up correctly and has been signed by representatives of both Tender

Cell and Finance Department. Examine, whether deviations taken by the tenderers have been properly loaded for evaluation of the bids. Further, examine any changes in tender conditions like specifications, delivery schedule etc. made after opening of the tender and report all such cases. Examine whether delayed tenders have been accepted.

20. Examine the cases where the lowest evaluated commercially and technically responsive tenders have been overlooked and whether the same are justifiable. Highlight cases where the same are not considered reasonable. Internal Auditors will also verify and report on the compliance with G.O No.98/ORD/1 dated 24.8.2000 issued by the Central Vigilance Commission (Given in Appendix).
21. Check that splitting of work / items as defined under the scope in Technical Sanction has not been done while inviting tender with a view to avoid the approval of the higher authority due to higher value. Circular No. NPCIL/CMD/2020/M/018 dtd February 12,2020
22. Verify whether the Delegation of Powers have been followed strictly at all stages – i.e., at the time of administrative approval, financial approval, approval of technical estimates, calling of tenders, pre-qualification criteria, calling for negotiation and approval of the award.
23. Examine whether awards were made after relaxing the qualifying requirements (QR), particularly after opening of the bids and report all such cases, if not as per guidelines.
24. Examine whether there has been a delay in processing the awards having financial implication to the company.
25. Examine whether any post-bid letters / communication have been considered (beyond permissible by HQ circular) for the purpose of evaluation of bids. Each such case is to be reported.
26. Examine whether Overall tender is within permissible variation limits. If not, whether negotiations carried out for bringing down the rates within permissible variation. If even after negotiation, offer was beyond permissible variation limits, whether detailed justification for the same had been furnished with the proposal for award of work. Highlight cases of substantial variations between award values and estimates not supported by price justification.
27. Examine whether there is any deviation on any account, and whether the Competent Authority has approved it. Whether the work order is issued as per the stipulation of concurrence and the rates and quantities indicated in the Work Order are as per the approvals. Whether clauses for adequately safeguarding NPCIL's interests in case of advance payments, free issue of materials etc. has been incorporated in the Work Order.

28. Examine whether the amendment(s) issued are as per the approvals. Whether, as a result of amendment, the tender structure has changed. If yes, whether necessary approval in this regard has been obtained.
29. Examine all cases of work orders placed on post facto basis and whether they were really in the interest of the Corporation.
30. Examine whether an approved list of contractors has been drawn up, reviewed and updated as provided in the Works Policy. Whether the contractor who fails to comply with the terms and conditions of any work order has been excluded from the list.
31. Examine that financial implications of tax components are loaded properly at the time of evaluation of proposals
32. Verify whether instruction was promptly issued for refund of EMD's as per guidelines to (i) unsuccessful bidders (ii) technically not qualified bidders as per evaluation of Part 1.
33. Examine whether the contractor is a Strike-off company or not (in case contractor is a company or LLP)
34. For Nomination Contracts the following aspects may additionally be examined:
 - a) Examine each contract awarded on 'nomination basis' to ascertain whether it was awarded to avoid normal route under delegation of powers.
 - b) Whether same party is getting the order where other alternatives are available and report the number of nomination contracts issued to the same party for same / different work / supply during the review period.
 - c) Report the number of nomination WOs issued during the review period.
 - d) Report the number of nomination contracts issued due to delay in tendering procedure for the Regular Maintenance / Supply Contract. Also report whether the delays in completing the relevant tender process could have been reduced / avoided etc.
 - e) Report the number of nomination contracts issued instead of extension of existing contract.
 - I. To same party by whom the regular work was done earlier.
 - II. New party, other than the party who has done the work earlier on regular WO basis.
 - f) Report the No. of nomination contracts issued on urgent basis but the WO placed after 15 days from the date of Technical Sanction / Indent etc.

B. EXECUTION:

1. Verify that the Work order is accepted by the Contractor and Agreement is entered into within the stipulated timeframe.
2. Audit of advance payments to contractor
Verify whether initial advance, interim advance, mobilisation advance etc. has been released in accordance with provisions of the contract and has been given with approval of Competent Authority and the same are being adjusted / recovered along with interest regularly from the Running Account (R/A) Bills. Also check that prescribed security (bank guarantee), if any, has been obtained.

Review of Statutory provisions: Verify the advance payments released / made to the contractor and ensure that payments have been made after complying with the statutory provisions e.g. Deduction of TDS wherever applicable.

Review of Security Aspects: Verify the documents submitted in support of the advance payments released to the contractor and ensure the following aspects:

- a) Machinery/equipment/material is hypothecated in favour of NPCIL in the Prescribed Hypothecation deed format of NPCIL.
- b) Cost of machinery / equipment /material declared is reasonable.
- c) Machinery/material is owned by the contractor and free from all encumbrances.
- d) Adequate insurance cover has been taken and interest of NPCIL has been recorded in insurance cover/ policy.
- e) No advance has already been given against the same security.
- f) Requisite bank guarantee has been received and the bank guarantee is confirmed by the issuing bank. Ensure the compliance of direction issued in HQI 3012 in respect of audit of Bank Guarantees.

Review of Interest calculations: Check the contractor ledger accounts and ensure that: -

- a) Interest has been charged and accounted as per the contract terms and conditions.
- b) Regular adjustment / recovery of interest charges has been carried out from the contractor bills.
- c) Approval for waiver-off of interest, if any, has been taken from the appropriate authority.

Review of Adjustment/recovery and follow up: Check the contractor sub-ledger accounts and ensure that:-

- a) Adjustment / recovery of the advances has been carried out as per the terms and conditions of the contract. In case of deviations, approval from competent authority has been taken.
 - b) Unadjusted advances are analyzed at regular interval and timely follow-up has been made for the recovery / adjustment.
3. Verify whether Security Deposit / Performance Guarantee have been obtained as per terms of the Work Order.
 4. Audit of Bill Processing on test check basis.
Test check running / final account bills submitted by the contractors for various works verifying: -
 - Whether the payment is due in line with rates, provided in the contract and the quantity recorded in the Measurement Book (MB) (i.e. Under COMANAS/software approved by NPCIL).
 - Whether the MB has been signed by the contractor and valid invoice / bill has been produced by the contractor.
 - Whether necessary certificates have been signed by the competent authority.
 - Whether insurance policies, labour licences, PF etc as per Contract have been furnished, and are valid. (Circular No NPCIL/AD(Works)/2022/M-2 dated January 25,2022 on Verification of Insurance policies).
 - Whether the value of works executed / payment made has been accounted for in appropriate Accounts.
 - Whether recoveries on account of Income-Tax /GST TDS/ Cess under Building and other Construction Workers Act 1996, etc. deducted at source, retention money, security deposit, recoveries towards rent, hire charges on equipment, materials / services etc. provided by NPCIL have been appropriately recovered.
 - Adjustment on account of advances & interest thereof has been duly considered / taken care.
 - Whether liquidated damages has been correctly recovered wherever applicable.
 - Whether the material reconciliation statement duly approved has been provided (if applicable) and the recovery for loss /excess consumption of construction materials etc. has been made.
 - Whether the voucher has been approved by competent authority.

- Verify the net payments released in line with the above and comment on deviations from provisions of the contract.
- Whether AHR items have been paid as per the GCC /work order.
- Verify the Payment of EPF & GST by the contractor.

Payment on account of variations (additional quantity, extra, substituted items) Check the contractors bills on random basis and ensure that:-

- a) Payment on account of variations has been released after getting / taking approval from appropriate authority as prescribed in the DFP.
- b) The rates for extra / substituted items are as approved by the competent authority.
- c) Rate of extra / substituted items is reasonable and justifiable and has been verified through departmental estimates.
- d) Reasons for variations are duly justified and approved by the competent authority.
- e) Ensure that variation work was not initially included as part of the initial contract with the contractor.

Payment on account of escalation Check the contractors' bills on random basis and ensure that: -

- a) Escalation payments are released/ sanctioned as per the contract terms & conditions and applicable indices.
- b) No escalation payments are sanctioned/ allowed in case of fixed price contracts.
- c) No escalation payments are allowed in case of delay in execution / completion of work on fault of the contractor or for force majeure conditions.
- d) Correct base months and monthly indices are applied to each bill, with the formulae mentioned in the contract.
- e) Verify correctness of factors and indices adopted, correctness of value of work, Adjustment for non-escalable items

Payment on account of Provident funds, GST etc. paid

Check the contractors' bills on random basis and ensure that: -

- a) Certification for compliance of applicable Tender terms regarding remittance of provident fund including deposition and EPF code of the contract labor has been provided.

b) Adequate supporting in respect of taxes paid by the contractor on account of procurement of material / equipment etc., if prescribed in contract, has been furnished by the contractor.

Contractor's claim

Check the contractor's claim and ensure the following:

- a) Claims has been approved and sanctioned by the competent authority.
 - b) Claims have been admitted on reasonable and justifiable grounds, in compliance with the tender terms.
 - c) Carry out a root cause analysis of allowing the claims of the contractor e.g. delay in availability of site, pre- award of contract etc. and identify the weakness in the system
5. Review in detail, on the basis of approval notes, letter of award and amendments thereto, bill of quantities, for compliance to HQI provisions , Delegation of Powers and guidelines, for payments due to:
 - (i) Changes in item rates/duties Taxes
 - (ii) Changes in quantities executed.
 - (iii) Changes in scope of work
 - (iv) Changes in payment terms.
 6. Examine the reasonableness of indemnity bonds (as per tender terms) furnished by the contractors for material issued to them for the adequacy and timely renewals.
 7. Review the Bank Guarantee Register and identify cases of non-confirmation, inadequacy in value, expired Bank Guarantees. Ascertain and comment on the action taken for revalidation of expired Bank Guarantees. Highlight details of the cases where recoveries could not be effected due to inability to invoke Bank Guarantees.
 8. Verify whether free issue of materials is as per tender conditions, material accounting is proper and recovery for wastages / excess consumptions is done.
 9. Verify whether Chargeable materials are as per tender / work order conditions, chargeable rates are specified in the Tender Document / contract and if not, check the reasonableness of the basis of recovery of chargeable rates, and the approval by the competent authority.
 10. Verify in case of extra / substituted items, whether basis of determination of rate is appropriate, necessary approval is obtained and Substitution does not cause any undue advantage to the contractor.

11. Verify in case of Additional quantity, whether the work executed is related to contract only, and has been approved by the competent authority, reasonability of efforts for rebates as per guidelines, impact on tender conditions and approval of competent authority if tender structure is changed.
12. Verify the extension of time whether approval of the competent authority exists and its implication on computation of escalation and levy of liquidated damages.
13. Review in detail, the release of any advances against hypothecation of equipments, secured advance payment against receipt at site is in line with contract terms and approval notes.
14. Review in detail the release and adjustment of any advances not provided for in the contract.
15. Verify in case of fabrication contracts, whether safeguard of NPCIL's interests in respect of Free Issue Materials is considered, review the Material accounting, reconciliation, confirmation of balance from the fabricators and accounting entries for valuation of fabricated material.
16. Verify whether material lying with Contractors have been taken over in time after execution of the contract. Highlight cases of materials not taken over.
17. Verify whether hiring of equipment and issue of material has been done with the approval of the Competent Authority. Verify whether recoveries have been effected for equipment hired out and materials issued as specified in the relevant guidelines, where the same has not been provided in the contract.
18. Examine whether liquidated damages have been levied for delays in completion of the work and/or deviations from prescribed performance parameters. If leviable liquidated damages are waived, whether the reasons recorded for waiver are justifiable and whether approval of competent authority has been obtained. While examining cases of levy/non-levy of LD., auditors to look-up the basic records maintained by the Engineer-in-Charge in respect of execution of the concerned contracts.
19. With respect to Contracts with supply portion , examine whether supplies of items have been effected as provided in the schedule of supply sequentially and comment on cases of delay on this account.
20. Review and comment on the progress of work in respect of contracts under execution with reference to scheduled completion periods provided in the respective contracts.
21. Analyse the pending running account/final bills and comment on their pendency along with reasons.
22. Review whether Final Extension of Time for contracts are being made in timely manner and report undue delays.

23. Comment on the works on which there has been no progress for a long period.
24. Examine all awards placed on post facto basis and report thereon.
25. In respect of balances in Advance Accounts outstanding at December end, whether Balance Confirmation certificates have been obtained from the contractor.
26. Examine whether payments for work beyond contract period, if any, are released after obtaining approval for time extension.
27. **Review of closed contracts:**
Review Contracts wherein work completion certificate is issued and examine whether contract closing is done in accordance with the existing system and whether proper recoveries have been made as per contract terms including any relaxations in the conditions of the contract. (Examples waiver of specific tests; excess consumption of steel and cement; relaxation of specifications for the materials, etc.) Indicate the status of contract closing for all contracts due for closure.

