

MAHARASHTRA STATE SEEDS CORPORATION LTD

(Government of Maharashtra Undertaking)

APPLICATION FOR EMPANELMENT TO CONDUCT INTERNAL AUDIT FOR THE FINANCIAL YEAR 2024-25

HEAD OFFICE, AKOLA

OPENING DATE FOR SUBMISSION OF APPLICATION : 17/01/2025
CLOSING DATE FOR SUBMISSION OF APPLICATION : 31/01/2025
DATE OF OPENING OF ENVELOPES OF APPLICATION : 03/02/2025

[Cost of Application Form Rs. 590/-]

Table of Contents

Section	Contents	Page No.
I	NOTICE INVITING APPLICATIONS	3
II	ABOUT MSSCL AND INTERNAL AUDIT	6
III	QUALIFYING REQUIREMENTS	7
IV	CRITERION FOR EVALUATION OF CHARTERED ACCOUNTANTS / COST ACCOUNTANTS FIRMS	8
V	SCHEDULE OF CLUSTERWISE AUDIT FEES	9
FORM 1	FORM FOR SATISFYING QUALIFYING REQUIREMENTS	10
FORM 2	DETAILS FOR EVALUATION	11
FORM 3	SENDERS' INFORMATION	12
ANNEX A	DETAILS OF LOCATIONS	13
ANNEX B	SCOPE OF WORK	17
ANNEX C	UNIT WISE TURNOVER FOR REFERENCE	21
ANNEX D	CLUSTERWISE LOCATION LIST	22

SECTION - I

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF FIRMS OF CHARTERED ACCOUNTANTS/COST ACCOUNTANTS FOR ALLOTMENT OF INTERNAL AUDIT WORK

FOR THE FINANCIAL YEAR 2024-25 AND

TERMS & CONDITIONS

Sealed offers are invited from the firms of Chartered Accountants/Cost Accountants for empanelment for conducting Internal Audit of various clusters of MSSCL for F.Y. 2024-2025.

Note:-

- 1) Complete application document including **Form-1**, **Form-2** and **Form-3** has to be downloaded from website www.mahabeej.com. Interested Chartered Accountants / Cost Accountants Firms shall take print-out of the entire document, sign on each page and fill up the **Form-1**, **2** and **3**. After this, paste **Form-3** on the covering envelope and submit the entire documents with filled up forms along with all supporting documents at Office of **Company Secretary, 2ⁿ d Floor, Mahabeej Bhavan, Krushi Nagar, Murtizapur Road, Akola 444104** by registered post/hand delivery so as to reach before time of submission stated here above.
- 2) The complete set of documents including application, forms and annexure, should be serially numbered from start to the end. While filling up details in **Form-2** regarding “Marks as per Chartered Accountants / Cost Accountants Firm”, the firm should invariably write the page number(s) of documents on the basis of which such marks are claimed in Column named as ‘Page Reference No.’ for verification by MSSCL.
- 3) Incomplete documents/documents without all required supporting will be rejected and no correspondence will be entertained in this regard.
- 4) Brief Details of Internal Audit of MSSCL are given in **Section – II**.
- 5) Qualifying requirements shall be as per **Section – III**.
- 6) Evaluation Criterion for Ranking of qualified Chartered Accountants / Cost Accountants Firms shall be as per **Section – IV**.
- 7) The Tentative Lump sum Fees for each cluster shall be as per **Section – V**.

