

भा.क.नि.  CCI	<p style="text-align: center;"> भारतीय कपास निगम लिमिटेड THE COTTON CORPORATION OF INDIA LTD. कापस भवन, प्लॉट नंबर 3 ए, सेक्टर 10, सीबीडी बेलापुर, KAPAS BHAVAN, Plot No: 3A, Sector 10, CBD Belapur. नवी मुंबई - 400614 NAVI MUMBAI - 400 614. Ph.022-27579217 Fax 27576069/6030 Email : headoffice@cotcorp.com Website - www.cotcorp.org.in ; Ministry of Textiles : www.ministryoftextiles.gov.in Corporate Identity Number - U51490MH1971GOI014733 </p>
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TENDER NOTICE FOR DEVELOPMENT OF WEB BROWSER BASED SOFTWARE FOR INTERNAL AUDIT SYSTEM.

The Cotton Corporation of India Limited invites Sealed Tenders in two bid system from the firms/companies, who have prior experience of software development of web browser based application for Central Public Sector Undertakings/Govt. Organizations / Leading Commercial Organisations.

The eligibility criteria are as under :

- 1) The Vendor must hold a valid ISO 9001:2008 Certificate. The scope of this certification should cover software design, development, maintenance and system integration.
- 2) The vendor must have a minimum experience of two projects of valuing 2 Lacs or above each in web browser based software development of CPSUs / Govt. Organisations / Leading Commercial Organisations within last Three years.
- 3) Vendor must have development/support office located in Navi Mumbai/Mumbai/Thane alongwith Address Proof.
- 4) Vendor is required to pay the EMD amount of ₹.10,000 / - (Rupees Ten Thousand Only) to be deposited through the demand draft / pay order.

The Vendors may submit sealed tenders in the prescribed format, in two bid system alongwith the EMD of Rs.10,000/- (Rupees Ten Thousand only) by way of Demand Draft / Pay Order favouring “ The Cotton Corporation of India Ltd.”, payable at Mumbai superscribing the envelope "TENDER FOR DEVELOPMENT OF WEB BROWSER BASED SOFTWAREFOR INTERNAL AUDIT SYSTEM " addressed to Sr. Manager(IT) and drop in tender box at 6th floor at the above-mentioned address to reach latest by 25/06/2019 upto 3.00 PM and the Technical Bid-I will be opened on 25/06/2016 at 3.30 PM in presence of the tenderer who remain present at the time of opening.

Terms and Conditions, Work Area, Technical Bid and Financial Bid formats are available on our website www.cotcorp.org.in and CPP Portal www.eprocure.gov.in .

Senior Manager (IT)

Other Details

- 1) An individual Branches of the Corporation can only view and alter his own details.
- 2) Limited Access control should be provided as per guidelines given by Internal Audit Section of H.O.
- 3) Branches of the Corporation should receive system-generated reminders on their registered email Ids, if any form is not filled within the stipulated time.
- 4) Data once entered by an individual Branches should not be modified. However, the Branches should have an option to feed and submit "Revised" form>Returns.
- 5) The user ID is required to be provided by the vendor and administrative control over the user may be available exclusively to Internal Audit Section at H.O. All the users are required to register once for getting the password. However, user can change his password at any time.
- 6) The option to fill and print the form in Hindi and English should be provided.

Technical Requirement

Details of Enhancements to be made in the website	<ol style="list-style-type: none">1. Designing of Internal Audit web browser application & additional thereon.2. Look & Feel of the web application including all pages to be changed to International Standard3. Security features to be increased4. Encryption of passwords5. Date validations6. Provision should be made to have website multilingual
WebPages in Bi-lingual format	All the WebPages of the new website should be in Bi-lingual formats (English and Hindi) and needs to be in Unicode font.
Security Audit	The Vendor is required to conduct a Security Audit of the new website should be conducted by the Govt. empanelled agency i.e. through CERT-In / STQC and suggested modifications should be made in the website so that it can be hosted on Web Server.
Technology to be used	<ol style="list-style-type: none">1. The Vendor is required to use the latest technology for design & development of new website in consultation with CCI & Web server provider, so that it can be hosted on Web server (Suggested Technology ASP/.net/SQL Server/My SQL latest version, J2EE/SQL Server/My SQL latest version etc.)2. The vender should mention the technical details of the application software i.e. methodology, technology and database to be used. In case any license of the software is required to be procured by CCI, it should be mentioned separately. The Database for storage of data may be used Oracle, My SQL or SQL Server etc. latest versions.