Annexure - 2**Audit Checklist - Procurement****PROCUREMENT****A. PRE AWARD- Checks to be exercised in respect of files selected for examination**

- 1) Examine that proposal for capital items in Projects are within Financial Sanction/ sanctioned project cost. For Station / New Unit/HQ, examine that Financial Sanction for the capital items is approved by the competent authority and that the same is valid.
- 2) Examine whether estimates have been properly made and approved by the competent authority. Check whether the award values compares with estimates and the reasonability is established before award of contract. Reference: Guidelines for Cost Estimation Methodology in NPCIL (Circular dated 09.02.2024 available on PRITHVI under Directorate of CMM- Circulars)
- 3) Check whether approval for mode of tender is obtained as per Delegation of Financial Powers (DFP). Analyse and comment on the reasonableness of the justification given in single tender cases / nomination cases, retendering etc.
- 4) Examine the basis adopted for determining the quantities to be procured considering their availability in stores /other projects / stations / TVS, quantity discounts etc. Certification for non-availability of surplus items may be checked.
- 5) Check whether Budget provision for the particular work has been made and registered with the Budget/ Planning section, else approval of competent authority is obtained for re-appropriation of Budget.
- 6) For procurement of motor vehicles, check that necessary Administrative approval and financial sanction has been obtained from CMD with the concurrence of Director (F) as per HQI provisions.
- 7) Examine whether purchase of proprietary and standard items have been properly regulated as provided in guidelines and the Procurement Policy. Review that justification is given for rate reasonability for proprietary and standard items purchases by the indenting authority.
- 8) Review that non availability of items in GeM is certified / approved as per guidelines before custom bid / procurement outside GEM.
- 9) Highlight cases of increased cost due to delay in processing of purchase indents. Review procedural delay in placement of PO, in every reporting period, bringing out the major reasons for delay and suggestion for improvement.
- 10) Ascertain whether all tendering procedures like estimated cost indicated in NIT, SPIC clearance, invitation of bids, the requirement of Bid security, specifying bid

opening date in the NIT, maintenance of tender box, Certification by Finance in tender opening, formation of the tender evaluation committee etc. have been followed.

- 11) Check that provisions relating to Invitation to tender (ITT), Integrity Pact (IP) and Integrity Pact Bank Guarantee (IPBG) & its validity, SCC concurrence & approval if any, MSME guidelines, Make in India Policy, etc, are followed or not.
- 12) Verify whether the financial implications due to issue of corrigendum after pre-bid meeting have been taken care and suitably incorporated in the techno commercial and price bids.
- 13) Ascertain whether Tenders have been opened in the presence of Finance representative, and signed by him. In case of manual tender, Corrections / over writings in rates / rebates, if any, have been jointly signed by the Tendering Section and Finance representative. All bidders have furnished bid Security in acceptable form.
- 14) Ascertain whether technical and financial capabilities of tenderers have been properly assessed and award of contract made to technically L1 party, as per approval of competent authority and also approval of Part I evaluation committee in case of two part tender.
- 15) Verify whether the comparative statement, which shows the evaluation of the tenders, has been drawn up correctly and has been signed by representatives of both CMM/User Group and FEG (in case of HQ)/Finance Departments (in case of Sites/units) considering the Make in India /Purchase Preference Policy. Examine, whether deviations taken by the tenderers have been properly loaded for evaluation of the bids. Further, examine any changes in tender conditions like specification, delivery schedule etc. made after opening of the tender and report all such cases.
- 16) Verify whether MSME policy is applicable for proposed tender and same is followed or not. If not then proper approval from competent authority should be seen. Check whether all the conditions of ITT have been followed before approval of Part 1 evaluation and also during final approval.
- 17) In case of procurement from foreign supplier, the foreign currency exchange rate of 7 days prior to tender opening date has been recorded correctly.
- 18) Examine whether the financial impact of all conditions quoted by the bidder as per ITT, including any price variation clause or exchange rate variation clause has been considered while evaluating the offers to bring all bidders on a common platform.
- 19) Examine that financial implications of tax components are loaded properly at the time of evaluation of proposals
- 20) Examine the cases where the lowest evaluated commercially and technically responsive tenders have been overlooked and whether the same are justifiable. Highlight cases where the same are not considered reasonable. Internal

Auditors will also verify and report on the compliance with G.O No.98/ORD/1 dated 24.8.2000 issued by the Central Vigilance Commission

- 21) Verify whether the Delegation of Powers have been followed strictly at all stages – i.e., at the time of administrative approval, financial approval, approval of technical estimates, calling for tenders, calling for negotiation and approval of the purchase order, issue of amendments ,extension of time, foreclosure /cancellation of PO.
- 22) Examine whether placement of purchase order were made after relaxing the qualifying requirements (QR), particularly after opening of the bids and report all such cases, if not as per guidelines.
- 23) Examine whether there has been a delay in processing the purchase order having financial implication to the company.
- 24) Examine whether any post-bid letters / communication have been considered for the purpose of evaluation of bids beyond permissible guidelines. Each such case is to be reported.
- 25) Examine whether Overall tender is within permissible variation limits. If not, whether negotiations carried out for bringing down the rates within permissible variation. If even after negotiation, offer was beyond permissible variation limits, whether detailed justification for the same had been furnished with the proposal for procurement. Highlight cases of substantial variations between award values and estimates not supported by price justification. Check whether Purchase recommendation clearly brings out the variation from estimated cost & PO value with approval of competent authority.
- 26) Examine the cases of repeat orders with compliance to the Delegation of Powers and quantities to be procured. Comment on incidence of such repeat orders.
- 27) Examine whether there is any deviation on any account, whether the Competent Authority has approved it. Whether the purchase order is issued as per the stipulation of concurrence and the rates and quantities indicated in the Purchase Order are as per the approvals. Whether clauses for adequately safeguarding NPCIL's interests in case of advance payments, has been incorporated in the Purchase Order.
- 28) Examine whether clauses for adequately safeguarding NPCIL's interests in case of advance payments and free issue of materials etc. have been incorporated in the Purchase Order,
- 29) Examine all cases of purchase order placed on post facto basis and whether they were really in the interest of the corporation,
- 30) Examine whether the amendment(s) issued are as per the approvals. Whether, as a result of amendment, the tender structure has changed. If yes, whether necessary approval in this regard has been obtained,

- 31) Examine whether an approved list of suppliers has been drawn up, reviewed and updated as provided in the purchase Policy. Whether the supplier who fails to comply with any purchase order has been excluded from the list.
- 32) Examine whether supplier is Strike-off company or not (in case supplier is company or LLP)
- 33) For Nomination Contracts the following aspects may additionally be examined :
 - a) Examine each contract awarded on 'nomination basis' to ascertain whether it was awarded to avoid normal route under delegation of powers.
 - b) Whether same party is getting the order where other alternatives are available and report the No. of nomination contracts issued to the same party for same / different work / supply during the review period.
 - c) Report the No. of nomination POs issued during the review period.
 - d) Report the No. of nomination contracts issued due to delay in tendering procedure for the Regular Maintenance / Supply Contract. Also report whether the delays in completing the relevant tender process could have been reduced / avoided etc.
 - e) Report the No. of nomination contracts issued instead of extension of existing contract / repeat order.
 - I. To same party by whom the regular work / supply was done earlier.
 - II. New party other than the party who has done the work / supplied earlier on regular PO basis.
 - f) Report the No. of nomination contracts issued on urgent basis but the PO placed after 15 days from the date of Technical Sanction / Indent etc.

B) Purchase Contract - Post Award

- 1) Verify whether Security Deposit / Performance Guarantee have been obtained as per terms of the Purchase Order.
- 2) Verify in respect of amounts paid / payable to the supplier: -
 - Whether amounts are correctly computed,
 - Whether admissibility of taxes and duties are correctly computed,
 - Whether recoveries on account of income-tax/ GST TDS deducted at source, retention money, security deposit, recoveries towards rent, hire charges on equipment, materials / services etc provided by NPCIL has been appropriately recovered.

- Whether liquidated damages alongwith applicable GST recovered correctly wherever applicable.
 - Whether documents indicated in the Purchase Order for releasing advance / stage / final payment have been obtained.
 - Whether the voucher has been approved by competent authority.
- 3) Examine the payments for supplies in line with the terms of payment as per the purchase order and highlight the deviations on this account.
 - 4) Review the balances under Secured Advance and report delay in MRV preparation, if any
 - 5) Check the confirmation obtained for Free issue material (FIM) outstanding, FIM / Material sent for Repairs or Reconditioning, Indemnity Bond / Insurance policy for FIM etc and report for non- conformance, long pending cases.
 - 6) Check that payments for orders placed on GeM have been processed within 10 days from CRAC generation.
 - 7) Review the Bank Guarantee Register and identify cases of non-confirmation, inadequacy in value, expired Bank Guarantees. Ascertain and comment on the action taken for revalidation of expired Bank Guarantees. Report details of the cases where recoveries could not be effected due to inability to invoke Bank Guarantees.
 - 8) Examine in case of payments against Bank documents:
 - Whether necessary documents as mentioned in the Purchase Order have been forwarded by the supplier along with the Bank documents.
 - If any document is not enclosed, or if the specifications mentioned in the proforma invoice are different from those contained in the purchase order, whether approval for deviation has been obtained from the competent authority.
 - Whether any interest, demurrage etc. has been incurred for late receipt / retirement of documents from Bank. If yes, whether the same has been recovered from the supplier, if attributable.
 - 9) Verify the proposals for extension of time, check whether approval of the competent authority exists and that the implication on computation of escalation, levy of liquidated damages, impact on schedule of project, if any is addressed.
 - 10) Review in detail the release and adjustment of any advances not provided for in the purchase order.
 - 11) Examine whether claims for liquidated damages for delay in supplies / shortfall in performance of various equipments compared to guaranteed parameters have been lodged /deducted and realised in time and in full. If leviable liquidated damages are waived, whether the reasons recorded for waiver are justifiable,

- 12) Review the purchase order on which there has been no supply for a long period. Comment on the follow up action being taken by the Unit, check whether any action has been taken for procurement of items not supplied by party on whom PO was placed, from other sources along with details of additional cost incurred and penal action taken against defaulting suppliers.
- 13) Examine if there is any purchase order placed on post facto basis and comment thereon,
- 14) In respect of balances in advance accounts outstanding at December end, whether balance confirmation certificates have been obtained from /sent to the suppliers (documentary evidence to be checked).
- 15) The declaration of scrap/surplus & their disposal is as per the guidelines & DOP.
- 16) Examine the cases of procurement of O&M store items through cash purchase at higher rates where the RATE CONTRACTS already exist.
- 17) Examine the cases of procurement through committee where the items could not be procured through normal indenting process.
- 18) Examine whether material procured on 'Urgent Basis' has been utilized for the purpose for which it was procured, or whether it is still lying in stores.
- 19) Make suggestions for improvement in the system or steps to be taken / avoided to make the purchases easier, systematic as well as transparent.

Annexure - 3**Audit Checklist - ACCOUNTS****A - VERIFICATION OF VOUCHERS**

1. Verify that all the vouchers are signed by two persons i.e. one by the creator of voucher and other an executive authorised to approve the voucher.
2. Verify that the approval of vouchers is as per approved Delegation of Powers. Report the cases of non-compliance.
3. Verify whether adequate genuine supporting documents are enclosed with the payment vouchers. A sample list of supporting documents is as below:
 - Invoice copy in case of purchase orders.
 - Approval of Competent Authority and relevant bills in case of Miscellaneous payments in the form of Proper Tax invoices (either digitally signed or manually signed) and e-invoices as applicable.
 - Copy of payment order recorded in the Measurement book and Invoice, COMANAS abstract in case of Work Order payments.
 - Sanction Order or advance application duly approved in case of employee advances.
4. Verify whether the payment of any liability, unpaid for more than three years, has the approval of the Head of Finance of Site /Project / Station.
5. Verify the accuracy of the amounts directly debited in the Bank account. Examine whether the Bank Payment Vouchers for direct charges are supported by genuine documentary evidence such as advices from Bank etc.
6. Verify whether necessary deductions have been carried out and are accounted properly.
7. Verify whether the advances are properly secured, BGs extended wherever required and whether in case of the Interest bearing advances – calculations are proper as per the contract.
8. Check whether adequate provisions have been made and there is a proper breakup maintained for the balance in provisions account as on the closing date of financials.
9. Check whether the prepaid expenses have been correctly identified and accounted.
10. Check whether the GST in reverse charge has been discharged wherever applicable.
11. All closing entries to be verified by the internal auditors during the Phase 2 of Audit.

12. Carry out adequate test checks of transactions recorded so as to obtain a reasonable degree of assurance of the quality and integrity of accounting data generated, apart from authenticity of payment.
13. Evaluate the extent and implementation of internal controls with reference to transactions having impact on the financial issues and comments on the same.