- 8) For any clarifications, the Chartered Accountants / Cost Accountants Firms may contact **Shri Vinay Verma, Company Secretary, Mob. No. 7588607692**
- 9) Cost of the application form i.e. Rs. 590/- shall be paid through RTGS on 20085400921 IFSC MAHB0000622 & copy of the same should be attached.
- 10) The applications shall be opened on 03/02/2025 **at 11.30 Hrs.** The applicants or their authorized representatives may attend the same, if so desires.
- 11) The applications will be opened at the office of **Company Secretary, 2ⁿ d Floor, Mahabeej Bhavan, Krushi Nagar, Murtizapur Road , Akola 444104**
- 12) Eligible firms as per **Section-III** will be ranked on the basis of Criterion for Evaluation as mentioned in **Section-IV**. On the basis of ranking of the firms, MSSCL will **empanel top 3 Chartered Accountants / Cost Accountants Firms** for conducting internal audit of MSSCL (cluster wise) for **F.Y. 2024-25**. Intimation of empanelment shall be given to the Chartered Accountants / Cost Accountants Firms by sending letter and e- mail on the E-mail ID mentioned at **Sr. No. 9 in Form No.1**.
- 13) Based on the ranking, **one (1)** Chartered Accountants / Cost Accountants Firms will be selected out of the panel of 3 Chartered Accountants / Cost Accountants Firms for allotment of internal audit of cluster offices for F.Y. 2024-25 MSSCL may consider utilising the services of same firms or other firms from the panel. The decision of MSSCL will be final and binding in this regard. One firm can provide service to only one cluster not more than that.
- 14) The intimation will be sent to the firm about allotment by sending letter and e-mail on the E-mail ID mentioned at **Sr. No. 9 in Form No.1**. The firm should intimate its acceptance by sending acceptance letter by post so that it reaches within 7 days from the date of sending intimation or through e-mail ID mentioned at **Sr. No. 9 in Form No.1** addressed to [**hocs@mahabeej.com**](mailto:hocs@mahabeej.com) with cc to [**hofinance@mahabeej.com**](mailto:hofinance@mahabeej.com)
- 15) Internal audit of the allotted cluster wise (including all sub-ordinate offices) is to be done by at least two own Staff & one partner of the firm. Any form of sub-contracting of the work is not allowed and will lead to cancellation of the allotment.
- 16) If the audit is not up to the satisfaction of MSSCL, either the firm will be asked to re-audit or the assignment will be re-allotted to another firm from the panel. Similar action will be taken, in case the assignment is cancelled by MSSCL due to non-observance of Terms and Conditions by the firm or in case firms withdraw itself *suo-motto* from the allotted assignment. Further, MSSCL may also decide to debar the firm for next 3 years.

- 17) Time being the essence of the contract, the Internal Audit should be commenced immediately after the end of I half and II half of relevant Financial Year. Further, it is also expected that Internal Audit shall be completed within scheduled dates as communicated by the Head Office.
- 18) The performance of the empanelled firms would be periodically reviewed, and if found unsatisfactory, the Company may remove the name of the Audit firm from the panel for a minimum period of three Years. Further, the empanelled firm(s) may be de-empanelled at the Company's sole discretion. If the performance of the auditor is found unsatisfactory or any serious act of omission or commission is noticed in their working or it is found that eligibility conditions were not met initially but the work was taken by providing wrong/hiding information, their appointments may be cancelled at any point of time. If it is felt necessary, the matter may be reported to Institute of Chartered Accountants of India/ Institute of Cost Accountants of India for necessary action.
- 19) For the year of audit, no assignment apart from internal audit shall be accepted, either by the firm or by its partners or relatives (husband, wife, brother or sister or any lineal ascendant or descendant) of the partners of the firm or by its associates.
- 20) Online audit is not allowed, audit should be perform physically only.
- 21) Any dispute shall be under the jurisdiction of the Court(s) situated at Akola.
- 22) MSSCL reserves the right to amend or discontinue the empanelment process or to cancel any or all the applications without assigning any reason thereof.
- 23) Empanelment does not entitle for actual allotment.
- 24) Internal Audit of the particular cluster should be performed for the Financial Year 2024-25 half yearly i.e. after 30th September & at the year end i.e. after 31st March. Whenever record of cluster will be ready for checking. And after completion of audit you have submit report of the same within 30 days to Head Office.

SECTION - II

ABOUT MSSCL AND INTERNAL AUDIT

At Mahabeej, we firmly believe that every farmer deserves access to high-quality seeds at affordable prices. Our commitment to quality is assured by rigorous testing conducted by the independent state seed certification agency. Since our inception in 1976, Mahabeej has set the industry benchmark for pricing, ensuring that our products remain accessible to all.

We are dedicated to advancing agricultural research, continuously striving to provide farmers with varieties that feature enhanced characteristics. In addition, Mahabeej is emerging as a key player in the tissue culture and biofertilizer sectors, reflecting our ongoing commitment to innovation.

As we approach the milestone of our 50th year, we reaffirm our unwavering dedication to trust, quality, affordability, and innovation within the seed sector.

MSSCL is operating from Six (6) clusters which are further divided into Division Offices. Audit firms have to conduct Internal Audit of cluster consisting District Offices. Details of cluster & locations given in Annexures A to D.