**TENDER FOR DEVELOPMENT OF WEB BROWSER BASED SOFTWARE FOR
INTERNAL AUDIT SYSTEM**

TECHNICAL BID: I

(SPECIFICATIONS)

- 1) Office Address in Navi Mumbai/Mumbai/Thane :

Yes	No
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- i) Name of the Organisation/Firm
ii) Year of Establishment
iii) Contact person
iv) Address of the Registered Office.
v) Address of office at Navi Mumbai/Mumbai/ Thane(with Phone Nos., Fax Nos. & Email ID)
- 2) Whether the Earnest Money Deposit for an amount of Rs.10,000/- (Rupees Ten Thousand Only) has been submitted alongwith this Technical Bid-I by the way of Demand Draft or Pay Order in favour of The Cotton Corporation of India Ltd. Payable at Mumbai.

Yes	No
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- If yes , Details :
Draft / Pay order No.:
Date :
Amount :
Bank's Name :
- 3) Whether Proprietorship, Partnership firm, or Company. :
Please enclose copies of documents, proof such as Certificate of Incorporation, Partnership deed etc.:
- 4) Whether the Vendor is holding a valid ISO 9001:2008 Certificate:

Yes	No
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If yes, please enclose copy of certificate.
- 5) Whether the Vendor have successfully Completed minimum 2 Projects valuing of Rs. 2 Lacs or above each in developing web browser based application software in CPSUs / Govt. organizations / Leading commercial organisations within last 3 years:

Yes	No
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If yes, the following details be given :
(Separate sheet can be enclosed)

Sr. No.	Name of the Orgn./ PSU	Project Handled year	Duration of the Project	Value of the Project
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(Note : Certificates of Project completed/ Work order duly self-certified along with Contact details of the concerned organisation should be attached.)

**TENDER FOR DEVELOPMENT OF WEB BROWSER BASED SOFTWARE FOR
INTERNAL AUDIT SYSTEM AND ANNUAL PROPERTY RETURN**

FINANCIAL BID: II

(PRICE QUOTATIONS)

Sr. No.	Particulars	Cost (INR)
A.	Cost of Design, Development and Maintenance Warranty of Web Browser Based Application Software for submission of Internal Audit Report in format as enclosed herewith by each Branches and H.O. of the Corporation (All Entries and Report Contents should be Bi-lingual and will be under maintenance warranty for one year from the actual date of Hosting)	
B.	Hosting charges of the Web Application in Web Server	
C.	Taxes, if any please specify _____	
	Total Cost (A+B+C)	
D.	Annual Maintenance Charges after expiry of warranty period of one year (in % of total cost)	
E.	Taxes, if any please specify _____	
	Total Cost (D+E)	
	GRAND TOTAL (A+B+C+D+E)	

NOTE : GRAND TOTAL will be the basis for deciding L-1.

Signature of the Tenderer :

Name of the Tenderer :

Address & Seal :

Other Terms

CCI invites the vendors' attention to the following terms and conditions, which underline this tender.

1. Contract with the Vendor

CCI would enter into a contract with the vendor who will be responsible for delivery and overall implementation and for designing and development of new web browser based software for filing property returns by the employees.

2. Proposal Process Management

CCI reserves the right to accept or reject any or all proposals, to revise the tender, to request one or more re-submissions or clarifications from one or more vendors, or to cancel the process in part or whole. Additionally, CCI reserves the right to alter the specifications, in part or whole, during the Tender process, and without re-issuing the Tender. All claims for functional/technical delivery made by the vendors in their responses to the tender shall be assumed as deliverable within the quoted financials.