B - CASH / BANK

1. Verify whether there are any payments or receipts in Cash and report the same.
2. Examine whether Bank Accounts are opened/closed with due Approval of Competent Authority.
3. Examine whether Bank Accounts opened are with corresponding entries for the Bank Account in the General Ledger.
4. Examine whether periodic confirmation of Bank Balances is being obtained from the Bank.
5. Examine whether Bank Payment Vouchers have been approved by competent authority.
6. Review whether the list of authorised signatories to the Bank account is periodically updated with approval and changes given effect to, for removing the authorised signatories who are no longer in the Section due to transfers, retirements, resignations etc.
7. Review that payment including fund transfers is done through online mode and that payments made through cheque/DD are minimal.
8. Verify that all cheques and Drafts are 'to order' and crossed "Account Payee".
9. Verify the cancelled cheques and see that cheques are defaced as "Cancelled" and retained for records.
10. Review that there is an effective system for ensuring the electronic receipts into the Bank Account are being identified regularly and entries passed in the Books properly so that there are no unidentified receipts.
11. Report instances of payments exceeding Rs. 10000/- or any amount, as amended by IT Act, from time to time other than by way of Account payee cheque or by electronic clearing system through Bank Account.
12. Review issue of duplicate cheques, if any and examine the following aspects:
 - a. Payment for original Cheque has been stopped.
 - b. Approval to issue duplicate cheque has been received from the competent authority.

13. Verify that there is sufficient segregation of duties/ responsibilities with regard to bank transactions.
 - a. Bank Section does not prepare any Payment Voucher (BPV) other than for the payments / Account Head operated by the Section.
 - b. Person preparing the payment advice/cheque and signatories to the payment advice/cheque are independent persons.
 - c. There are more than one signatory to the payment advice/cheque/payment through internet banking/online banking
 - d. To the extent possible the payment advice/cheque/payment through internet banking/online banking should be signed/approved by officials other than the official authorizing the payment, with the exception of Head of Finance.
14. Examine whether the bank balances being maintained by the Project/Station / Site / HQ-CMM & HO are in excess of normal requirements of the Unit.
15. Review whether all cheque books are being kept in safe custody and handled only by authorized officials.
16. Review whether Section in-charge of Bank section / PFG conducts checks from time to time of the safe keeping and record of unused cheque books and promptly intimate to the bank for the loss, if any, of the unused cheque forms / cheque requisition slips.
17. Verify whether at the time of closure or transfer of bank account, all unused cheques and cheque book requisition forms have been returned to the bank after cancelling them and the closing Bank Balance is transferred to another NPCIL Bank Account as per approval.
18. With regard to Bank Reconciliation, verify the following:
 - That Bank reconciliation is being done during the first week of the following month.
 - Whether all debits and credits made by the bank have been duly identified and accounted.
 - Examine the amounts debited by Banks towards L/C charges etc. are in line with the applicable rates.
 - Examine whether there is undue delay in realization of cheques deposited in the Bank, if any.
 - Report on old outstanding items and whether reasonable follow-up has been done to settle the same.
19. Ensure that stale cheques are appropriately identified and credited to "Stale Cheque Account" after expiry of cheque validity period, as notified by RBI. In case party comes back requesting for payment, fresh cheque (with cross reference to the stale cheque) has been issued.

20. Ensure that if no request comes from beneficiary for a fresh cheque within a period of three years from the date of Original Cheque, the Stale cheque account has been debited, with corresponding credit to Account to which original cheque was debited.
21. Examine the following aspects in case of Electronic Payments :
 - a. There is an appropriate procedure for receiving details from the Payee (Bank Account details, Name, etc.)
 - b. Adequate database is maintained in respect of the above details.
 - c. On test check basis, check to compare the details received from the payee with details sent to the bank and verify that there are no differences.
 - d. There is a system to monitor the payment remitted by the bank against the payment advice sent to it.
 - e. Check the Bank reconciliation and ensure that there are no items of ECS payment advised to bank but not yet remitted. If so, enquire the reason for the same.
 - f. Enquire whether there are any cases where payment advice has been sent to the bank but payee has not received the payment. If so, enquire the reason for the same.

Bank Receipts

22. Review that the receipt is made through electronic mode and the use of Cheque/DD is minimal.
23. Verify that acknowledgement for receipts are serially controlled and that Bank receipt advice should indicate that the 'cheque is subject to realization'.
24. Verify that the entry for Bank Charges (if any) on deposit of Cheque/ DD in the collection account is accounted separately and not netted with the amount of collection.
25. Check the recording procedure for cheques/DD's received and ensure that they are recorded properly and kept under safe custody until they are deposited into bank.
26. Test check that cheques/ drafts are promptly deposited with the bank.
27. Test check that bank gives credit to the accounts promptly for all the cheques/DD's lodged.
28. Verify that there are no transactions/payments & receipts entered into, for which entries have not yet been made in the IBA System.

C – CONTRACTORS' BILLS ACCOUNTS

The following are to be reviewed:

1. Whether sub-ledgers (contractors' advances, retention money, security deposit etc) are tallied with general ledger. Old outstanding balances should be reported.
2. Whether monthly recovery on account of hiring of construction equipment, rental and electricity charges towards accommodation given to the contractors on chargeable basis and hospital charges etc. are being received from the

respective department and the same are being recovered from the contractor. List out old outstanding balances and comment on the same.

3. Whether income tax / GST is deducted at source as per the prescribed rates and the same is being deposited in time. Whether TDS certificates are being issued as per the provisions of the Income Tax Act. Other statutory compliance such as e-filing etc. is also being made in time.
4. Whether all provisions for expenses and capital liabilities have been duly made on the basis of proper documentation. Comment on cases of over or under provisioning. Check whether proper reversal of provisions have been made as and when the expenditure is booked.
5. Whether all deposits like EMD, retention money and security deposits etc. have been maintained properly/ monitored and reconciled with the General ledger (highlight old cases outstanding).
6. Whether the security deposits have been released as per the terms and conditions of Contract.
7. Review the Work-in-Progress (WIP) reports and point out old cases where the work was abandoned long ago. Further, review whether O&M works are included in capital works and vice versa.

D - SUPPLIERS' BILLS ACCOUNTS

While conducting audit, internal auditors should verify the following apart from the areas already explained:

1. Whether supplier's ledger is tallying with general ledger.
2. Whether material under inspection (MUI) and Material in Transit (MIT) matches with general ledger. Report old cases.
3. Whether income tax / GST is deducted at source as per the prescribed rates and the same is being deposited in time. Whether TDS certificates are being issued as per the provisions of the Income Tax Act. Other statutory compliance such as e-filing etc. is also being made in time.
4. Whether the claims for material rejection are being followed up. Old cases are to be reported.
5. Test check the entries in security deposit account, bid security account and Performance Guarantee account and review the sub-ledger and report old outstanding.
6. Adjustment of the advance against supplies and report on the old advances.
7. Whether the security deposits and Performance Guarantee have been released as per the terms and conditions of the Purchase order.

8. The adjustment of advance paid against collection of material has been carried out on the basis of proper documents /invoice & proper adjustment has been made for short/rejected material.

E - STORES :Inventory Stock Ledger (I.S.L)

While conducting audit, internal auditors should verify the following:

1. Test check whether Material Receipt Vouchers (MRVs) and Material Issue Vouchers (MIVs) are being controlled properly with reference to stores records.
2. Test check the MRV valuation. Verify whether final adjustments have been carried out wherever MRVs are valued provisionally.
3. Report on odd balances – quantity without values, value without quantity and negative balances.
4. Report on the instances of purchases made in spite of having inventory.
5. Report on the variations in rates of a particular item purchased on different dates in the period under review.
6. Whether physical verification has been conducted covering sufficient number of items on perpetual basis and the requirements of CARO as applicable from time to time is being complied. Whether provisions have been made for the discrepancies observed on physical verification. Also verify whether the provisions have been finally adjusted on completion of investigations, with the approval of the Competent Authority. Abnormal cases should be pointed out.
7. Test check the Material Issue Vouchers to verify whether capital items are being included in the repairs and maintenance expenses or vice versa.
8. Whether inter-unit debits for materials transferred to other projects have been raised immediately.

F – EMPLOYEES' ACCOUNTS

Internal audit should ensure in all cases that the sub-ledger balances match the general ledger figures. All cases where such balances do not match should be reported. While conducting audit, internal auditors should verify the following with regard to the respective heads:

a. T.A. Advance

- Verify the advance is released with the approval of competent authority.
- Test check of T.A. bills.

- Where an earlier advance is still outstanding, verify whether a subsequent advance has been released with the specific approval of Competent Authority.
- List out the advances outstanding for more than six months.

b. Leave Travel Concession

- Test check of LTC bills. Test checking the cases of LTC payments made to the dependents of the employee to verify whether they have been paid as per the applicable definition of 'family'.
- List out the advances outstanding for more than six months.

c. Medical

- Test check of medical bills.
- Test check of medical bills with reference to the dependants.
- Test check of direct payment to hospitals.
- List out the advances outstanding for a long period.

d. Transfer T.A./Retirement T.A.

- Test check of Transfer T.A. bills.
- List out the cases of outstanding for more than three months.

e. Staff Advance

- Test check of advances released with the approval of Competent Authority.
- List out the cases outstanding for more than six months.
- List out the cases where more than one advance is outstanding.

f. HBA, Motor Car Advance, General Purpose Advance etc.

- Test check the release of advances with proper documentation and approvals.
- Test check the timely recoveries.
- List out the cases where recoveries are not been effected from the due date.

g. Interest on all the above advances

- Check whether the interest calculation is System generated , if not, please report.
- Test check the calculation of interest on all the interest bearing advances.

G - REVIEW OF GENERAL LEDGER AND SUB-LEDGER & TAXATION MATTERS

- 1) Examine whether the balances in the control accounts in the General ledger have been duly reconciled with the sub ledger balances.
- 2) Check whether any “DUMMY Accounts” are being operated in Sub Ledger and report on the same.
- 3) Scrutinise the ledgers and sub-ledgers for proper accounting and classification, reconciliation, age-wise analysis of receivables and payables
- 4) Review and comment on old balances appearing in the General Ledger and action taken for adjustment / recoveries.
- 5) Examine whether any of the balances pertain to Strike off Company (in case party is company or LLP).
- 6) Examine whether the accounting treatment followed by the unit for accounting of mandatory spares, furniture, fixture and scrap is proper, reasonable and in line with the Accounting Policy.
- 7) Office, Sites / Stations have to obtain confirmation and prepare statements of reconciliation of balances as on 31st December of each financial year under the head advances, debtors (including those due from State Electricity Boards/DISCOMS), creditors and material-in- transit / under inspection and with Contractors / Fabricators etc. Further they have to carry out adjustments in the Books of Account upon such confirmation/ reconciliation of balances under the above heads.

In this context, accounting units shall analyse the advances, claims, materials under inspection, materials-in-transit, materials with contractors / suppliers / fabricators etc. under sub heads like (1) good and fully recoverable, (2) requiring adjustment entries to be passed, (3) doubtful of recovery to be provided for and (4) bad and to be written off with supporting documents / explanations and reasons as for each and every account.

- 8) Status of contingent liabilities mentioned in the latest balance sheet should be reviewed.
- 9) Whether supporting (as mandated) are available for all inter unit debits and credits along with confirmation of balances.
- 10) In respect of accidental and fire insurance, whether all the claims have been lodged with reference to primary records. Valuation of the claims should be verified. Comment on short settlement of the claims and old outstanding may be offered.
- 11) Ascertain whether all relevant Ind AS are being followed by the unit and comment on the same.