In order to meet the organizational objectives, it is necessary to conduct internal audit of its offices to assess/review/recommend/comment whether accounting/financial/operational/maintenance systems are reliable/effective/efficient & to assess whether they are properly followed. It is also necessary to verify that the system of internal check is effective in design & operation in order to ensure prevention of/early detection of misappropriation/frauds/misapplications/irregularities/negligence, etc. This process is expected to serve as continuous source for improving operational control & efficiency and to ensure a strict internal control system commensurate with the size of the organization.

SECTION - III QUALIFYING REQUIREMENTS

The interested CA/CMA firms are advised to read and understand the eligibility criteria mentioned herewith before submitting their empanelment they are also required to submit the relevant documents as for each of the eligibility criteria.

- a) **EMPANELMENT WITH C&AG:** The CA/CMA Firm should be empanelled with the Comptroller & Auditor General of India (C&AG) in any one year in last three financial years 2023-24, 2022-23, 2021-22.
- b) **EXPERIENCE:** The CA/CMA Firm should have experience of at least Five (5) years from the date of registration of the firm till 31.03.2024.
- c) **NO. OF PARTNERS:** The CA/CMA firm should have at least Three (3) partners out of which at least One (1) should be Fellow member on the date of submission.
- d) **NO. OF SKILED STAFF:** The CA/CMA firm should have at least Six (6) skilled employees (other than partners) as on 31.03.2024.
- e) **NO. OF STATUTORY AUDIT / INTERNAL AUDIT:** The CA/CMA firm should have conducted either statutory audits or internal audits of at least One Autonomous Bodies / Statutory Bodies / Educational Institution/ PSU with minimum annual turnover of Rs. 50 Crore each with multi locations/offices/branches/units on or after financial year 2020-21.

The annual turn-over for each Autonomous Bodies / Statutory Bodies / PSUs / Educational Institutes shall be as per their Audited Financial Statements for any financial year during 2020-21 till 2023-24.

- f) **ANNUAL TURNOVER OF THE FIRM:** The annual average turnover of the interested CA/CMA Firm shall not be less than Rs. 50 Lakhs for last three financial years i.e. 2023-24, 2022-23, and 2021-22.

Please provide ITR/Documents to verify turnover with financial statements.

SECTION - IV

CRITERION FOR EVALUATION OF CHARTERED ACCOUNTANTS /COST ACCOUNTANT FIRM

No. of Chartered Accountants / Cost Accountants Firms to be empanelled: Chartered Accountants / Cost Accountants Firms

Sr. No.	Particulars	Points per criteria	Max. Marks
1	No. of years of Existence	1 point per year for above 5years	15
2	Qualified Partners	Each FCA/FCMA- 2 points Each ACA/ACMA – 1 point	10
3	No. of Qualified Employees/Associates (CA/CMA)	2 point per Qualified Employee/Associates (CA/CMA)	10
4	Article Clerks/CMTs/Paid Staff (Having Commerce Graduation)	1 point each	10
5	Experience of Statutory Audit or Internal Audit assignment in Seed Industry	5 points for each yearly assignment in a FinancialYear	20
6	Experience of Statutory Audit or Internal Audit assignment in Govt. Companies/Central or State PSUs (other than in 5)	5 points for each yearly assignment in a FinancialYear	20
7	Turnover	2 point per 10 Lakhs for above 50 Lakhs	15
		Total	100

SECTION - V
SCHEDULE OF CLUSTERWISE AUDIT FEE

Sr. No.	Cluster Name	Locations included in cluster	Audit Fees p.a. excluding applicable GST (₹ In Lakhs)
1	Cluster 1	Thane, Kolhapur, Sangli, Satara, Solapur, Pune, Ahemadnagar.	4,60,000/-
2	Cluster 2	Nashik, Dhule, Jalgaon.	2,00,000/-
3	Cluster 3	Ch.Sambhaji Nagar, Jalna, Beed, Latur, Dharashiv.	4,20,000/-
4	Cluster 4	Parbhani, Hingoli, Nanded.	2,80,000/-
5	Cluster 5	Buldhana, Akola, Washim, Amravati, Head Office.	4,80,000/-
6	Cluster 6	Yavatmal, Wardha, Nagpur, Chandrapur, Bhandara.	3,60,000/-

Notes:-

1. In addition to the Audit Fee given above, the applicable GST will be paid extra subject to submission of valid Tax Invoice.
2. The audit fees are determined in consideration to the approximate work load, audit fees of previous year, current inflation, etc. and no request for increase of fees will be entertained by MSSCL
3. Out of Pocket expenses are included in above fees.

