

ANNEXURE-A

PROFORMA FOR APPLICATION FOR EMPANELMENT AS SPECIAL AUDITOR IN SCHEDULED TRIBES
DEVELOPMENT DEPARTMENT, GOVERNMENT OF KERALA

S.No. Information/ Details sought

1. Name and address of the person/ firm. In case of firm, please also provide total number of partners and names of partners who will be engaged in this assignment

2. PAN—Permanent Account Number

3. Date of Birth(in case of individual) and date of incorporation (in case of firm)

4. Address for correspondence including contact No. / Mobile No. and E-mail ID

5. Membership No. of Institute of Chartered Accountants of India/ Institute of Cost Accountants of India along with date of becoming member of the institute

6. Whether empanelled (during last seven years) with Department of Income Tax, Department of Customs & Central Excise, Department of Service Tax, Department of Value Added Tax (Commercial Taxes), Department of Goods & Services Tax

7. Average annual turnover in last three financial years

8. No. of Audit Assignments of Internal/ Statutory/ Forensic Audit of Corporate/ PSUs entities, except Bank Branch Audit, for which the audit has been done in the last 5 years.

9. Staff strength (excluding typist, stenographers, computer operators, secretaries and subordinate staff etc. Consisting of Article

clerks with the knowledge in Book- keeping and accountancy and are engaged in out door audit.

10. Whether any investigation/ inquiry/ disciplinary proceeding is pending in the records of relevant institute like Institute of Chartered Accountants of India, the Institute of Cost Accountants of India, the Southern India Regional Council of Chartered Accountants of India and the Southern India Regional Council of Institute of Cost Accountants of India /CBIC/Govt. of Kerala against any applicant/ proprietor/ partner/ employee of the firm

(Give details)

ANNEXURE –B

CHECKLIST OF DOCUMENTS TO BE SCANNED & ATTACHED ALONG WITH “EOI”

S.No.	Item Description	Yes/No	Remarks
1.	Copy of PAN		
2.	Copy of Aadhar Card/ Voter ID/ Passport etc. mentioning address		
3.	Copy of certificate of registration with Institute of Chartered Accountants of India/ Institute of Cost Accountants of India		
4.	Certificate of Practice issued by the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India showing experience of at least five years of practice		
5.	Copy of order/ letter of empanelment with the Department (s) in Government of Kerala		
6.	Copies of full income tax returns and financial Accounts for the last three financial years.		
7.	Copy of order of Audit Assignments of internal /statutory / forensic Audit of Corporate/ PSUs entities		
8.	Details of staff engaged (excluding typist, stenographers, computer operators, secretaries, and subordinate staff etc) consisting of audit and article clerks with the knowledge in book keeping and accountancy and are engaged in outdoor audit providing their names, educational qualification, date of engagement , contact details etc . in Annexure-C		
9.	Brief approach paper (not exceeding 3000 words) as mentioned at point No.2 (Selection Procedure) sub-point (f) in Annexure-D		
10.	Verification/ Declaration as in Annexure-E		

Note:-In case, any of the above documents is not available, then applicant may specify the same in the remarks column.

ANNEXURE-C

S.No.	Name of Staff engaged	Educational qualification	Date of Engagement	Contact details
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1.

2.

3.

ANNEXURE-D

S.No.	Information sought	Details to be furnished
1.	Challenges in the Micro Audit of the scheme	
2.	Technical parameters/ approach to assess the impact of scheme at ground level	
3.	Proposed methodologies to analyze& evaluate compliance on technical parameters.	
4.	Proposed work plan for responding to the Scope of work.	
5.	Proposed solutions/ methodology for the Micro audit for ensuring time bound report submission	
6.	Proposed innovations in analysis, audit and follow up action for successful conclusion of such Micro Audit	

ANNEXURE-E

DECLARATION

I..... Proprietor/ Partner of
M/s.....do here by declare that the information/ details etc.
submitted in / along with the Expression of interest application are true and correct to the best of my
knowledge and belief.