- 12) All closing entries to be verified by the Internal Auditors during the course of the Phase 2(b) of Internal Audit.
- 13) If any Unit is getting commercialized during the year, the capitalization entries to be verified by the internal auditors.
- 14) With regard to the Fixed Assets Register, internal audit should verify the following:
- Whether the Fixed Assets Register is being maintained up to date and whether capitalization entries are passed from time to time during the year instead of keeping the same pending till the end of the year,
 - Whether procurement and other related costs have been properly identified with the respective assets, and certain expenses that are attributable for bringing that assets to its working condition and use, are included in the cost. Subsequent expenditure relating to the item of fixed assets should be added to its book value only if they increase the future benefits.
 - Whether expenditure during construction of a project, including interest during construction has been allocated to all major assets as per guidelines. Whether the in-house consumption of electricity related to creation of fixed assets has been capitalized at cost.
 - Examine whether segregation of assets leading to the main classification has been properly done,
 - Whether component wise capitalization has been made as far as possible,
 - Whether all columns in fixed assets register have been duly filled up separately for each asset,
 - Verify whether physical verification of fixed assets has been done in accordance with the system / procedure laid down in this regard,
 - Whether adjustments on account of discrepancies observed on physical verification and sales / adjustments have been properly reflected in conformity with applicable CARO, as amended from time to time
 - Whether Fixed Asset Register has been reconciled with General Ledger.
 - Whether the rates of depreciation applied are correct and whether the calculation of depreciation is done correctly
 - Whether assets transferred from one unit to another and related depreciation, have been accounted appropriately and the gross value

and accumulated depreciation after charging the depreciation upto the date of transfer have been accounted for and transferred appropriately,

- The effect of foreign currency translation has been properly adjusted with the relevant fixed assets / P&L account & depreciation has been charged as per the applicable guidelines,
- Whether the borrowing cost, if any, has been capitalised up to the first date of acquisition / construction.
- Whether list of fixed assets not in use is made and necessary action taken in accordance with the recommendations of the users and whether the disposal of fixed assets is made as per the approval of competent authority and the profit / loss on disposal is accounted properly, and till such disposal, it is classified as Assets held for disposal.
- Whether Proper records have been maintained for sending machineries for outward repairs/fabrication.
- Report whether any long outstanding advance is made to suppliers but fixed assets not supplied (beyond period specified in Contract).

15) Review the ageing analysis of CWIP and see whether the capitalisations are made in time.

16) Review the system of renting of properties and report irregularities.

17) Verify TDS TCS reconciliation with 26 AS balances.

18) Review GST related compliances such as returns being filed in time, whether GST TDS deducted properly, GST rates paid to parties on forward charge or remitted on reverse charge are appropriate etc.,

19) Review & report on the status of Income Tax assessments, refund, etc. at Corporate Office.

20) Review & report on the status of Indirect Tax assessments, refunds etc.

Annexure – 4**Audit Checklist - PAYROLL**

Internal audit should ensure in all cases that the sub-ledger balances match the general ledger figures. All cases where such balances do not match should be reported. While conducting audit, internal auditors should verify the following with regard to the respective heads:

- 1) Verify the cases of new joining and on transfer at site / station the correctness of first pay bill with reference to Name, Designation, Group, Qualification, Date of joining DAE, NPCIL and site, Payroll data, Pay status, Bank A/C No, various allowances, PF type, PAN, Qualification Incentive, Non Practicing Allowance, Nursing Allowance Pay Scale Code, Family Planning Allowance, Promotion Date, Pay Scale Type, Absorption Increment Rate, GIS Type, Increment Status, Site Allowance and patient care allowances etc.,
- 2) Test checks of LPC in the salary records and verify the delay in raising LPC, IUA and proforma transfer Advice on transfer,
- 3) Verify the SERVICE RECORDS for the correctness of date of birth & date of retirement for the employees retiring during the year the details of family member and nominees, from the personal file.
- 4) Verify the Payroll system including the PLIS Payments, checklist of data entry made, Pay fixation on promotion and its effect on eligible/ ineligible allowances, Drawal of annual increment & pay on promotion and its effect on eligible/ ineligible allowances, EOL / HPL / Dies-non recovery and its effect on pay and allowances, Date of Increment and its postponement due to leave, Computation of arrears of pay revision, promotion, DA revision etc. and Verification of summary of pay-bill between current month and previous month for the purpose of major variation in Entitlements and Deductions,
- 5) Verify the Proper calculation of income tax on salary, allowances, tax calculation for perquisites, Supporting for deductions as per income tax act on test check basis and income from house property etc. and issuance of TDS certificate in time. Whether the payment of Remittance of TDS is in time? Also ensure the e-compliance with respect to TDS matters of employees,
- 6) Verify the TIME OFFICE RECORDS, Treatment of absence, late coming and early going, Action initiated by HR for long unauthorized absence, List of employees who avail frequent leave and random checking of calculation of overtime hours and night shift hours.
- 7) Review the system adopted for monitoring of un-regularized absence. Test check TAMS entries with leave & Pay bill Records and report any major discrepancies.

- 8) Verify the WITHHOLDING OF PAY, Proper maintenance of records, Correctness of Pay and allowances released during the period, outstanding cases with age analysis and reasons and effect of Corporate, statutory & outside recoveries,
- 9) Verify the LOANS & ADVANCES TO EMPLOYEES, reconciliation of loans & advances to employees with accrued interest, Age wise analysis for non-recovery of principal or interest with reasons and course of action initiated for recovery and in case of employees transferred to / from other Units, whether inter-unit advices are being raised promptly.
- 10) Verify the PROVIDENT FUND ACCOUNT, Deviation in PF recovery (Compulsory/Voluntary/Advances), Delay in remittance of PF and Preparation of EPF/NCPF account & its audit.
- 11) Verify the FINAL SETTLEMENT, Correctness of Leave Encashment, Gratuity, PF and system of receiving no dues certificate from different agencies i.e. civil, electrical & establishment and pending cases of final settlement with reasons. Verify whether full and final settlement has been made only after receiving back all the assets of the company and after discharging all the liabilities due to the company.
- 12) Verify the MAINTENANCE OF RECORDS, proper maintenance of important orders and records related to pay roll and reconciliation of salary payable account. Checking of proper maintenance of records related to withholding of pay and breakup of un-disbursed salary. Check whether all supplementary payment vouchers have been accounted for appropriately and applicable recoveries initiated.
- 13) Verify the RECOVERIES, Proper recovery of License Fee, Electricity charges, Water charges, EGSLIS recovery, settlement & its intimation to HQ and Professional Tax, DAEEFRS and others agencies (LIC/Society/Court Cases) and its remittance in time.
- 14) Verify the calculations & payment of leave encashment & LTC encashment as per the rules
- 15) Verify the payment related to CEA(Children Education Allowance)
- 16) Verify the payment to the beneficiaries of NPCIL Benevolent Fund scheme.
- 17) Verify the final settlement of retirees, resigned & death cases (including insurance settlement).
- 18) Verify the payments and deductions made in the case of employees granted EOL & their regularization.
- 19) Verify the payment of Stipend to trainees.
- 20) Verify the payment of salary to Fixed Term employees.

- 21) Verify that amounts due from Government employees returning back to their parent Department/ NPCIL employees on deputation / lien to others organisations is promptly followed for collection, with all details.
- 22) Verify the reconciliation of Balance outstanding with DAE and others organisations, related to Employee dues.
- 23) Check whether imprest /advance payments to employees are made by the authorised persons and adjusted within reasonable time as per the company approved policy.
- 24) Whether reimbursement to employees for the expenses paid by them are authorised by the relevant authority with the supporting documents.

Annexure – 5/1**Audit Checklist – P. F ACCOUNTING (PF CELL at HQ)**

- 1) Whether the bank books for EPF and ENCPF are up to date.
- 2) Whether there is a regular system of follow-up with the Units for collection of recoveries from the members.
- 3) Whether fund transfers received on account of members & employer's contribution, interest on investment and redemption of investments are deposited / credited promptly in the bank account. If any delay noticed, the same may be reported.
- 4) Whether investments are made promptly as per the pattern of investment and the details are entered in the Investment Register as per recommendation of Investment Recommendatory Committee.
- 5) Whether the investment of PF surplus is carried out in line with the NPCIL EPF and NPCIL ENCPF Scheme.
- 6) Whether the details of the Investment have been entered in the investment register.
- 7) Verification of the securities with reference to the investment registers.
- 8) Ensure that investment are strictly done as per investment guideline defined in NPCIL EPF and ENCPF Scheme and amendment thereto issued from time to time.
- 9) Check whether there has been any idle fund at any point of time and the reason thereof.
- 10) Check whether the calculation of interest accrued on all investment is made correctly and compare it with the income actually received.
- 11) Check whether there is a system of communicating the IT Exemption available for PF Accounts (since the entire income of NPCIL PF being exempt under section 10(25) of the Income Tax Act, TDS provisions are not applicable) to the parties so that no TDS is deducted in respect of the Interest Income accrued/received to the PF Schemes. Also, whether prompt action is being taken for getting the TDS reversed by the Parties, in case any TDS is wrongly deducted.
- 12) Whether interest earned during a year is sufficient to cover the interest required to be paid to the members at statutory rate. If not, find out the causes thereof, which may be one or more of the following and report the same.

Existence of idle fund / Pattern of investment not followed / Mistakes in the calculation of interest accrued, Delay in receipt of members' and employer's contribution resulting in delayed investment / Mistake in any other area.

- 13) Verification of all final settlement cases including Employees' subscription account, Employer's contribution account, Interest account, etc.
- 14) Verify that DLI has been paid, in final settlement for deceased cases.
- 15) In case the Security Creation / appointment of Debenture Trustees as per Offer Document has not been carried out within due date , whether the Offer Document provides for refund to the investors/penal interest provisions and whether the same has been informed to the Administrator /Investment Approving Committee (IAC) for exercising the option .
- 16) Whether the non-compliance to the terms of issue, downgrading of credit rating of instrument or any default in payment (either interest or principal) had been promptly informed to the Administrator & Investment Approving Committee (IAC) for informing the Board.
- 17) Whether on downgrading of rating of any investment, the efforts to exit by sale of the investment has been promptly exercised.
- 18) Check the cases of disposal of investments and ensure the following aspects:
 - a. Approval of competent authority has been obtained.
 - b. Sale proceeds has been credited to the bank account in time.
 - c. Appropriate entry to book the sale and resulting profit/ loss has been passed in the books.
 - d. If the investment is sold below the cost of acquisition, ask for the reasons and basis of the decision.
- 19) Investment in Demat form:
 - a. Ensure that the periodic statements are received from the depository in respect of investment kept in Demat account and CSGL (Constituent Subsidiary General Ledger).
 - b. Check and ensure that periodic reconciliation is carried out between Books of Accounts and the Demat statement and CSGL to ensure that there is no difference.
 - c. Check and ensure that TIFDs (Transfer instructions for delivery) are kept under the custody of authorized officials.
 - d. Check the instructions given to the bank in respect of authorities to sign the TFIDs and ensure that the same are as per specific delegation.
 - e. Check the Demat charges levied during the year and ensure that they are as per terms of account.

Annexure – 5/2**Audit Checklist – P. F ACCOUNTING (ALL UNITS)**

- 1) Review the recovery schedules including the supplementary recovery schedules on a sample basis and ensure that:
 - Recoveries are made at correct rate
 - Total number of employees as per salary bill and the recovery schedule is the same.
 - Transactions are correctly reflected in the General Ledger
- 2) Review whether recoveries are promptly transferred to the P F Cell along with stipulated matching contribution from the employer for EPF. In case of delays, examine the reasons for delays.
- 3) Check whether the books of local PF Cell are up-to-date.
- 4) Check the postings in the individual ledgers.
- 5) Check whether refunds received other than from the salary, have been appropriately accounted for.
- 6) Check the pending cases for the transfer-in and transfer-out and find out the causes of delay, if any, and whether the transfers are accounted correctly.
- 7) Check the calculation of annual interest credited to the members' accounts.
- 8) Check whether the Annual Accounts are compiled, audited and forwarded to the Centralized PF Cell.
- 9) Whether annual PF slips are prepared and distributed to the employees within the stipulated date. If not, the reasons thereof.
- 10) Verification of all final settlement cases including Employees' subscription account, Employer's contribution account, Interest account, etc.
- 11) Verification whether settlement of all resigned cases has been made as per Rules.
- 12) Verify that DLI has been paid, in final settlement for deceased cases.
- 13) Check for retirement & death cases settled during the year, whether Income Tax deduction is made on PF interest under Section 194A for cases wherein subscription was more than Rs 2.5 lakhs during the year (or such limit prescribed by relevant Finance Act.)
- 14) Verify if any non-active accounts are operated during the year under Audit. Check whether suitable controllable steps have been taken for non-active accounts.