FORM 1

FORM FOR SATISFYING QUALIFYING REQUIREMENTS

1.	Name of the Firm	:	
2.	Experience of Firm	:	
3.	Empanelment with C & AG.	:	
4.	No of Partner in firm	:	
5.	No of skilled staff	:	
6.	No of statutory audit and internal audit	:	
7.	Registration No. of firm	:	
8.	Registered Office address of the Firm	:	
9.	Tel. No., Mobile No., Fax No. and Email Address etc. of the firm	:	
10.	GST Number of Firm	:	
11.	PAN Number of Firm	:	
12.	Copy of payment of form fee (Rs.590)	:	
13.	Name of cluster for which applying		
14.	Brief Profile of Partners and qualified employees stating their qualification, experience, Membership No. and years of association with the Firm etc.	:	
15.	No. of years of experience of the Firm in conducting Internal Audits of reputed PSUs.	:	
16.	(I) Whether the Firm has ever been blacklisted/ removed by ICAI, ICMA any Bank, Corporate or CAG, RBI etc. in the past. If yes, the reason thereof; (II) Whether any of the partners was subject to any disciplinary action/penalty by the Institutes or by any other authority. If yes, details and present status.	:	
17.	Last three years Average turnover of the firm (should be equal to or more than 50 Lakhs)	:	

Note :- 1) the bidder shall enclose all relevant documents in support of eligibility.

FORM 2
Details for Evaluation

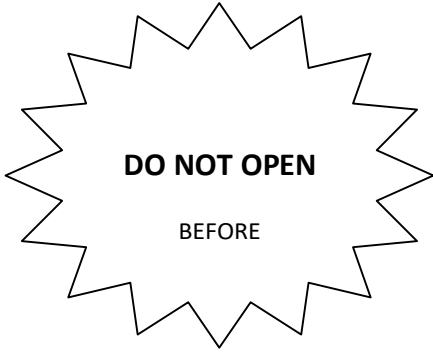
Sr. No.	Particulars	Points to be allotted	Max. Marks	To be filled by Chartered Accountants/ Cost Accountants Firm		Marks Obtained (to be filled by MSSCL Official after document verification)
				Marks (subject to verification by MSSCL)	Page Reference Number	
1	No. of years of Existence	1 point per year for above 5years	15			
2	Qualified Partners.	Each FCA/FCMA- 2 points Each ACA/ACMA – 1 point	10			
3	No. of Qualified Employees/Associates (CA/CMA)	2 point per Qualified Employee/Associates (CA/CMA)	10			
4	Article Clerks/CMTs/Paid Staff (Having Commerce Graduation)	1 point each	10			
5	Experience of Statutory Audit or Internal Audit assignment in Seed Industry	5 points for each yearly assignment in a Financial Year	20			
6	Experience of Statutory Audit or Internal Audit assignment in Govt. Companies/Central or State PSUs (Other than no 5)	5 points for each yearly assignment in a Financial Year	20			
7	Turnover	2 point per 10 Lakhs for above 50 Lakhs	15			
		Total	100			

FORM 3

(Fill Sender's information and paste it on the envelope in which entire application documents,

Form 1 and Form 2 are kept)

**APPLICATION FOR EMPANELMENT FOR INTERNAL AUDIT OF MSSCL
FOR F.Y. 2024-25**



**To,
Company Secretary,
Maharashtra State Seeds Corporation Ltd
2ndFloor, Mahabeej Bhavan, Krushi Nagar,
Akola - 444104.**

Sender:

Particulars of Chartered Accountants / Cost

Accountants Firm Name:

Address :

Contact No :

E-mail ID :

Sr. No.	Name of Office	Detail Office Address	Phone/ Mobile No.
1	HEAD OFFICE, AKOLA	Deputy General Manager (Audit) Maharashtra State Seeds Corp. Ltd., Mahabeej Bhawan, Krushi Nagar, Akola-444 104	0724-2258480, 2455093 Mob: 7588607727,8669642749 E-MAIL:- hoaudit@mahabeej.com