Dated :

Signature

Place:

ANNEXURE F

List Institutions under the Scheduled Tribes Development Directorate:

<u>SI No</u>	Name of Institutions	Head of Account
MODEL PRE-SCHOOLS		
1	Manali, Thiruvananthapuram	2225-02-277-35 Promotion of Education among Scheduled Tribes
2	Vlavetti, Thiruvananthapuram	
3	Kadamankod, Kollam	
4	Vanchiyod, Kollam	
5	Kumali, Idukki	
6	Koovakkandam, Idukki	
7	Poochapra, Idukki	
8	Agali, Palakkad	
9	Odakkayam, Malappuram	
10	Iruttukuthi, Malappuram	
11	Thandankallu, Malappuram	
12	Punchakolli, Malappuram	
13	Palakkayam, Malappuram	
14	Chundakkara, Kalpetta, Wayanad	
15	Thariyodu, Kalpetta, Wayanad	
16	Thaloor, Sulthanbathery, Wayanad	
17	Kottamuratt, (Veliyambam), Sulthanbathery, Wayanad	
18	Chekady, Thonikkadavu, Sulthanbathery, Wayanad	
19	Thazhesherry, Sulthanbathery, Wayanad	
20	Pakkam, Sulthanbathery, Wayanad	
21	Mathamoola, Sulthanbathery, Wayanad	
22	Pottankolli, Mananthavadi, Wayanad	
23	Myladi, Mananthavadi, Wayanad	
24	Mathoor, Mananthavadi, Wayanad	
25	Pancharakolli, Mananthavadi, Wayanad	
26	Kappinchal, Mananthavadi, Wayanad	
27	Koonjom, Mananthavadi, Wayanad	
28	Kakkeri, Tholppetty(Begoor), Mananthavadi, Wayanad	
29	Thirunelli, Mananthavadi, Wayanad	
30	Kannavam, Mananthavadi, Wayanad	

31	Aduppil, Kozhikkod	

MODEL RESIDENTIAL SCHOOLS

1	Kulathupuzha (Boys)	2225-02-277-49 Management Cost for the Running of Model Residential Schools/Ashram Schools
2	Kannur (Boys)	
3	Vadasserikkara (Boys)	
4	Munnar (Boys)	
5	Nalloornadu (Boys), A.M.M.R.S	
6	M R S Ettumnoor (Girls)	
7	Chalakkudi (Girls)	
8	Attappadi (Girls)	
9	A M M R S, Kattela (Girls)	
10	Kaniyambetta (Girls)	
11	Kasaragod (Girls)	
12	I G M R S, Nilambur	
13	A M R S, Malampuzha	
14	R G M R S, Noolpuzha	
15	A M R S, Thirunelli	
16	M R S, Idukki	
17	E M R S, Pookkode	
18	Dr. A V N, CBSE School Njaraneeli	
19	G .K M M R S, CBSE, School, Kuttichal	
20	Savitri Bai Memorial Ashram School, Kasargod	
21	M R S, Attappadi	
22	E M R S.(Sports), Karinthalam	

HOSTELS

1	Prematric Hostel (Girls) Njaraneeli, Thiruvananthapuram	2225-02-277-52 Improving facilities and renovation of Prematric & Postmatric Hostels
2	Prematric Hostel (Boys), Nanniyodu, Thiruvananthapuram	
3	Postmatric Hostel, Sreekariyam(Girls), Thiruvananthapuram	
4	Postmatric Hostel, Mannanthala (Boys), Thiruvananthapuram	
5	Prematric Hostel Amritakulam, (Boys), Kollam	
6	Prematric Hostel Kulathupuzha, (Girls), Kollam	

7	Prematric Hostel Achankovil (Girls), Kollam
8	Prematric Hostel Urukunnu (Boys), Kollam
9	Prematric Hostel Mailathara (Girls), Alappuzha
10	Prematric Hostel (Girls), Chittar, Pathanamthitta
11	Prematric Hostel (Boys), Kadumeenchira, Pathanamthitta
12	Prematric Hostel (Boys), Thodupuzha
13	Prematric Hostel (Girls) Thodupuzha
14	Prematric Hostel, (Girls) Poomala
15	Prematric Hostel (Girls), Moolamattom
16	Prematric Hostel (Boys), Vazhathoppu
17	Prematric Hostel (Boys), Kodalippara
18	Prematric Hostel (Boys), Kumily
19	Prematric Hostel (Boys), Adimali
20	Prematric Hostel (Boys), Adimali
21	Prematric Hostel (Girls), Irumbupalam
22	Prematric Hostel (Girls), Marayoor
23	Prematric Hostel (Boys), Dhandukombu
24	Postmatric Hostel (Girls), Marayoor
25	Prematric Hostel, Edamalakudy (Boys)
26	Prematric Hostel Edamalakudy (Girls)
27	Prematric Hostel, Munnar
28	Prematric Hostel, Murikkumvayal (Girls)
29	Prematric Hostel (Girls), Koruthod
30	Prematric Hostel, (Boys), Idamalayar
31	Prematric Hostel, (Girls), Neriamangalam
32	Prematric Hostel, (Boys), Pinavoorkudi
33	Prematric hostel(Girls), Mathirappilly
34	Prematric Hostel, (Girls), Peechi
35	Prematric Hostel, (Boys), Chuvannamannu
36	Prematric Hostel, (Boys), Vettilappara
37	Prematric Hostel, (Boys), Vazhachal
38	Prematric Hostel, Chalakudy (Girls)
39	Prematric Hostel, (Girls) Agali (1)
40	Prematric Hostel, (Girls) Agali (2)
41	Prematric hostel(Boys), Agali