Annexure – 6**Audit Checklist – MATERIAL ACCOUNTING & STORE PROCEDURES**

- 1) Check the list of pending dispatch documents such as RR / LR against which materials are yet to be received, whether same is regularly followed up and claims lodged in case of delay.
- 2) Examine whether a proper serial control exists over all MRVs, MIVs, CIVs & MCVs etc.
- 3) Whether materials received are inspected promptly by the indenting authority, MRV made and accounted for. If not, find out the cases of undue delay and report the causes of delay,
- 4) Examine whether the discrepancies observed on physical verification have been investigated and adjusted with due approval of competent authority
- 5) Whether there is any delay in making receipt vouchers (MRV, FRV, TVI, etc.) once the inspection is done. Examine and comment on cases of material available with stores pending for regularization (preparation of MRV) along with reasons.
- 6) The cases of delay in inspection may also be pointed out.
- 7) Review and comment on the reasonableness of number of old cases of materials rejected upon inspection where 100% advances have been released. Examine and comment on the follow-up maintained with suppliers in these cases,
- 8) Check whether SAB values are regularly received, and GL and Inventory Module reconciliation done,
- 9) Whether issue of materials / equipment to suppliers / fabricators / Contractors for modification or repair are received back within the stipulated time. Check the list of such pending materials and steps taken for early receipt. Whether the items sent out for repair & maintenance have been properly secured.
- 10) Review the status of material issued against returnable gate passes to others and examine the follow up maintained in regard to receipt of material delayed. (CISF Gate Pass reports to be verified, for long pending cases).
- 11) Check whether each fabrication order is supported by details of theoretical consumption of materials (issued by NPCIL) and the valuation of FAB is done correctly. Check the details of materials issued to fabricators and its final reconciliation and whether balance confirmation for materials lying with fabricators is being obtained and kept on record,
- 12) Whether material transferred from one Unit to another is accompanied by a valued TVO and whether TVI is made by the receiving Unit promptly,
- 13) Whether materials received back in stores are properly valued,

- 14) Check whether the scrap register is up-to-date and all disposals are properly authorized, recorded and accounted,
- 15) Check whether list of slow / non-moving materials with quantity and value is generated and circulated to the Departmental Heads periodically seeking their views for reduction of such items and whether action is taken accordingly on a yearly basis.
- 16) Examine and comment on the system of identification and disposal of surplus, non-moving, obsolete and scrap items at periodical intervals.
- 17) Examine and comment whether Technical Assessment / Review of Capital Goods and Stores as in Circular No NPCIL/ VSB/GM/2010 dated 15.01.2010
- 18) Report on items procured but not issued for more than six months for unit value above Rs 10 lakh.
- 19) Check the following for physical verification of stocks, Whether it has been carried out as per laid down procedure, completed in time, differences summarized and adjusted in the books with the approval of the competent authorities and differences between stock card balance and computerized stock ledger balances are adjusted.
- 20) Examine the reconciliation of ISL balances with Bin Card Balances. Extent of physical verification to be carried out by the auditors during each phase of audit;

Unit value above Rs 100 lac	- 100%
Unit value between above Rs 50 lac to Rs 100 lac	- 50%
Unit value between above Rs 10 lac to Rs 50 lac	- 25%
Unit value less than Rs 10 lac	- 10%
- 21) Check whether inter-unit reconciliation is done regularly
- 22) Examine whether all claims on insurance which ought to have been lodged have been lodged with reference to primary records of receipt of materials at site in time. Comment on cases of delays and examine the realization of the above-mentioned claims. Examine whether detailed claim-wise details have been maintained, with adequate follow up of all claims. Examine the basis adopted for valuation of all claims and ensure that the same is in order. Examine whether all doubtful claims have been identified and written off with the requisite approval. Review the old outstanding claims and comment on the reason given for outstanding cases.
- 23) Check whether minimum, maximum and reorder levels are being maintained in respect of consumable materials.
- 24) Verify whether the ABC analysis is being conducted.
- 25) Ensure whether legal compliances regarding storage, fire safety are being adopted.
- 26) Verify that there are no hazardous materials stored and if so, appropriate precautionary measures as required are being taken.

- 27) Verify whether there is a proper system to monitor the shelf life of perishable items such as paints, paper etc. and proper storage precautions are taken and items used within shelf life. If not drawn, whether the usefulness of the item is being monitored and appropriate action being taken.
- 28) Verify that whether materials sent on non-returnable basis are authorized by competent authorities
- 29) Verify the reason for write-off, discarding of items due to difference, or for any other reasons and that the same is approved by competent authority.
- 30) Verify whether materials sent on returnable basis on account of repair, loan etc, are authorized by competent authority and whether the items are being received within stipulated time, and if not, proper action had been taken for follow up.
- 31) Verify whether proper procedures are available in respect of the following in Stores, and same is being complied :
 - a. All materials received in stores are kept separately till its inspection and acceptance.
 - b. All rejected materials are kept separately from accepted stock.
 - c. No material is issued before its acceptance.
 - d. Materials should be stored only after updating the stock records.
 - e. Materials should be stored as per storage plan.
 - f. Goods has been unloaded only after checking of supporting invoice and delivery challan, weight slip etc.
 - g. The quality clearance, wherever applicable, has been obtained for the material.
 - h. The adequacy of insurance cover for the premises and the material.
 - i. Updating of bin cards maintained with all receipts and issues accurately.
 - j. Proper control over scrap/wastage etc.

Annexure – 7**Audit Checklist - HOSPITAL**

1. Review the procedure followed for medicine procurement with reference to the HQI 3009R-3(available on Prithvi) and corporate guidelines issued from time to time. Report for any deviation with clarification from auditee. Examine whether the medicines are purchased as listed in the pharmacopoeia, in conformity with HQI /from the original manufacturers or their authorized stockiest, at hospital supply rates, and as per the ordering quantity fixed by the hospital authorities.
2. Review the procedure of stock maintenance, control & monitoring and accounting for medicine and hospital items and comment. Examine whether the levels of stocks as fixed by the management on the recommendation of hospital superintendent of site / station are realistic and whether such levels are adhered to.
3. Review whether physical verification is carried out twice a year for 'A' and 'B' categories of medicine on a 100% check basis and once a year for 'C' category items on a test check basis.
4. Review the procedure for updating beneficiaries (employees and their dependents) and report any non-compliance.
5. Examine the control over receipt and issue of medical stores and also whether the issue of medicines to employees /eligible dependants is with due approval.
6. Review the stock register of medicines and procedure to identify cases of expired and expiring medicines and comment on overstocking of medicines, if any & the action taken in this regard. Whether the procedure for identification, replacement / disposal of expired medicines and replenishment is proper and adequate.
7. Check whether record of patients referred to other hospitals for treatment, and payments made to referral hospitals and visiting consultants is maintained properly.
8. Review the expenditure incurred for medical facilities over the total manpower of the Unit/Project with the similar percentage for earlier years and comment on abnormal variances.
9. Examine whether proper records of expenditure have been maintained to monitor recoveries due and made in the case of hospitalisation of employees and comment on the findings on this account.
10. Test check the bills from empanelled referral hospital, laboratory, with the referral documents, eligibility of the beneficiary and conditions in the contract.
11. Test check the bills from visiting doctors with the contract conditions and payment parameters (attendance data / no. of cases attended).

12. Test check that TDS is deducted and deposited in time from hospital bills.
13. Compare the actual expenditure on hospital and referral hospital cases for earlier years to identify and comment on abnormal variations. The reason for the abnormal variation may also need to be reported.
14. Verify that the procedure of empanelment of referral hospital, laboratory, visiting doctors & renewal thereof is as per the corporate guidelines / HQ11613 R-1(available on Prithvi).
15. Verify that the medicines prescribed for purchase from the market are not the same as per the RATE/RUNNING contract if so, the reasons thereof to be analysed.
16. ASSETS: Examine whether the assets have been properly documented and also a memorandum register maintained to identify the location of these assets, ensure whether these assets have been physically verified at least once a year, whether the discrepancies observed between the balances reflected in the register and the physical count have been properly brought to the notice of the competent authority before initiating action for adjustment, compare the balances reflected in the memorandum register with the fixed asset register maintained in Finance and comment on findings.

Annexure – 8**Audit Checklist – GUEST HOUSE**

1. Examine the entries in the 'Register of Guests' and ensure that all entries are complete. Report the cases of unauthorised occupancy noticed during examination.
2. Verify that the charges recovered from guests is entered in the Register and linked with cash receipts/ Bank Statement for POS collection. Further check that rates charged for employees and outsiders is in conformity with approved rates / rules.
3. Verify the daily collection statement with collection of cash receipts/ and check that the amount is timely deposited in bank account of CO /Station / project. Bank Statement for POS collection is also to be verified for correct booking of Income / BRS. Verify that cases of non-recovery of charges for company's guests is with supporting written approval.
4. Check that the GST is properly collected and deposited in timely manner.
5. Examine the imprest account maintained by Guest House In-charge for recoupment along with supporting vouchers. Ensure that the quantum of imprest held is reasonable as compared to the level of expenditure in the Guest house.
6. Compare the actual expenditure and income of the guest house with the same for earlier years to identify and comment on abnormal variations. The reasons for the abnormal variations may also need to be reported.
7. **ASSETS:** Examine whether the assets have been properly documented and also a memorandum register maintained to identify the location of these assets, ensure whether these assets have been physically verified at least once a year, whether the discrepancies observed between the balances reflected in the register and the physical count have been properly brought to the notice of the competent authority before initiating action for adjustment, compare the balances reflected in the memorandum register with the fixed asset register maintained in Finance and comment on findings.

Annexure – 9**Audit Checklist – TRANSPORT**

Examine whether register of vehicles, owned and hired, is maintained with all necessary details.

1. Examine whether the documents such as Insurance Policy, Fitness certificate and Pollution check certificate are valid and not expired.
2. Examine in case of hired vehicles, the ownership documents are in the name of a person as stipulated in the tender conditions.
3. Examine whether the Administrative Approval for hiring of vehicles for employees is obtained in line with the applicable norms including the number of vehicles and categories prescribed in respective guidelines/circular
4. Examine and report whether there are under-utilization of hired vehicles (category wise) and whether the adjustment of fuel cost is ensured for such underutilization.
5. Review the compliance of requisition procedure for vehicles trips.
6. Compare the actual expenditure and receipts of the Transport Section with the same for earlier years to identify and comment on abnormal variations. The reason for the abnormal variation may also need to be reported.
7. Examine the entries in the log book of hired vehicle to ensure that all entries are complete and claim of extra kilometre run is as per entries in log book.
8. Examine the rate of hiring of vehicle in new contract with the rate of old contract and verify there is no abnormal variation. In case of abnormal variation, the same is explained by way of justification in the approval documents. If the explanation is not proper, report the cases of such abnormality.
9. Examine whether material handling equipments are issued against authorized requisition slips and hire charges billed as per the guidelines.
10. Review the Vehicle Log Book of Departmentally owned Vehicles and check the completeness of data including authorization.
11. Review that the repair & maintenance of Departmental owned vehicles have been undertaken with approval of competent authority. Check that Maintenance Register is updated and that it includes all the Repair & Maintenance expenditure with the details of bills & payments.
12. Review the imprest bills for repair & maintenance of Departmental owned vehicles and comment whether same could have been covered under contract with authorised workshop.

Annexure – 10**Audit Checklist – INVOICING OF SALES**

1. Whether Power Purchase Agreement (PPA) has been executed / renewed. If not, the present status, and the reasons for delay.
2. Check that Energy charges have been computed considering the parameters and formulae provided in the applicable Tariff notification and PPA.
3. Whether L.C. / Payment Security Mechanism (PSM) in vogue, is in place as per the framework or as stipulated in the agreement and the same is in operation.
4. Verify that the system of billing and ensure that the bills have been raised in time and on the basis of Regional Energy Account (REA) from concerned Regional Power Committee (RPC).
5. Check that the data in respect to the units exported as provided by the Technical Department/ Unit of NPCIL and as per the Regional Electricity Account (REA) are tallying. Review the action taken for reconciliation of material differences with the respective Regional Power Committee (RPC) and comment on its adequacy.
6. Ensure that supplementary bill is raised in timely manner whenever:
 - Tariff notification is revised.
 - Revision in Fuel / Heavy Water rates.
 - There is error /omissions in earlier bills.
7. Ensure that supplementary bill contains separate calculation sheets / adequate details, as supporting to the claim and that the calculation has been made correctly.
8. Check the calculation for impact on tariff for Foreign Exchange Rate variation, at the applicable rate.
9. Verify that the fuel price adjustment, Water Charges/cess/levies and insurance charges etc. are in accordance with the agreements / tariff notifications.
10. Whether the payment procedure as per PPA is in place by the customers and complete details of payments are furnished for proper adjustment of bills in time.
11. Verify that rebates etc. allowed to SEBs/ beneficiary Discoms are in line with Power Purchase Agreement / tariff notifications. If not, verify the approval of the Competent Authority.
12. Verify whether the computation of delayed payment charges is as per the terms and conditions provided in the PPA/agreement.

Annexure – 11**Audit Checklist – DEBTORS FOR SALE OF ENERGY**

1. Ensure that there is a system for review of outstanding Debtors and that statement for aging analysis of Debtors is prepared. Examine and comment on the age-wise analysis for all debtors' accounts.
2. Compare the balances in the Sub Ledger with the General Ledger and ensure that the balances are in agreement.
3. Review the various Debtors' Accounts and comment on inordinate delays in recoveries and also examine and comment on the steps taken to recover the outstanding dues.
4. Verify the certificate of confirmation of balances from SEBs and comment on the status of receipt of such confirmations. Office, Sites / Stations have to obtain confirmation and prepare statements of reconciliation of balances as on 31st December of each financial year for debtors.
5. Sites / Stations have to obtain confirmation and prepare statements of reconciliation of balances as on 31st December of each financial year for debtors. Verify the certificate of confirmation of balances from SEBs/DISCOMs and comment on the status of receipt of such confirmations.
6. Ensure that necessary action has been taken to reconcile the balances with beneficiary at periodic intervals.
7. The differences/disputes observed during the reconciliation to be indicated clearly along with the reason for the same.
8. Verify that all credits to the Debtors' accounts including rebates are in line with Power Purchase Agreements/ Tariff notifications/ schemes of NPCIL.
9. In the case of beneficiaries defaulting in the payment of dues, check whether, immediate steps were taken to reduce the default by periodical meetings and regular follow-up for the settlement of dues.