ANNEXURE -A

DISTRICT OFFICES

AKOLA REGION

Sr. No.	Name of District	Detail Office Address	Phone/ Mobile No.
1	AKOLA	District Manager Maharashtra State Seeds Corp. Ltd., Seed Processing Plant Premises Shivani, Akola – 444 104	Mobile: 8669642764 E- MAIL: msscakola@mahabeej.com
2	WASHIM	District Manager Maharashtra State Seeds Corp. Ltd., Seed Processing Plant Premises, MIDC, Plot No. B.-1, Near Water Tank, Hingoli Road, Washim – 444 505	Phone No. 07252 – 288019 Mobile: 8669642762 E- MAIL: msscwashim@mahabeej.com
3	YAVATMAL	District Manager Maharashtra State Seeds Corp. Ltd., In Front of Dr. PDKV's Krushi Vidnyan Kendra, Waghapur Road, Yavatmal – 445 001	Mobile: 8669642750 E- MAIL: msscayatmal@mahabeej.com
4	AMRAVATI	District Manager Maharashtra State Seeds Corp. Ltd., Seed Processing plant premises, Tapovan Road, Tapovan, Amravati-444 602	Phone No. 0721-2663190 Mobile: 8669642758 E- MAIL: msscammravati@mahabeej.com
5	BULDHANA	District Manager Maharashtra State Seeds Corp. Ltd., Jatkar Building, Suvarna Nagar, Buldhana-443 001	Phone No. 07262-242655 Mobile: 8669642783 E- MAIL: msscbuldhana@mahabeej.com

JALNA REGION

Sr. No.	Name of District	Detail Office Address	Phone/ Mobile No.
1	JALNA	District Manager Maharashtra State Seeds Corp. Ltd., C-64, A, Additional MIDC, Jalna- 431 203	Phone No. 02482-221469 Mobile: 8669642713 E- MAIL: msscjalna@mahabeej.com
2	C. SAMBHAJI NAGAR (AURANGABAD)	District Manager Maharashtra State Seeds Corp. Ltd., C. Shivaji Maharaj Bazar Sankul, Near of Uchchtam Krushi Utpann Bazar Samiti, In Front of Shivaji Maharaj Statue, Jadhavwadi, C. Sambhaji Nagar-431 002	Phone No. 0240-2331904 Mobile: 8669642716 E- MAIL: msscaurangabad@mahabeej.com
3	AHMEDNAGAR	District Manager Maharashtra State Seeds Corp. Ltd., Near T.K.V.S. Market Yard, Ahmednagar- 414 001	Phone No. 0241-2451906 Mobile: 8669642730 E- MAIL: msscngar@mahabeej.com
4	BEED	District Manager Maharashtra State Seeds Corp. Ltd., Above of Central Bank of India, First Floor, Savta Mali Chowk, Beed- 431 122	Phone No. 02442- 222680 Mobile: 8669642718 E- MAIL: msscbeed@mahabeej.com

PUNE REGION

Sr. No.	Name of District	Detail Office Address	Phone/ Mobile No.
1	PUNE	District Manager Maharashtra State Seeds Corp. Ltd., Mahabeej Bhavan, Gultekdi, Market Yard, Pune-411 037.	Phone No. 020-24270181 Mobile: 8669642774 E- MAIL: msscpune@mahabeej.com
2	SATARA	District Manager Maharashtra State Seeds Corp. Ltd., Z. P. Seed Processing Godown, behind Chetna Hotel, Godoli naka, Satara-415 002	Phone No. 02162-222489 Mobile: 8669642740 E- MAIL: msscساتارا@mahabeej.com
3	SANGLI	District Manager Maharashtra State Seeds Corp. Ltd., Plot No. 354, 3 rd line Vasant Market yard, Sangli - 416 416	Phone No. 0233-2990369 Mobile: 8669642766 E- MAIL: msscسانگلی@mahabeej.com
4	KOLHAPUR (Kolhapur/ Ratnagiri/ Sindhudurg)	District Manager Maharashtra State Seeds Corp. Ltd., Plot No. T-15A, Kagal Taluka, Khredi Vikri Sangh Ltd., Shri Shahu Sadan, Market Yard, Kolhapur-416 003	Phone No. 0231-2665252 Mobile: 8669642743 E- MAIL: mssckolhapur@mahabeej.com