42	Prematric hostel(Boys), Mukkali
43	Prematric hostel(Boys), Chindakki
44	Prematric hostel(Boys), Kukkumpalayam
45	Prematric Hostel, (Girls) Sholayur (1)
46	Prematric Hostel, (Girls) Sholayur (2)
47	Prematric Hostel, (Boys) Sholayur (2)
48	Prematric Hostel, (Boys) Sholayur (1)
49	Prematric Hostel (Girls) Kottathara
50	Prematric Hostel (Boys), Kottathara
51	Prematric Hostel (Boys), Putur
52	Prematric Hostel (Boys), Mulli
53	Prematric Hostel (Boys) Gottiyarkandi
54	Prematric Hostel (Boys) Anavai
55	Prematric Hostel (Mixed), Mulli, Chavadiyoor
56	Prematric Hostel (Boys), Pattenchery
57	Prematric Hostel (Girls), Ayiloor
58	Prematric Hostel (Boys), Muthalamada
59	Prematric Hostel (Boys), Puthuppariyaram
60	Prematric Hostel (Girls), Mamathoor
61	Prematric Hostel (Boys & Girls) Sungam
62	Postmatric Hostel (Boys), Puthuppariyaram
63	Postmatric Hostel, (Girls) Noorani
64	Prematric Hostel, Meenakshipuram, (Girls)
65	Prematric Hostel (Girls), Pothukal
66	Prematric Hostel (Girls), Manimooli-1
67	Prematric Hostel (Girls), Manimooli-2
68	Prematric Hostel (Girls), Nilambur
69	Prematric Hostel (Boys), Palemadu
70	Prematric Hostel (Boys), Pookkottumpadam
71	Prematric Hostel (Boys), Mampad
72	Prematric Hostel (Boys), Pothukal
73	Prematric Hostel (Girls), Puthupadi
74	Prematric Hostel, (Boys), Kunnamangalam

75	Prematric Hostel, (Boys), Vadakara
76	Prematric Hostel, (Girls) East Hill
77	Postmatric Hostel, (Boys), Kozikkod(Poolakkadavu)
78	Prematric Hostel (Girls), Velimanam
79	Prematric hostel (Girls), Iritty
80	Prematric Hostel (Girls), Kolayad
81	Prematric Hostel (Girls), Mayyil
82	Prematric Hostel (Girls), Vayathur
83	Prematric Hostel (Boys), Naduvil
84	Prematric Hostel (Boys), Kelakam
85	Prematric Hostel (Girls), Kavumandam
86	Prematric Hostel (Boys), Kakkavayal
87	Prematric Hostel (Boys), Kaniyambetta
88	Prematric Hostel (Boys), Meppadi
89	Prematric Hostel (Boys), Pinangode
90	Prematric Hostel (Boys),Ambalavayal
91	Prematric Hostel (Girls), Karinkuti, Kaniyambetta
92	Prematric Hostel (Girls), Panamaram
93	Prematric Hostel (Boys), Panamaram
94	Prematric Hostel (Boys), Anchukunn
95	Prematric Hostel (Girls), Mananthavady
96	Prematric Hostel (Girls), Ellumandam
97	Prematric Hostel (Girls), Valeri
98	Prematric Hostel (Boys), Kattikulam
99	Prematric Hostel (Girls), Thrissileri
100	Prematric Hostel (Boys), Thalappuzha
101	Postmatric Hostel (Girls), Mananthavady
102	Prematric Hostel (Girls), Ambalavayal
103	Prematric Hostel (Girls), Mattapara
104	Prematric Hostel (Girls), Cheeral
105	Prematric Hostel (Girls), Vakeri,
106	Prematric Hostel (Girls), Veliyambam
107	Prematric Hostel (Boys), Sulthanbathery
108	Prematric Hostel (Boys), Vaduvanchal
109	Prematric Hostel (Boys), Anappara