Annexure – 12**Audit Checklist – FUND MANAGEMENT**

- 1) Whether monthly and annual cash flow statement is up-dated with actual receipt and payments and wide variations / deviations are brought to the notice of the defaulting Units for corrective measures.
- 2) Whether IUAs are made wherever necessary, and accounted for immediately for actual flow of funds.
- 3) Check the terms and conditions of foreign currency loans and ensure that:
 - It has been converted correctly in equivalent rupees as per the prevailing rate of exchange on the applicable date.
 - Repayment schedule has been made by the Fund Management Group.
 - The repayment is monitored properly.
 - All applicable compliances are being met.
- 4) Whether remittance of funds from the Corporate Office to other Units are effected promptly as per approval of the Competent Authority and delays in transit, if any, are taken up with the Bankers to protect NPCIL interests.
- 5) Whether bank and other charges arising out of issue and servicing of bonds are as per the agreements between the Corporation and other agencies such as Merchant Bankers / Arrangers etc.
- 6) Whether Corporate Liquid Term Deposit (CLTD) / auto-sweep facility is properly monitored and accounting entries are passed promptly.
- 7) Check that interest credited by bank for CLTDs is regularly monitored with respect to rate and the amount.
- 8) Whether deployment of funds (other than automatic deployment) is made as per approved guidelines and that the fund is deployed promptly with the approval of the Competent Authority, and recorded / accounted immediately as per the approved procedure / policies of NPCIL.
- 9) Review that the evaluation made is based on factors like interest rates, Yields, exposure limits of banks, amount of deposits acceptable, duration or period, withdrawal conditions / restrictions etc. in line with Company's approved investment policy.
- 10) Check the investment register for its correctness, timely receipt of interest and principal amount, and the accounting thereof in the general ledger.
- 11) Check that the calculation of interest accrued on all investment is made correctly and compare it with the income actually received.
- 12) Ensure that the TDS exemption available to NPCIL is informed for the investments. In case TDS is deducted, verify its accounting. Also ensure that the TDS certificates have been received.

- 13) Review the idle fund, if any, in any Bank account of any Unit and Head Office, and the reasons thereof.
- 14) Review that the borrowing from Banks and Institutions has been made as per the approval and cash flow plan and the repayments, interest payments were made as per the terms and conditions of the loan documents.
- 15) Whether periodical review (weekly, monthly, quarterly and annually) with respect to fund requirement was monitored.
- 16) Check whether the monthly accounting entries and reconciliation of bank balances of all loan accounts were carried out every month.
- 17) Check whether the earmarked funds were deposited with separate bank accounts as per previous year balance as on March 31st. Check whether these funds were utilised as per the approval of Govt. / DAE.
- 18) Check the cases of disposal of investments and ensure the following aspects:
 - a. Approval of competent authority has been obtained.
 - b. Sale proceeds has been credited to the bank account in time.
 - c. Appropriate entry to book the sale and resulting profit/ loss has been passed in the books.
 - d. If the investment is sold below the cost of acquisition, ask for the reasons and basis of the decision.
- 19) Investment in Demat form:
 - a. Ensure that the periodic statements are received from the depository in respect of investment kept in Demat account.
 - b. Check and ensure that periodic reconciliation is carried out between Investment Register and the Demat statement to ensure that there is no difference.
 - c. Check and ensure that instructions for transactions in De-mat account are as per authorization and approval.
 - d. Check the Demat charges levied during the year is as per agreed terms of the account.

Annexure – 13**Audit Checklist – BONDS**

- 1) Verify approval for borrowing by issuance of Bonds / NCD's, Term Loans.
- 2) Check that all the applicable provisions under SEBI LODR as well as various circulars/regulations issued by SEBI with respect to Non-convertible securities/NCDs/Bonds are complied with.
- 3) Check proposal for issue of Bonds under each series, which includes invitation of offer, setting up of the bid on NSE electronic platform, evaluation of the offer, approval and confirmation to the investors for payment.
- 4) Check whether the necessary procedural and statutory requirements for such issue have been complied.
- 5) Check whether separate Bank accounts is maintained for receipt of NCD proceeds / separate general ledger accounts are opened for each tranche of series.
- 6) Whether the money raised by way of Bonds / Term Loans is accounted for and applied for the purpose for which they were raised.
- 7) Check the interest paid on bonds and the TDS as applicable thereon.
- 8) Verify if TDS has been properly deducted, and check whether documentary evidence is provided by the investor in support of concessional rate of TDS.
- 9) Check if TDS has been deposited in time and quarterly returns filed within prescribed time period.
- 10) Check whether separate bank account is operated for payment of interest.
- 11) Check whether the Bank books maintained are up to date and accounting entries passed promptly.
- 12) Check interest calculation for each live series of Bonds both for accrual and sum due for payment during each accounting period. Check the calculation for provision of interest at the end of the year and accounting thereof.
- 13) Whether the calculation of interest allocated to the projects and stations is as per approval.
- 14) Check the payments made towards redemption / part redemption including for exercising the Put / Call option on Bonds, during the period, specifically with regard to prescribed timelines.
- 15) Check for Investor Grievances with regard to interest / redemption payments and action taken for their resolution.
- 16) Check the unpaid / unclaimed Bonds and interest accrued thereon also verify that the unpaid amount is transferred to "Investors Education & Protection Fund" on expiry of 7 years as per requirements of Companies Act and related Rules.

- 17) Examine that the Term Loans has been availed as per Tender conditions and report the cases where the lowest evaluated commercially and technically responsive tenders have been overlooked and whether the same are justifiable.
- 18) Examine whether the returns or statements, as per the terms of the Loan, are filed by the company with banks or financial institutions and that the same are in agreement with the books of account of the Company, if not, give details.

Annexure – 14**Audit Checklist – Operations and Commercial**

Internal audit should ensure that the Unit has followed all the directions of DAE and Corporate Office from time to time.

A) Review of operations:

- 1) From the monthly generation data, review the actual physical parameters – Availability Factor, Generation, and Auxiliary Power Consumption percentage with reference to budget and tariff parameters.
- 2) Comment on the adverse variances, bringing out the financial implications of such adverse variances and the reasons contributing thereto.
- 3) Verify that for Stations, which supply generated power to NPCIL Units under construction / in project stage, the cost of generation has been considered to book the internal consumption and EDC.
- 4) Test check the figure of energy sent out (exported) as per the Management summary of Station and the final allocation received from the respective Regional Board are not at variation at large. Examine and report the adverse variances and corrective action taken in these cases.
- 5) Compare the maintenance schedules in terms of number of days as planned with actual maintenance as done. Examine and report the adverse variances and corrective action taken in these cases.

B) Review of expenditure proposals/ BG requirements for Transmission

- 1) Check whether the note for release the Statutory Fees and the applicable BGs to CTUIL for System Studies to identify power evacuation scheme / to identify switchyard voltage and transmission lines etc., as per the Regulation, is generated based on requirement given by Engineering Group. Also ensure whether the requirements have legal vetting.
- 2) Check whether the Extension of above BGs, as and when called for, is with due legal vetting.
- 3) Check the requirement given by Project Site (Green Field) for laying of two nos. of 220 kV lines in consultation with the host SEB on deposit work basis, and whether Statutory Deposit Money has been released to the host State.
- 4) Check whether evaluation of the proposal for requirement of commencement of Commissioning power of upcoming projects vis-a-vis the available resources (transmission network, metering, protection etc.) is in line with the Regulation. Also review Payment Security Mechanism established.

- 5) Verify whether the requirement of extension of above Commissioning power is as per the requisition raised by Site.
- 6) Examine the requisition raised by Stations to release any payment to external agency such as CTUIL arising out of change in Regulatory Framework.

C) Review the Accounting of Fuel and Heavy Water Charges and Energy Billing. (In-house audit team only)

- 1) Check whether the respective invoices for all the fuel receipts at unit has been received from the suppliers (NFC/DAE etc.). Check whether the correct weight and notified rate has been taken for deriving the amount payable on account of fuel charges.
- 2) Check whether initial loading of fuel is correctly bifurcated in two equal parts i.e. one for ascertaining monthly fuel charges and other for fixing equated annual instalment for fuel recovery charges (AFRC).
- 3) Check whether in case of initial period till the commencement of regular refuelling, the fuel charges for operational month is appropriately accounted considering the expected generation for the particular month in consultation with the Technical unit.
- 4) Check whether the fuel recovery charges for the next 15 years on the basis of half core value of initial loading has been correctly ascertained considering the appropriate Present value factor as per relevant tariff notification. Also ensure that Annual Fuel Recovery Charges has been re-fixed for the half core of fuel whenever fresh fuel is loaded i.e. after EMCCR/ EMFR etc.
- 5) Check whether the correct weight and notified rate has been taken for deriving Weighted Average Rate of Fuel on account of fuel consumption charges.
- 6) Check whether the fuel charges during the regular operation (i.e. after commencement of regular refuelling) for operational month has been properly accounted considering the fuel bundle loaded in reactor in Kgs. and the weighted average rate for the month.
- 7) Check whether the weighted average rate derived under the Para (5) and (6) above has been considered for monthly billing of fuel adjustment charges to the SEB's / DISCOM's.
- 8) Check whether the fuel lease charges for the period has been derived keeping in view the average value of inventory for the period and lease rate as notified and appropriately accounted for.
- 9) Check whether the heavy water lease charges i.e. amount payable on the basis of Equated Annual Instalment for the period has been worked out keeping in view the notified rate and the value of inventory of heavy water held by the station. The charges so derived and frozen are properly accounted.

- 10) Check whether the subsequent additional quantity of heavy water receipts has been correctly identified as for the purpose of inventory or for makeup.
- 11) Check whether the lease charges for Heavy Water received for the purpose of inventory has been fixed.
- 12) Check whether the heavy water make up charges for the period has been worked out properly taking notified rate of heavy water and actual quantity received for heavy water for make-up purpose, and its appropriate accounting.
- 13) Check whether the calculation of fuel and heavy water charges has been submitted by the respective station to Commercial Group, Corporate office for reconciliation and further course of action with DAE.
- 14) Check whether the annual charges for the financial year for fuel account of the station is confirmed by the Commercial Group at Corporate Office.
- 15) Check whether the reconciliation of fuel and heavy water charges is done with DAE on half yearly basis by the Commercial Group in HQ.
- 16) Check whether the tariff calculation was verified and concurred by finance before submission to DAE for notification.

Annexure – 15**Audit Checklist – Corporate Social Responsibilities**

- 1) Check whether each unit has formulated the proposals for CSR activities to be taken up in the next financial year well in advance i.e. in the month of January of previous financial year and forwarded to ED (R&R) for approval and sanction.
- 2) Verify whether the need of Project is assessed.
- 3) At HQ verify whether the (R&R) Group of Corporate Office has taken the approval of the competent authority in due course.
- 4) At Site/Project/Stations verify whether the (R&R) Group of Corporate Office has intimated the sanctioned amount of budget and CSR plan for the Site/Project/Stations by the 1st Week of March, for the next financial year.
- 5) Check whether the Site/Project/Stations has allotted the works to the identified agencies within the governing frame work so that the full utilization of the sanctioned amount may be made. Report the cases of undue delay, where work allotment is not made within the time, with reason for the same.
- 6) Verify whether the CSR Site Level committee constituted at Site/Project/Stations is monitoring the implementation of all CSR activities and ensuring the timely utilization of fund. Verify whether the committee is reviewing the report of utilization of allocated fund on monthly basis explaining the cases of delay and steps taken to complete the work in time.
- 7) Verify whether the above monthly progress report is being submitted by the Site/ Project/ Stations Head to ED (R&R) and review is being made by the (R&R) Group.
- 8) Verify whether the feedback received on the above monthly progress report from the (R&R) Group is being implemented by the respective Site/ Project/ Stations. Report the cases of undue delay, where the feed-backs are not implemented.
- 9) Verify whether unit carry out impact assessment for completed CSR projects.
- 10) Verify whether the utilisation certificates are obtained for deposit works.
- 11) At HQ verify whether necessary Board Approval for CSR expenses is obtained in compliance with the provisions of Companies Act.
- 12) Verify whether the CSR expenditure is in conformity with the CSR Policy of the Company and provisions of the Companies Act.
- 13) Verify whether the expenditure on Neighbourhood Development Programme is in conformity with the approvals of the Company.