NAGPUR REGION

Sr. No.	Name of District	Detail Office Address	Phone/ Mobile No.
1	NAGPUR	District Manager Maharashtra State Seeds Corp. Ltd., Mahabeej Bio Technology Centre, Near Telenkhedi Garden, Telenkhedi, Civil Lines, Nagpur- 440 001	Phone No. 0712-2541711 Mobile: 8669642785 E- MAIL: msscnapur@mahabeej.com
2	WARDHA	District Manager Maharashtra State Seeds Corp. Ltd., Laxmi Sadan, Shastri Chowk, Gorakshan Road, Wardha- 442 001	Phone No. 07152-245137 Mobile: 8669642784 E- MAIL: msscwardha@mahabeej.com
3	CHANDRAPUR/ GADCHIROLI	District Manager Maharashtra State Seeds Corp. Ltd., Dr. Khan Building, Bharat Bhavan, Opp. Z.P., Chandrapur-422 401	Mobile: 8669642757 E- MAIL: msscchandrapur@mahabeej.com
4	BHANDARA/ GONDIYA	District Manager Maharashtra State Seeds Corp. Ltd., Bhigode Building, 3 rd Floor, Saint Kabir Ward, Bada Bazar, Bhandara- 441 904	Phone No. 07184-251661 Mobile: 8669642721 E- MAIL: msscbandara@mahabeej.com

JALGAON REGION

Sr. No.	Name of District	Detail Office Address	Phone/ Mobile No.
1	JALGAON	District Manager Maharashtra State Seeds Corp. Ltd., Plot No. 1, First Floor, Gunjan Complex, Ganesh Colony Chowk, JALGAON -425 001	Phone No. 0257-2236054 Mobile: 8669642722 E- MAIL: msscjalgaon@mahabeej.com
2	NASHIK	District Manager Maharashtra State Seeds Corp. Ltd., Plot No.55, Satpur Industrial Area, Nashik-424 007	Phone No. 0253- 2350749 Mobile: 8669642710 E- MAIL: msscintoshik@mahabeej.com
3	Dhule/ N. Bar	District Manager Maharashtra State Seeds Corp. Ltd., Dhule Krushi Utpann Bazar Samiti, Cotton Market, Parola Road, Dhule-424 001	Phone No. 02562- 244658 Mobile: 8669642726 E- MAIL: msscdhule@mahabeej.com

PARBHANI REGION

Sr. No.	Name of District	Detail Office Address	Phone/ Mobile No.
1	PARBHANI	District Manager Maharashtra State Seeds Corp. Ltd., Sanjay Gandhi Nagar, behind I.T.I., Jintur Road,Parbhani-431 401	Mobile: 8669642779 E- MAIL: msscparbhani@mahabeej.com
2	LATUR	District Manager Maharashtra State Seeds Corp. Ltd., APMC Building, Shri Chatrapati Shivaji Market, Latur-413 512	Phone No. 02382-244513 Mobile: 8669642739 E- MAIL: mssclatur@mahabeej.com
3	NANDED	District Manager Maharashtra State Seeds Corp. Ltd., Seed Processing Plant, Haidrabad Road , Latur Fata, Waghalekar, In front of HP Petrol Pump, Dhanegaon Road , Nanded-431 603	Mobile: 8669642727 E- MAIL: msscanded@mahabeej.com
4	DHARASHIV (OSMANABAD)	District Manager Maharashtra State Seeds Corp. Ltd., Naikwade Building, Near B & C Office, Samta Nagar, Dharashiv Osmanabad-413 501	Phone No. 02472-223328 Mobile: 8669642734 E- MAIL: mssc Osmanabad@mahabeej.com
5	HINGOLI	District Manager Maharashtra State Seeds Corp. Ltd., Plot No. C-16, Limbala (Makta), MIDC, Hingoli-431 315	Mobile: 8669642735 E- MAIL: msschingoli@mahabeej.com
6	SOLAPUR	District Manager Maharashtra State Seeds Corp. Ltd., Plot No. 117/137, Hake Building, Matruyog, Uma Nagari, Murarji Peth, Solapur-413 002	Phone No. 0217-2327069 Mobile: 8669642791 E- MAIL: mssc Solapur@mahabeej.com

ANNEXURE B- SCOPE OF INTERNAL AUDIT (RO/DO & HO)

(A) PRODUCTION

1. **Procurement of seeds from producers and suppliers** :- It should be ensured that there is no pool and cartel by suppliers/producers. Further, it should be ascertained that the guidelines issued by the Corporation, no overwriting and cutting in the quotations, security/EMD deposits, compromise with tender conditions, are duly followed.
2. **Agreement with seed grower and organizer** :- Ensure agreement are in place with seed grower and organizer as per HO.
3. **Examine the Application of Procurement Rates as approved by Head Office** :- To ascertain whether the procurement rates declared for the season and amendments issued from time to time by HO are implemented invariably.
4. **Grower challan and quantity account** :- Firm conducting Internal audit must ensure all challan issued to seed growers are accounted and realized in bank. Sale quantity of breeder and foundation seed reconciled with stock books.
5. **Growers' Advance and its recovery** :- It is to be ensured that advances to growers were released as per Company's policy and correct adjust through purchase of certified seeds or liquidate non seeds as per HO Policy. Growers' Advances outstanding for more than 6 months should be reported.
6. **Dues against Growers** :- It is to be ensured that seeds sold to Growers for production program are recovered timely.
7. **MSP rate difference and Subsidy payment** :- Firm conducting Internal audit must ensure MSP rate difference and Subsidy payment as per HO order, shortfall and excess payment should be reported.

