



OFFICE OF THE  
BURDWAN MUNICIPALITY

Memo No.: 111/27-6/Accounts

Dated: 11/08/23

Sealed Quotations are hereby invited from CAG empanelled Audit Firms for conduction internal audit of Burdwan Municipality for the F.Y. 2023-2024 to 2026-2027 .

Scope of Work:

1. Internal Audit of the accounts as per guidelines for release and utilization of Grant recommended by the Amrut,/ 15<sup>th</sup> F.C.
2. Internal Audit of the Financial Statement like Balance Sheet, Income Expenditure Statement, Receipt Payment Statement, Bank Reconciliation Statement, Assets Register from 'PUROHISHAB' package of Municipal Affairs Department, Govt. of West Bengal.
3. Internal Audit of all Departments of the Municipality to find out the lacuna, if any in the existing procedures and suggest improvement.
4. Assist the Municipality for preparation of Broad Sheet reply of all pending audit objection raised by CAG which includes both transaction audit & accounts audit.
5. Checking the transactions where they are undertaken on the basis of proper authority and followed all the rules & regulation laid down by the Government.
6. Checking whether Funds are utilized for the purposes for which they are provided & in accordance with the guidelines provided by the Government.
7. Checking of Running Bills.
8. Checking of investments.
9. Checking of Compliance of various taxes.
10. Assigning of fund management of the Municipality and suggest improvement.

Credentials Required :

1. Must be empanelled by CAG as uploaded in the website of Municipal Affairs Departments, Government of West Bengal.
2. Audit Experience in other government sectors after appointed by CAG.
3. Audit Experience on Double Entry Accounting System as per 'PUROHISHAB' FA package.

The quotations should be send in sealed envelope and the name of the sender with full address should be stated in the envelope. The authority of Burdwan Municipality shall reserve the full right of accepting & rejecting any quotation without assigning any reason. Details of the quotation can be download from the office website.

Website : [www.burdwanmunicipality.gov.in](http://www.burdwanmunicipality.gov.in). The quotation should reach the office by 29.08.2023 sharp and quotation received after that date may be taken into consideration.

Chairman  
Burdwan Municipality

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