Annexure – 16

Audit Checklist – Software Applications

- 1) To verify and report whether the approved Applications for various functions, ERP system as and when implemented in phases, as given in Reporting Format have been adopted vis a vis any parallel / legacy systems .

Annexure - A

List of Manuals and SOP's referred in various Sections

<u>SNo.</u>	<u>Name of the Section</u>	<u>Manuals/ SOPs/ HQIs/Act</u>
1.	Pay-bill Section	<ul style="list-style-type: none"> • HQI 1570 • HQI 1601 • HQI 1602 • Orders from HR • HR Circulars and clarifications • Income Tax Act
2.	Works & Miscellaneous Section	<ul style="list-style-type: none"> • HQI 2001 • HQI 2011 • HQI 2012 • HQI 2013 • HQI 2013A • HQI 2014 • HQI 2015 • HQI 2016 • HQI 8001 • HQI 8005 M1 and HQI 8005 M2 • NPCIL's Manual for Procurement of works • NPCIL's Manual for Procurement of Consultancy & other Services • Working procedure for Procurement of Medicines/Drugs/ surgical items/consumables through Pharmaceutical & Medical devices Bureau of India. • HQI 1613 • Direct & Indirect Taxes
3.	FEG Section	<ul style="list-style-type: none"> • All Circulars/ Procedures/ Guidelines/ Manuals issued by various Directorate and available in PRITHVI • Vigilance circulars/guidelines etc. • All HQIs
4.	PFG Section	<ul style="list-style-type: none"> • SOP for operation of Bank Account • SOP for compliance of SEBI Regulations

		<ul style="list-style-type: none"> • SOP for investment in Primary Market • Policy for dealing with unclaimed amount towards Interest / Dividend / Redemption on listed nonconvertible securities
5.	Accounts Section	<ul style="list-style-type: none"> • SOP for compliance of SEBI Regulations • Guidelines on Finalization of Accounts issued from time to time • Companies Act • Income Tax Act
6.	Commercial & Budget Section	<ul style="list-style-type: none"> • Circulars issued from time to time
7.	Travel	<ul style="list-style-type: none"> • TA Rules(notified effective from 17.09.1987(No.NPC / CO/111/87/9097 dtd. 30.10.1987) • Amendments issued from time to time
8.	CMM	<ul style="list-style-type: none"> • HQI 2007,2015,3012,2012 • GCC/SCC/Tender conditions for EPC/Supply • GeM GTC • Income tax Act,1961 • GST Act,2017 • Custom Act,1962 • Indian Contract Act,1872 • MSME Act, 2006 • Sale of Goods Act,1930 • Customs Tariff Act,1975

- The above list the HQI, Manuals, Act and SOP generally covers documents referred in the day to day working and may not be exhaustive. Circulars/ Procedures/ Guidelines/ Manuals /HQI issued and updated by various Directorates and available in PRITHVI, as well as Site specific Circulars is to be referred by the auditor in carrying out the assignment. In addition various software applications developed to capture information such as “PRICE” are also to be referred. The auditee is to make available the updated set of documents for use by the Auditor.

Annexure - B

**Government of India
Central Vigilance Commission**

Satarkta Bhawan, Block 'A',
GPO Complex, INA,
New Delhi- 110 023
Dated 24th August, 2000

To

- (i) The Secretaries of All Ministries/Departments of Government of India
- (ii) The Chief Secretaries to All Union Territories
- (iii) The Comptroller & Auditor General of India
- (iv) The Chairman, Union Public Service Commission
- (v) The Chief Executives of All PSEs/Public Sector Banks/Insurance Companies/Autonomous Organisations/Societies
- (vi) The Chief Vigilance Officers in the Ministries/Departments/PSEs/Public Sector Banks/Insurance Companies/ Autonomous Organisations/Societies

Subject: Improving Vigilance Administration-Tenders.

Sir,

Please refer to the instructions issued by Commission vide its communication No. 8 (1) (h)/98(1) dated 18.11.98, banning post tender negotiations except with L-1.

2. The Commission has been getting a number of queries on how to handle the matter if the quantity to be ordered is more than L-1 can supply or about placement of orders on Public Sector Undertakings. It is requested that such matters may be dealt with in accordance with the clarifications issued by the Commission vide its letter of even number dated 15.3.99 (copy enclosed).

3. Some of the organizations have sought clarification as to whether they can consider the L-2 offer or negotiate with that firm if L-1 withdraws his offer before the work order is placed, or before the supply or execution of work order takes place. In this regard, it is clarified that such a situation may be avoided if a two-bid system is followed (techno commercial) so that proper assessment of the offers is made before the award of work order., Therefore, if L-1 party backs out, there should be retendering in a transparent and fair manner. The authority may in such a situation call for limited or short notice tender if so justified in the interest of work and take a decision on the basis of lowest tender.

4. The Commission has also been getting references for its advice on the procedures being followed in individual cases of tenders. The Commission would not involve itself in the decision making process of individual organizations. It, however, would expects the organizations to implement its instructions dated 18.11.98, in its spirit and to ensure that the decisions of administrative authorities are transparent.

Yours faithfully,

Annexure - C

न्यूक्लियर पावर कॉर्पोरेशन ऑफ इंडिया लिमिटेड

NUCLEAR POWER CORPORATION OF INDIA LIMITED

(A Government of India Enterprise)



न्यूक्लियर पावर कॉर्पोरेशन ऑफ इंडिया लिमिटेड
Nuclear Power Corporation of India Limited

INTERNAL AUDIT REPORT (Format)

OF

UNIT: _____

PERIOD: FROM _____ TO _____

(Phase I / Phase II)

Name and address of the Audit Firm

Internal Audit Manual

Index :-

Part	Particulars	Page No.
I	Scope of Audit (Reporting format as in Part -I)	
II	Audit Details (Reporting format as in Part -II)	
III	Significant Reporting – Major irregularities which the Auditors consider for placement before Audit Committee (Reporting format as in Part -III)	
IV	Exceptional Reporting - Significant discrepancies/irregularities noticed during the audit (Annexure Nos. as specified in Part IV- Format is to be used. If there are no cases to be reported “NIL” status may be reported.)	
IV (a)	Deviations by Unit from policies, systems, procedures, rules and regulations prescribed by NPCIL	
IV (b)	Deviations which amount to irregularities in respect of matters covered in scope of Audit	
IV (c)	Suggestions for improvement in any areas	
V	Report on Internal Financial Control over financial reporting – on the adequacy and operating effectiveness of such controls	
VI	Compliance Report	
VI (a)	Status of compliance on points raised in earlier Phase/Phases	
VI (b)	Actions taken for rectification of errors pointed out by previous auditor	
VI (c)	Confirmations by Units regarding implementation of policies, systems etc., to avoid the recurrence of such irregularities in future	
VI (d)	Serious irregularities reported to Director(Finance), Corporate Office through a separate Confidential letter	
VII	Identify 5 most critical areas in each site and Corporate Office for in-depth analysis and report on the same to Audit Committee	

Submission of Internal Audit Reports:

- One hard copy to Site Director/Station Director/Project Director at Unit
- One hard copy to Head Finance of the Unit

Internal Audit Manual

- One hard copy to AGM (F&A) Internal Audit Department Corporate Office, Mumbai.

The report in the soft copy should also be mailed to all the above (including Head of Finance of the Unit and the Addnl. General Manager (Finance) Internal Audit Department).

Part I - Scope of Audit


The extent of audit work in respect of areas as defined in scope of work is as below subject to our observations in the report:

Sr. No.	Particulars	Scope of Audit as per the Contract	Coverage by Internal Auditor (The month(s) selected for/extent of checking of transactions)												
I	<p>Contracts (PO /WO/Consultancy contracts/Service/Others)</p> <p><i>(As per “Extent of Checking” in Chapter 7 of the Internal Audit Manual at Sr No. 1 and 2)</i></p> <p>List of Contract scrutinized for Internal Audit: Annexure 1</p> <table><tr><th>Sr No</th><th>Name of the Party PO/WO No & Date</th><th>Title of Work/ Item Purchased</th><th>Estimated value</th><th>Value of Contract</th><th>File provided/ not provided</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Review the estimates, scrutiny of vouchers for creating liability and making payment w.r.to arithmetical accuracy, compliances with PO/WO terms, accounting treatment</p> <p>Review the accounting of material issued to Contractors, fabricators etc.,</p> <p>Review the outstanding advances and actions taken for adjustments/recoveries.</p> <p>Compliance with statutory provisions</p>	Sr No	Name of the Party PO/WO No & Date	Title of Work/ Item Purchased	Estimated value	Value of Contract	File provided/ not provided							<p>At least 45 (forty five) contracts to be scrutinized, during each phase of Audit namely Phase 1, Phase 2(a) and Phase 2(b). This will ensure that in a year, minimum of 135 (one hundred and thirty five) contracts of each Site/ audit entity are scrutinized.</p>	
Sr No	Name of the Party PO/WO No & Date	Title of Work/ Item Purchased	Estimated value	Value of Contract	File provided/ not provided										

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	<p>Nomination Contracts (PO/WO/Consultancy/Service/Others)</p> <p>No. of nomination contracts issued to the same party for same/different work/supply during the review period.</p> <p>No. of nomination contracts WO/PO issued during the review period.</p> <p>No. of nomination contracts issued due to delay in tendering procedure for the regular maintenance/supply contract. Whether the delays in completing the relevant tender process could have been reduced/avoided etc.</p> <p>No. of nomination contracts issued instead of extension of existing contract/repeat order to same party to whom the regular work/supply was done earlier.</p> <p>New Party other than the Party who has done the work/supplied earlier on regular Work-Order/PO basis.</p> <p>No. of nomination Contracts issued on urgent basis but the WO/PO placed after 15 days from the date of Technical sanction/Indent etc.</p>		
	<p>SAB/CAB</p> <p>Atleast 2 months in each phase (<i>month to be specified</i>)</p> <p>Related BPVs – 100%</p>		
II	<p>Accounts</p> <p>a. Vouching – Bank (BRV/BPV) -Reasonableness of the balances maintained</p> <p>b. Vouching – Adjustment entries in Bank accounts</p> <p>c. Journal vouchers</p> <p> i) NJV</p> <p> ii) IAV,TEV,EVR,CSV, CSRV, etc., (<i>month to be specified</i>)</p> <p>d. Checking of Bank Reconciliation Statements</p> <p>e. Scrutiny of Ledgers and Sub- Ledgers</p> <p>f. Age wise analysis of Receivables and Payables</p>	<p>100% in all banks</p> <p>100% in all banks</p> <p>100% Atleast two months in each phase</p>	

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	g. Inter Unit Reconciliation h. Fixed Assets and Capital Work in Progress i. Physical verification of fixed assets and CWIP, sales/disposal of assets, depreciation calculation j. Confirmation of balances of suppliers, creditors and other parties	100%	
III	Establishment/Salaries and Wages a. Payroll Accounting– test checking of bills w.r.t rule, proprietary aspects and variables b. Loans & Advances to employees i) Accounting ii) Interest/Accrued Interest calculation iii) Reconciliation of Sub-ledgers c. Scrutiny of computation of Terminal Benefits and liabilities on account of pension, gratuity, leave encashment etc., d. Statutory Compliance e. Review of other aspects as per checklist	 50% One month in each phase	
IV	Investments (All investments including PF & earmarked funds investment)-100% checking with reference to procedure followed, delegation of powers, accounting and maintenance of proper records. Borrowings	100% 100%	
V	Sales & Debtors Scrutiny –scrutiny of sales invoices, rebate calculation, accounting, collection from SEBs, remittance to Head Office Age-wise analysis of debtors and recovery of delayed payment charges Confirmation of balances by SEBs	100%	
VI	Taxation a. Financial implications of tax components are loaded properly at the time of evaluation of proposals		

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	<p>b. Payment/reimbursement of GST, etc. to contractors/suppliers are done appropriately.</p> <p>c. Review of Income Tax assessments, refund, etc.</p> <p>d. Review of Indirect Tax assessments, refunds etc.</p>		
VII	<p>Stores and Material Accounting Documentation for recording receipts, acceptance, issue of materials, their reconciliation/adjustments and accounting (month to be specified)</p> <p>Status of Insurance claims lodged/pending to be lodged and their follow up action</p> <p>Status of material issued against Returnable Gate Pass</p> <p>Review of slow-moving, non-moving, obsolete and serviceable items</p> <p>Material accounting and reconciliation</p> <p>Physical verification of Stocks <u>Extent of coverage:</u> Unit Value above Rs. 1 Crore Unit Value between Rs. 50 lakhs and Rs. 1 Crore – Unit Value between Rs. 10 Lakhs and Rs. 50 Lakhs – Unit Value upto Rs. 10 Lakhs –</p>	<p>(at least 2 months in each phase)</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p> <p>50%</p> <p>25%</p> <p>10%</p>	
VIII	<p>Township, Guest house, Transport and hospital Review the record keeping and accounting of assets and expenditure (month to be specified)</p>	(100% for at least 1 month in each phase)	
IX	<p>Maintenance of Cost Accounting Records- Verification of the maintenance of Cost Accounting records in the prescribed format</p>		
X	Verify and report whether the approved functional Applications viz., IBA, COMANAS, i-Dispatch, e-Note etc are in use, and the extent of use thereof.		