(B) MARKETING

1. Whether the invoices & money receipts are raised timely.
2. Whether the invoices are raised & discounts are passed as per HO circulars.
3. All the discounts are passed on to the dealers.
4. Physical accounts are being converted under physical verification only the reports should be checked.
5. Balance confirmation from all dealers is received or not.
6. 18% p.a. interest is being charge as per the recovery deadlines or not.
7. Whether the security checks are being collected/renewed on regulars basis or not.
8. Whether the interest on dealership deposit is regularly credited to dealers.
9. Season wise quantity account reconciliation.
10. Scheme wise reconciliation of Government Subsidy & outstanding amounts at district level & regular follow up for recovery.

11. Whether the private & cooperative dealers outstanding is collected & recovered timely, if not, legal actions are being taken against the parties within the stipulated time line of 3 Years after the last transaction.

(C) **FINANCE & ACCOUNTS**

1. **Statutory Compliance :-** Whether the statutory provision under Income Tax, GST, Payment of Wages Act, Professional Tax, PF, ESI are complied within timely manner.
2. **GST Return:-** Check GST Return reconciliation with books of accounts.
3. **Tax Updates:-** Both Direct and Indirect tax updates may be intimated to the concerned RO and HO whenever there is a change in tax structure.
4. **Cash and Bank Book :-** Whether cash and banking transactions are recorded timely and there exists a system for proper authorization. Whether banking transactions are reconciled on monthly basis. Whether cash is deposited in time in the bank account.
5. **Inter-unit reconciliation :-** Check the Quarterly Inter Unit reconciliation statement, as well as issue and accounting of all relevant advices on monthly basis. Also report the pending credit advices at RO/DO/ HO level against various transactions.
6. **All Expenses Heads to be reviewed:-** Whether all the expenses are booked under proper heads of account and are with the approval of the approving authority. Abnormal expenses if any, to be reported.
7. **Bank charges:-** It should be ensured that no bank charges are levied on inter unit transfer of funds from Head office to District office and vice versa.
8. **Debit/Credit Balance Confirmation :-** Whether debtors and creditors' balances are confirmed on yearly basis.
9. **Salary bill :-** Accuracy and correctness of data needs to be checked in the salary bill.
10. **Outstanding Recoverable in Staff Advances:** - Whether staff advances under various heads like TA advance, contingent advance, festival advance, salary advance, two wheeler advances etc. are recovered promptly and settlement is made on monthly basis. Abnormal dues if any, to be reported.
11. **Vouching :-** 100% Vouching is to be ensured particularly in respect of procurement and sale of seed. Checking of bills and payment made to transporters are also required be done on 100% basis.
12. **Insurance** : adequacy of Assets and seeds insurance verification and report under insurance and over insurance.
13. Payment, receivable advance outstanding more than one year reported.
14. All purchases /sales / inter transfer of seeds reconciled with stock books as well as closing stock matched with physical verification.
15. Check for impairment of assets as per IndAS-36 and also confirm whether test for impairment is conducted or not during the period.
16. To check and report very old recoverable/payables still lying in the books of account.

(D) ADMIN DEPARTMENT

1. **Payment to Staff :-** Whether guidelines issued by HO with regard to payment of salary, wages, TTA and leave encashment are followed and whether there is proper system of deductions for PF, professional tax, insurance premium and staff advance etc.
2. **Verification of Service Book and Leave Record :-** Whether service book is written properly and posting of leave availed are periodically entered in the leave register. Staff attendance to be strictly maintained on daily basis and whether action taken in case of abnormal attendance.
3. **Verification of Manpower Contract :-** Whether there exists any pool and cartel by manpower contractors. Overwriting and cutting in the quotations, security/EMD deposits, compromise with tender conditions, are followed.
4. To check with RM & DM, whether the staff posted under him in RO and Area Offices are fully utilized and nobody is excess/ idle.
5. For Gratuity calculation – checking of the date of joining and period of service with the records.
6. To check the basic salary of all the employees with the Service records.

