

Application are invited from CA Firms for the concurrent Audit of MPCON initially for 2 months. Must apply within 5 days at Email ID mpcon.bpl@mpconsultancy.org , mpconltd.bpl@gmail.com as per scope of work.

SCOPE OF WORK:

The concurrent audit will be carried out on daily basis by a Chartered Accountant who must be an Associate member of Institute of Chartered Accountants of India :

The broad scope of concurrent audit shall be as follows:

The responsibilities of the Concurrent Auditors shall include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the level of compliance with financial norms and procedures for the operational guidelines. The Concurrent auditors so appointed for the purpose shall carry out the audit in terms of provisions laid down in the engagement letter issued by MPCON and shall ensure strict adherence thereto. These would also include the following:

1. Verification of all payments in excess of Rs 50,000/- before release to third parties in accordance with company's BDC (Business Development/ Operations Committee), Boards approved policy, as per departments MOU/ Agreement, as per work order etc.
2. Verification of all work orders / SLAs before issue / execution.
3. All BDC/BOC notes will be examined by the auditor before approval of the committee.
4. Overall Compliance with policies and procedures, Review covering transactions, internal controls, systems and processes.
5. Any other financial and operational information verification

The above list is only indicative in nature and Concurrent Auditor would be required to cover all the aspects considered to be important by Concurrent Auditor.

6. Terms and Conditions:

- The appointment will be for a period of **Two** months.
- No conveyance expenses and out of pocket expenses will be paid.
- The firm should provide Qualified CA for audit on regular basis on all working days for at least 2 hrs between (12 to 6 PM) and the assignment should be supervised by the senior partner of the firm who will be available for discussion with the Management as and when deemed necessary.

7. Payment Terms: The payment shall be done on monthly basis on submission of bill.