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	Similarly after implementation of ERP in phases, review its adoption vis a vis parallel/ legacy systems.		
XI	<p>Compliance of Internal Audit manual of NPCIL and Other areas /responsibilities for coverage by Internal Auditors in terms of Internal Audit Standards and guidelines issued by ICAI.</p> <p>All closing entries to be verified by the internal auditors during the Phase 2 of Audit.</p> <p>If any Unit is getting commercialized during the year, the capitalization entries to be verified by the Internal auditors</p> <p>Adequate test checks of transactions recorded so as to obtain a reasonable degree of assurance of the quality and integrity of accounting data generated, apart from authenticity of payment.</p> <p>To evaluate the extent and implementation of internal controls with reference to transactions having impact on the financial issues and comments on the same.</p> <p>To alert top management, if necessary through confidential reports, against suspicious transactions that could indicate frauds.</p> <p>Review and suggest remedial action on the observations of Statutory Audit and CAG audit on the accounts raised during the previous financial year.</p> <p>Suggest the areas in every phase, considered to be placed before the Audit Committee.</p>		

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Part II - Audit Details

- a. The Audit Team comprises of the following members:

S.N.	Names of the auditors	Qualification	Designation of officials who have conducted the audit	Audit Period	
				From (DD/MM/YYYY)	To (DD/MM/YYYY)
Partner who has supervised the team					
1					
2					
Qualified CA/Cost Accountant {at least One(1) as per the Contract}					
1					
2					
3					
Assistants with experience {at least three (3) as per the Contract}					
1					
2					
3					

- b. Certified that separate teams were deployed for other NPCIL Units, which are under our scope of Internal Audit for the same period.
- c. A statement to the effect that the draft audit report has been discussed with Head of the Finance at Unit concerned and also with Unit-In-Charge (i.e. Site Director / Station Director / Project Director) in each phase and important observations brought to their notice so that timely corrective action may be taken at Unit.

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Part III - Significant Reporting –

This Part of the Report contains Major irregularities and significant discrepancies noticed during the audit and which the Auditor considers for placement before Audit Committee of the Board:

Sr. No.	Major irregularities which the Auditors consider for placement before Audit Committee of the Board	Replies of the Auditee	Remarks as to final disposal of the audit observation (by Auditor on column III)
COL I	COL II	COL III	COL IV
	<u>[With references, if any, to the relevant Annexure Nos.]</u>		

Note:

1. Any Annexures forming part of this Section should be referred as Annexure - SR 1, SR 2, SR3 etc.
2. The items reported in this Section should not be duplicated/reproduced in any other Parts of the Report.
3. At the time of Reporting, the Contract Reference No., Date, Amount of Transaction/Contract Value and Description should be invariably mentioned.
4. Self-explanatory headings should be provided to the points reported.

Part IV - Exceptional Reporting – Discrepancies / irregularities noticed during the audit

[This Part of the Report should contain irregularities noticed by the Auditor during the period of audit and deviations by the Unit from the Policies, Systems, Procedures, Rules and Regulations prescribed by NPCIL. Minor discrepancies like misclassification of Account Codes, which have been rectified during the course of audit should not be reported. The observations should be arranged into self-contained audit paras with a suitable title. Specific suggestions of Auditors for improvement in any areas in line with the CVC, GFR, etc. from time to time may be highlighted]

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Sr. No.	Discrepancies/irregularities noticed during the audit	Ref. Annexure Nos.	Replies of the Auditee	Remarks as to final disposal of the audit observation (by Auditor in column II & III)	Classification of Audit Observations (Critical/Major/Minor)
COL I	COL II	COL III	COL IV	COL V	COL VI
A	Contracts (PO /WO/Consultancy contracts/Service/Others)				
	Observations on Nomination Contracts – P.O.	Annexure 2			
	Observations on Nomination Contracts – W.O.	Annexure 3			
	Observations on Nomination Contracts – Other Contracts	Annexure 4			
	Observations on Other than nomination Contracts – P.O. (such as Deviation in tendering procedure, delay in Placement of PO, High variance between estimated cost and PO Value, etc.,	Annexure 5 with sub - annexure nos. as 5-A, 5-B,5-C etc.,)			
	Observations on Other than nomination Contracts – W.O-(such as Deviation in tendering procedure , delay in Placement of WO, High variance between estimated cost and WO Value, etc.)	Annexure 6 with sub-annexure nos. as 6-A, 6-B,6-C etc.,)			
	Observations on verification of CAB	Annexure 7			
	Observations on verification of SAB	Annexure 8			
B	<u>Accounts:</u>				
1	Bank Book				
	Observations relating to Cash & Bank Book	Annexure 9			
	<u>Bank Reconciliation Statements:</u> Observations relating to BRS	Annexure 10			
2	<u>Journal Vouchers</u>				
	General observations on vouching				
	SJV	Annexure 11			
	NJV	Annexure 12			

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Sr. No.	Discrepancies/irregularities noticed during the audit	Ref. Annexure Nos.	Replies of the Auditee	Remarks as to final disposal of the audit observation (by Auditor in column II & III)	Classification of Audit Observations (Critical/Major/Minor)
COL I	COL II	COL III	COL IV	COL V	COL VI
	EVR	Annexure 13			
	TEV	Annexure 14			
	IAV	Annexure 15			
	CSRV	Annexure 16			
3	Scrutiny of Ledgers and Sub- ledgers				
	STAFF LOANS AND ADVANCES:				
	Interest Bearing Loans & Advances (GL 26104, 26106)	Annexure 17			
a)	Interest on loans to Staff (GL 62212 to 62218)	Annexure 18			
	Interest free advances (GL 26103)	Annexure 19			
	Any other GL Codes relating to Staff loans and advances	Annexure 20			
b)	Undisbursed pay and allowances (GL 43210)	Annexure 21			
c)	Payable to Employees Travel Advance (GL 43341):	Annexure 22			
d)	Leave Travel Advance (GL 26202) :	Annexure 23			
e)	Travel Advance (GL 26201) :	Annexure 24			
f)	Staff Pay Advance & Special LTA Advance (GL 26206) :	Annexure 25			
g)	Loans and Advances to Staff- General Purpose Advance (GL 26215) :	Annexure 26			
h)	Recoverable from Employees Travel Advance (GL 28404) :	Annexure 27			
i)	Interest Due but not accrued on Staff Loans (GL 28344, GL 28346 and GL 28348) :	Annexure 28			
j)	Sundry Creditors for expense (GL 48330) :	Annexure 29			
k)	Withheld Gratuity Amount Payable (GL 43317)	Annexure 30			

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Sr. No.	Discrepancies/irregularities noticed during the audit	Ref. Annexure Nos.	Replies of the Auditee	Remarks as to final disposal of the audit observation (by Auditor in column II & III)	Classification of Audit Observations (Critical/Major/Minor)
COL I	COL II	COL III	COL IV	COL V	COL VI
l)	Loans And Advances To Staff House Building (GL 26101)	Annexure 31			
m)	Loans & Advance To Staff - Transfer Advance (GL 26208)	Annexure 32			
n)	Foreign Travel Advance (GL 26214)	Annexure 33			
o)	Security Deposit	Annexure 34			
p)	EMD	Annexure 35			
q)	Liquidated Damages	Annexure 36			
4	<u>Trial Balance Scrutiny</u>				
	Any other observations relating to other GL Codes	Annexure 37			
5	Fixed Assets and Capital Work in Progress				
	Verification of Fixed Asset Register Review of Physical Verification of Asset and CWIP , Sales/disposal of assets, depreciation calculation	Annexure 38			
6	Inter Unit Reconciliation	Annexure 39			
C	Establishment, Salaries and Wages	Annexure 40			
D	Investments& Borrowings				
	i. Investments (All investments including PF & earmarked funds investment)	Annexure 41			
	ii. Borrowings	Annexure 42			
E	Sales and Debtors	Annexure 43			
F	Taxation :	Annexure 44			

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Sr. No.	Discrepancies/irregularities noticed during the audit	Ref. Annexure Nos.	Replies of the Auditee	Remarks as to final disposal of the audit observation (by Auditor in column II & III)	Classification of Audit Observations (Critical/Major/Minor)
COL I	COL II	COL III	COL IV	COL V	COL VI
G	Stores & Material Accounting :	Annexure 45 with sub-annexure such 45A, 45B etc. if required			
H	Township, Guest House, Transport and Hospital	Annexure 46			
I	Maintenance of Cost Accounting Records :	Annexure 47			
J	Other areas /responsibilities for coverage by Internal Auditors in terms of ICAI guidelines	Annexure 48			
IV(a)	Deviations by Unit from policies, systems, procedures, rules and regulations prescribed by NPCIL	Annexure 49			
IV(b)	Deviations which amount to irregularities in respect of matters covered in scope of Audit	Annexure 50			
IV(c)	Suggestions for improvement in any areas	Annexure 51			

Part V - Report on Internal Financial Control over financial reporting

Sr. No.	Significant Discrepancies/irregularities noticed during the audit	Ref. Annexure Nos.	Replies of the Auditee	Remarks as to final disposal of the audit observation
V	Report on Internal Financial Control over financial reporting – on the adequacy and operating effectiveness of such controls According to information and Explanation provided to us and audit evidence obtained by us we have not observed anything material to report	Annexure 52		

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	otherwise on adequacy of internal financial controls system over financial reporting and such internal financial controls over financial reporting were operating effectively during the audit period, based on the internal control over financial reporting criteria established by the Company considering the essential components of internal control.			
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Part VI - Compliance Report

Sr. No.	Significant Discrepancies/irregularities noticed during the audit	Ref. Annexure Nos.	Replies of the Auditee	Remarks as to final disposal of the audit observation
VI	Compliance Report	Annexure 53		
VI-a	Status of compliance on points raised in earlier Phase/Phases			
VI-b	Actions taken for rectification of errors pointed out by previous auditor			
VI-c	Confirmations by Units regarding implementation of policies, systems etc., to avoid the recurrence of such irregularities in future			
VI-d	Serious irregularities reported to Director(Finance), Corporate Office through a separate Confidential letter			
VI-e	Review compliance to the observations of Statutory Audit and CAG Audit, on the Accounts, raised during the previous financial year.			

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Format for Annexure 53

I	II	III	IV
Observation	Compliance steps taken by Management	Compliance status	Replies of the Auditee
Outstanding Para and Para Reference		Complied / Not complied / compliance in process	Explanations / justification for not implementing the proposed / recommended action plan

Part VII – IN-DEPTH ANALYSIS Identify 5 most critical areas in the Site /Corporate Office for in-depth analysis and report on the same to Audit Committee

Sr. No	Critical Area taken up for in-depth analysis	Ref. Annexure No.	Findings from the in-depth analysis	Replies of the Auditee	Remarks as to final disposal of the audit observation
1		Annexure 54			
2		Annexure 54			
3		Annexure 54			
4		Annexure 54			
5		Annexure 54			

For Name of the Firm
Chartered Accountants
FRN:

Signing Partner:
M.No:
Place:
Date:
UDIN:

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Note – General instructions:

- a. Self-explanatory headings should be provided to the points reported in the report.
 - b. Reporting annexure Nos. are standardized as above, but the format for the annexures can be as per the Internal Auditor discretion (except for Annexure 1, in Part I and Annexure 53, in Part VI of the Report).
 - c. Annexures (in Part IV numbered from 2 to 51 and Annexure No 52 in Part V) which have nothing to be reported may be kept with the same annexure No. but specifying “NIL” under the Ref. Annexure No. (Column III). Similarly, if a particular annexure is not applicable for a particular Unit, the same may be retained specifying as “Not Applicable”.
 - d. Within the annexures, any additional reporting may be added with sub- annexure nos. such as for annexure No. with 2, 3, 4 etc., Example 2A; 2B or 3A; 3B and so on.
 - e. The Annexure Nos. (for maintaining uniformity) may not be modified by the Internal Auditors in the report for any reason.
 - f. Any additional annexures required may be numbered from Annexure 55.
 - g. UDIN may please be ensured for the Report.
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