(E) ENGINEERING:

1. **Processing Capacity Utilization :-** If available seed processing capacity utilization of district is less than 80% then suitable reasons are required for non-utilization.
2. **Storage Capacity Utilization**
 - i) If available seed storage capacity utilization is less than 80% then suitable reasons required for non-utilization.
 - ii) Quantity of seed stored in hired godown and steps taken for minimizing custom hiring as compared to previous year. Whether hiring done without utilizing own godown (when space available) in the same or nearby location, at any time, through which additional cost has been incurred.
3. **Civil Works:** Whether the execution is as per the contract. In case of deviation, whether proper approvals are in place. For delays whether reasons are recorded. Applicability of liquidated damages on civil work/purchase of materials etc.
4. **Whether any abnormal expenditure incurred towards repairs & maintenance.**

The major expenditure incurred towards repairs & maintenance of machinery done at plant level.
5. **Godown wise stock reconciliation :-** Stock reconciliation of all kinds of stock like raw seed, good seed, fail seed, low grade, processing material etc.
6. **Custom hiring and insurance claims.**
7. **Checking of procurement of Machines as per contract terms and conditions.**

(F) Materials Management Division (PMW)

1. To check if the indent of packing material is as per Production/Marketing plan and available stock is being taken into account.
2. Condemnation of bags should be carried out in time.
3. To check whether required level of Packing Material are procured and no excess quantity is available in stock.
4. To check whether the procurement of packing material are made after exhausting the inventory available.

(G) GENERAL:

1. Bank Guarantee: It is to be verified with reference to its validity with respect to the relevant transaction as per the agreed terms. It is also to be checked whether proper records are maintained for it. Abnormal cases to be reported in report. To check whether timely action is taken for extension to cover the period as per agreement.
2. To check whether the region/districts has complied with all the office orders/circulars issued by HO.
3. Compliance of observations in previous Audit reports is to be ensured. Repeating observations not complied to be specifically highlighted.
4. Also ensure that timely payments are being done to MSME's.
5. Internal audit should be perform at location only in no case audit is allowed to be conducted online mode.
6. Any other important observation noticed/come across during the course of Audit.
7. Any other specific areas as may be required by the management/internal auditor should be covered by the Empanelled internal audit firm.

ANNEXURE C- UNIT WISE VOLUME OF TURNOVER F.Y. 2023-24
(₹ IN CRORES)

Sr. No.	District	Purchase	Sales
1	AHMEDNAGAR	19.00	23.88
2	AKOLA	30.15	45.59
3	AMRAVATI	13.36	36.41
4	AURANGABAD	4.43	10.51
5	BEED	9.78	26.45
6	BHANDARA	1.69	7.73
7	BULDHANA	63.10	33.26
8	CHANDRAPUR	0.93	10.47
9	DHULE	6.23	9.35
10	HEAD OFFICE	23.10	1.70
11	HINGOLI	25.86	13.92
12	JALGAON	34.19	9.25
13	JALNA	9.30	16.25
14	KOLHAPUR	0.40	8.39
15	LATUR	14.39	38.04
16	NAGPUR	2.84	15.52
17	NANDED	5.93	24.97
18	NASHIK	3.49	10.18
19	OSMANABAD	11.55	26.00
20	PARBHANI	26.75	20.79
21	PUNE	4.62	11.40
22	SANGLI	0.00	6.24
23	SATARA	0.51	7.96
24	SOLAPUR	1.76	14.65
25	THANE	1.89	5.76
26	WARDHA	11.15	13.07
27	WASHIM	29.63	25.35
28	YAVATMAL	7.55	42.54

ANNEXURE D- CLUSTER WISE LOCATION LIST

Sr. No.	Cluster Name	Locations included in cluster
1	Cluster 1	Thane, Kolhapur, Sangli, Satara, Solapur, Pune, Ahemadnagar.
2	Cluster 2	Nashik, Dhule, Jalgaon.
3	Cluster 3	Ch.Sambhaji Nagar, Jalna, Beed, Latur, Dharashiv.
4	Cluster 4	Parbhani, Hingoli, Nanded.
5	Cluster 5	Buldhana, Akola, Washim, Amravati, Head Office.
6	Cluster 6	Yavatmal, Wardha, Nagpur, Chandrapur, Bhandara.