कैपेक्सिल
CAPEXIL
(Sponsored by Ministry of Commerce & Industry Govt. of India)
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)
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ADVERTISEMENT FOR APPOINTMENT OF INTERNAL AUDITOR (FY: 2025–26)

Ref. No. CAPEXIL/Advt./IA/2025-26/001 Dated: 15th July 2025

CAPEXIL (Chemical and Allied Products Export Promotion Council) sponsored by Ministry of Commerce & Industry, Government of India, invites application from reputed Audit Firms for appointment as Internal Auditor in the Council for the Financial Year 2025-26.

The scope of work includes:

1. Voucher related works:

- All Head Office — payment and purchase vouchers to be pre-audited;
- Checking Cash / Bank vouchers for payment with Cash/Bank Book;
- Checking posting from petty Cash to Ledger;
- In cases of the regional offices, post audit shall be carried out on the vouchers received vis —a- vis the relevant statements of financial transactions of respective regional offices. Checking Petty Cash and Bank payment vouchers with relevant documents of region offices. Auditor must check that all ROs sent their relevant vouchers /documents in time. After receipt of the voucher files from the different offices, the Internal Auditor to conduct a preliminary scrutiny and certify that were are no mistakes, necessary Bank Reconciliation / statements have been prepared, cash and bank balances are justified by the transactions recorded, payments are evidenced by receipts, no cases of overdraft etc.;
- Internal Auditors to ensure that transaction are made in accordance with the contents of all relevant office order, rule, etc. including authority levels. They need to ensure that necessary approvals have been obtained wherever applicable;
- Checking Journal Vouchers including Adjustment entries.

2. Membership & Other Income related works:

- Checking Membership entries (receipt, invoice, advance and adjustment) on daily basis with Bank Statement and cheques received specifically in connection with Region, GSTIN, selection of year etc. to arrive proper receivables/advance amount of debtors as well as statutory liabilities;
- To ensure weekly that no entry lies in Suspense account/ BRS;
- To assist and monitor proper and timely issuance of Invoices;
- Assisting in deriving membership due amount and thereby help in increasing collection of membership dues.
- Checking postings from Cheques Register to Cash Book in respect to other income.

3. Accounting related works:

- Monthly checking of salary calculation & reconciliation of Salary Register with payment records
- Monthly checking and certifying Franking Advance Pass Book and Dispatch Register;
- Monthly checking and certifying Cash Book with physical cash;
- Checking details of liabilities and provisions;
- Checking of Govt. Grant, Statutory Payments and Sundry Creditors;
- Checking all subsidiary register including Loan/Advance/Leave Register;
- Verification of Asset Register & Depreciation Schedule, with physical verification of the assets (if required);
- Assisting in preparation of Budget & Annual financial statement as per GAAP/IND-AS;
- Budget need to be referred for checking compliance thereof and in the event of any deviation the same must be checked and recommended for approval;
- Checking Monthly Trial Balance for overall monitoring;
- Providing guidance regarding system / method and maintaining of books of Accounts and Registers;
- Verification of Bank Reconciliation Statement of HO Banks;
- Monitoring of allocation of transactions of different types to the respective accounts;
- Overall monitoring of the transactions of all Bank Accounts;
- Any other verification / checking incidental and conducive to audit work within board frame of scope and coverage of internal audit as envisaged.

4. Statutory related works:

- Verification & assistance in calculating the GST Payable, maintaining the Input GST Register and filing of monthly GST Returns (GSTR-1 & 3B) as well as Annual Returns (GSTR-9 & 9C) for the Head Office & all regional Offices of CAPEXIL.
- Verify the reconciliation of GSTR- 2B with Tally & GSTR- 3B for Head Office & all regional offices.
- Checking the accounting of Tax Deducted at Source (TDS) from the Council and confirmation of receipts of necessary certificates;
- Verification of the calculation of employees' Income Tax (TDS) for the relevant Assessment Year.
- Monitoring all statutory payments such as TDS, PF, Income Tax, Income Tax related forms, etc. in context of compliance of set statutory provisions.
- Verification & assistance in filing of quarterly TDS returns (Form 24Q & 26Q).
- Assist in filing the Income Tax Return of CAPEXIL and in attending to or responding to any notices, communications or orders issued by the Income Tax Department, as and when required, in accordance with the provisions of the Income Tax Act, 1961.

5. Government related works:

- Checking of collections of different promotional events;
- Checking list of participants to be tallied with the list of participating members confirmed in the report of the Project officer along with the participation amount received;
- Checking of Govt. Grant as per Govt. Grant guideline and certifying Utilization Certificate on utilization of Govt. Grant amount as and when required;
- Monitoring and Assisting in recording of transactions in online PFMS/MAI system;
- Monitoring that expenses incurred on Promotional Activities from all offices are in terms of the Budget for the said events;
- Appropriate approval levels to be ensured even if expenditure is budgeted;
- Checking for Export Promotion Activities and verify the activities with Code Budget and RE Budget as approved by the Ministry time to time during the year;
- Checking for disbursement of Exporter subsidy as per prevailing Govt. Grant guideline;

- Monitoring the statutory rules and Council's rules are not contravened and in the event of any contravention necessary recommendation to be made for incorporating amendments in the existing Council's rule;
- Monitoring that events for which transactions are taking place are part of the Council's approved calendar of activities subject to duly authorized changes from time to time;
- Monitoring the optimum utilization of Government Grant.
- Filing of Form 15CB if required in connection with overseas transaction.

6. Apart from the above tasks, you have to submit periodical reports on Internal Audit in every quarter along with MIS report as and when required to determine financial health of the organization, assist in finalization of accounts for the relevant Financial Year. It is expected that you will ensure regular interaction with us to solve accounting issue in respect of Internal Audit.

Terms and Conditions

1. ***Tenure of Engagement***: The engagement shall be valid up to 31st March 2026 (FY: 2025-26).

2. ***Submission of Reports:*** A quarterly Internal Audit Report must be submitted on or before the 15th of the month following the end of each quarter, with a copy marked to the management.

3. ***Deployment of Resources:*** The Chartered Accountant firm is required to deploy at least one qualified and experienced person with specialized knowledge of the General Financial Rules, 2017 and Ind-AS, along with an Audit Assistant, at the CAPEXIL Head Office in Kolkata, to carry out Internal Audit related activities on the working days of the Head Office. Additionally, to ensure effective coordination of Internal Audit functions, a senior partner of the firm shall visit the CAPEXIL Head Office at least twice a month.

Interested Chartered Accountant firms may submit their application via email to the **Chairperson, CAPEXIL** at **chairperson@capexil.in** on or before **8th August 2025**, along with a cover letter and the following information and documents:

a) Duly filled Application Form **(Annexure-1)**
b) Qualifications and experiences of the person to be deputed in the Centre to carry out the assignment;
c) Expected Internal Audit fee (including GST etc.) per month;
d) List of Government Organizations/ Institutes/ Trade Bodies where similar nature of audits was undertaken;
e) Valid certificate of CAG empanelment;
f) GST Registration Certificate;
g) PAN Card

Please Note:

- The email should not be copy marked to any other officials or employees of the CAPEXIL.
- The subject line of the mail for application should be superscripted with the words **"Application for Internal Auditor FY: 2025-26"**.
- Incomplete or improperly submitted applications are liable to be rejected.

Ramesh Kumar Mittal
Chairperson
CAPEXIL