

**JHARKHAND STATE SCHEDULED CASTE COOP. DEVELOPMENT CORPORATION**  
**HQ: 232, KUSAI COLONY, DORANDA, RANCHI**  
**Ph.No. 0651-2490665, 2490672, 2490675**

**Profile of the Organization :**

This Corporation is registered under the Bihar, Orissa and Jharkhand Cooperative Act. The main objective of the Corporation is Economic and Social Development of Scheduled Caste by undertaking soft loan financing, subsidy scheme through Banks and Skill development training. The Corporation has its Head Quarter at Ranchi and District Offices at Ranchi, Dhanbad, Jamshedpur, Palamau, Hazaribagh and Deoghar. Details Activities of the Corporation may be viewed at its website [www.jsscdc.nic.in](http://www.jsscdc.nic.in).

**Work Content for Internal Auditor :**

The Corporation would like to engage a Chartered Accountant firm as an Internal Auditor for concurrent monitoring of its accounts for financial year 2010–2011. The Internal Auditor will generally carryout the following works as per accounting policies and practices :

- (i) To conduct the internal audit of District branches alongwith that of Head Quarter. Branch Reconciliation statement (Quarter Basis).
- (ii) Status of A/c's and update A/c's and proper supporting books and documents.
- (iii) Physical verification of Cash in hand and Cheque register and verification thereof.
- (iv) Bank Reconciliation statement - verification and reasons of deviations thereof.
- (v) Accounts in Double Entry format /maintenance of A/c/Ledger and Subsidiary Books and entries thereof, if needed reconstruction of such subsidiary books.
- (vi) Compliance of Guidelines/Instructions/Sanctions of H.Q. and reporting of deviation from such guideline/sanctions/Instructions and norms thereof along with reasons for the same.
- (vii) To suggest ways and means for improvement in Financial Control System / Financial Reporting System and Book keeping.
- (viii) Quarterly Receipt – Expenditure statement, quarterly Balance Sheet, full and final Accounts and Audit report is supposed to be completed within one month from the start of audit work and is required to be submitted within 7 days after completion of audit work. This condition will be valid for all the quarters.

**Mode & time of Payment for Internal Audit Works**

- (i). The remuneration of the selected Firm/Auditors will be paid on quarterly basis.
- (ii) The final payment will evidently fall after the completion and submission of the Final Accounts of this Corporation alongwith Audit reports will be made by M.D. as per the satisfaction of the work done.