



Army Institute of Management, Kolkata
Plot no III- B/11, Action Area III,
Opposite Downtown Mall
(Next to West Bengal Judicial Academy)
Rajarat, Newtown, Kolkata-700160
E-mail : accounts@aim.ac.in

0038/04/CA/2025-2026/AIM

Dated 04 Dec 2025

APPOINTMENT OF INTERNAL AUDITOR FOR FY 2025-26

1. The Army Institute of Management, Kolkata (AIM) was established on 28 July 1997 by the Army Welfare Education Society (AWES), New Delhi, to conduct MBA Programme for the wards of Army personnel with a limited opportunity for the general candidates as well. The Institute has also started BBA programme. For further details you can visit the Institute website: **www.aim.ac.in**

2. The Institute intends to appoint an **Internal Auditor** having experience in **auditing educational institutions** for the financial year **2025-26 and for the next two years**, provided timely submission of report and resolving/guiding us in different financial matters. The details of the funds are:-

- a) AIM Capital Fund.
- b) AR Fund
- c) AIM Fund
- d) AIM Hostel & Messing Fund.
- e) AIM Gratuity Fund
- f) AIM Leave Encashment Fund
- g) AIM Grant-in-Aid Fund**

3. The scope of the internal audit process is given below:-

Ser No	Scope
3.1.1	<u>Vouching</u> . Audit of transactions, which involves examination of supporting documents, Concurrence and approval of the competent authority.
3.1.2	Verification of bills, vouchers, records etc i.e. General Ledger, B.R.S., fixed assets, investment of institute fund, statutory dues, taxation and financial statements like Income & Expenditure and Balance Sheet.
3.1.3	Checking of trial balance, scrutiny of general ledger and reconciliation of each head of accounts as per approved budget.

3.1.4	Verification of Fixed Assets registers & stock registers
3.1.5	Students' fee reconciliation with proper ledger head posting.
3.1.6	Checking of calculations and payments of statutory dues and all taxes (TDS, Professional Tax, Work Contract Tax, etc.) related matters
3.1.7	To see whether the stocks/ assets acquired/ purchased is properly accounted for as per accounting rules and whether records have been properly maintained
3.1.8	To check the calculations of salary and reimbursement of bills of staff to ascertain the legitimacy of payments as per approvals and deductions thereof.
3.1.9	Checking whether all liabilities against the accepted claims have been provided for in the books of accounts for that period and verifying compliance with statutory obligations of the employer towards the employees: viz Gratuity, leave encashment, provident fund etc.
3.1.10	Internal audit to be done on quarterly basis and the report will also include Qtly Balance Sheet, Qtly Income & Expdr, Qtly Receipt & Payment, Trial Balance, BRS, Bank / Cash Book ledger, Asset Purchased/written off during this pd, of AIM Fund & Hostel & Messing Fund, GIA Fund, AR Fund, Capital Fund and Gratuity & Leave Encashment Fund. Report of Statutory compliance etc
3.1.11	Time to time assisting the Accounts team in making Accounting Entry (on a required basis)

Above scope is not exhaustive; board may include additional scope of work as deemed appropriate.

4. Audit firm will be selected on the basis of credentials such as **experience in auditing educational institutes/Societies/Trust etc, and financial quote.**

5. You are requested to assess the work in case you desire and quote the professional charges for the above work for each quarter including taxes.. For assessing your representative may visit our **Office** by 06 Dec 2025(**10 - 4 pm**).

6. Your sealed quotation, along with firm profile and other documents, should reach this office by **9 Dec 2025 positively through Speed Post or drop the quotation in drop box only through an authorized representative.** For any query, please feel free to contact the undersigned.

(Dr Asmita Basu)
Presiding Officer
Internal Auditor Selection Board
Contact No. 8017822385