110	Prematric Hostel (Boys), Pulpally	
111	Prematric Hostel (Boys), Mullankolly	
112	Prematric Hostel (Boys), Meenangadi	
113	Prematric Hostel (Boys), Kuttikol	
114	Prematric Hostel (Boys), Vaninagar	
115	Postmatric Hostel (Girls), Ravaneswaram	
116	Prematric Hostel (Boys), Balanthode, Ksaragod	

TRAINING CENTRES

1	Tailoring Training Centre,Ranni, Pathanamthitta	2225-02-277-28 Vocational Training Institute for Scheduled Tribes
2	Tailoring Training Centre,Murukkumvayal, Kottayam	
3	Tailoring Training Centre, Melukav,Kottayam	
4	Tailoring Training Centre, Kambalathara,Palakkad	
5	Tailoring and Garment Making Training Center, Nilamboor Malappuram	
6	Tailoring Training Centre, Chungathara,,Malappuram	
7	Tailoring Training Centre, Meenangadi,,Malappuram	
8	Mathruka Kshema Parisheelana Kendram, Muthanga, Wayanad	
9	Craft Center,Koonjom,Wayanad	
10	Fashion designing come Garment technology center, Njaraneeli,Thiruvananthapuram	
11	Production come Training Center,Chennanpara, Thiruvananthapuram	
12	Fashion Designing come Garment Technology Center, Moolmattam, Idukki	

ITI

1	Kuttamala, Thiruvananthapuram	2225-02-277-28 Vocational Training Institute for Scheduled Tribes
2	Nadukani, Thiruvananthapuram	

Midwifery

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<u>Center</u>		
1	Kadamankod, Kollam	2225-02-282-91 Comprehensive Health Package
2	Pancharakolli, Wayanad	
3	Kappuset, Wayanad	
4	Kurichyad, Wayanad	
<u>Ayurveda Dispensaries</u>		
1	Chettiyampara, Thiruvananthapuram	2225-02-282-91 Comprehensive Health Package
2	Edinjar, Thiruvananthapuram	
3	Kulathoopuzha, ollam	
4	Naliyani,Idukki	
5	Kuruthikkalam,Idukki	
6	Chambakkadu,Idukki	
7	Mannamkandam, Idukki	
8	Kanjiyaar, Idukki	
9	Pinavoorkkudi, Ernakulam	
10	Thirunelli, Wayanad	
11	Thariyod, Wayanad	
12	Cheengeri, Wayanad	
13	Kannavam, Kannur	
14	Bela, Ksargod	
15	Naranammoozhi , Pathanamthitta	
16	Karulai, Malappuram	
17	Kuriyarkudi,Palakkad	
<u>Ayurveda Hospitals</u>		
1	Aaram, Kannur	2225-02-282-91 Comprehensive Health Package
<u>Mobile Medical Unit</u>		
1	Nedumangad, Thiruvananthapuram	2225-02-282-91 Comprehensive Health Package
2	Thodupuzha, Idukki	
<u>O.P. CLINICS</u>		

1	Malakkapara, Thrissur	2225-02-282-91 Comprehensive Health Package
2	Padavayal, Palakkad	
3	Elachivazhi, Palakkad	
4	Kovilkadavu, Idukki	
5	Vellakkayam, Idukki	
<u>DESTITUTE HOMES</u>		
1	Mananthavady, Wayanad	2225-02-102-86 Special Programme for Adiya, Paniyas Primitive Tribal Groups and Tribes living in Forest
2	Sugandhagiri, Wayanad	
3	Attappadi, Palakkad	
OTHER INSTITUTES		
1	Attappadi Co-Operative farming society, Palakkad	2225-02-102-91 Assistance to Tribal Welfare Institutions , 2225-02-102-74 Agriculture income initiative for scheduled tribes
2	Priyadarshini Tribal Plantation Corporation, Mananthavadi	
3	Chindakki School (Attappadi Tribal High School)	2225-02-102-91 Assistance to Tribal Welfare Institutions
4	Amrith Kalpetta	
5	Aaram Farming Corporation Limited	2225-02-102-74 Agriculture income initiative for scheduled tribes
6	Attappadi Tribal Apparel Park	