Vendors shall be entirely responsible for their own costs and expenses that are incurred while participating in the Tender and contract negotiation processes.

3. Date of Bid Expiration

Due to the nature of the evaluation process, and approval activities that may occur, proposals must be valid for a minimum of **45** days from the last date of proposal submission. The Corporation reserves the right to ask the vendors for extension of bid validity.

4. Bidder Authorisation to Bid

Responses submitted by vendors to this Tender represent a firm offer to contract on the terms and conditions described in the vendors' response. The proposal must be signed by an official duly authorised to bid. An Authorisation Letter in this regard must be attached with the tender.

5. Proposal Ownership

The proposal and all supporting documentation submitted by the vendors shall become the property of CCI.

6. Effective date of start of contract

The effective date of start of contract will be reckoned from the date of the work order by the Corporation.

7. The vendor will not be allowed to sub let/outsource the contract to any other party

8. Time for completion of the Contract

The Time limit for completion of the project will be – 45 days from the start of the contract.

CHECK-LIST FOR PREPARING THE TENDER DOCUMENT

<u>Sr. No.</u>	<u>Particulars</u>	<u>Yes/No</u>
1	Whether, the Technical Bid-I each column has been filled, sealed and signed in specified format?	
2	Whether, the vendor has valid ISO 9001:2008 Certificate, the self certified copy of certificate is attached with Technical Bid-I?	
3	The vendor must have successfully completed minimum 2 projects valuing Rs. 2 Lacs or above each in web browser based software development of large CPSU / Govt. Organisation / Leading Commercial Organisation during last three years. Whether, Work Order containing cost & Work Completion Certificate from the client duly self certified copies alongwith contact details of the client has been attached alongwith the tender?	
4	Whether the tenderer has Support Office at Navi Mumbai/Mumbai/Thane. The certificate containing Office addresses alongwith Contact Person and telephone nos. is attached with Technical Bid-I?	
5	Whether proprietorship, partnership firm or company? The self-certified copy of documentary proof such as certificate of incorporation, partnership deed etc. attached with Technical Bid-I?	
6	Whether the EMD of Rs.10,000/- by the way of Demand Draft/Pay Order in favour of "The Cotton Corporation of India Limited" attached with Technical Bid-I ?	
7	Whether the tenderer has PAN number and GST registration no. and copy is attached with Technical Bid-I?	
8	Whether, the Bank Details and MICR details mentioned on Technical Bid-I?	
9	Whether the Technical Bid – I alongwith necessary documents/certificates has been stapled properly and page no. has been put on each paper?	
10	Whether, the Financial Bid-II has been filled, sealed and signed in specified format?	
11	Whether the quoted price in Financial Bid-II is inclusive of all applicable taxes like GST etc.?	
12	Whether envelope A marked as Technical Bid-I on the envelope contains Technical Bid-I alongwith certificates/documents & EMD?	
13	Whether envelope B marked as Financial Bid-II on the envelope contains Financial Bid-II?	
14	Whether envelope C contains Envelope A & Envelope B duly superscribing "TENDER NOTICE FOR DEVELOPMENT OF WEB BROWSER BASED SOFTWARE FOR INTERNAL AUDIT SYSTEM".?	
15	Whether the Tender Documents are signed by the Authorized Representative?	

The Cotton Corporation of India LTD.

B.O -

Part - AONLINE INTERNAL AUDIT REPORT

BRANCH OFFICE	
NAME OF THE INTERNAL AUDIT FIRM/INTERNAL AUDIT OFFICER	
NAME OF THE BRANCH HEAD	
NAME OF THE FINANCE HEAD	
DATE OF REPORT	
PERIOD OF INTERNAL AUDIT REPORT	
NO. OF CENTRES VISITED	

OUR OBSERVATIONS ON THE VISITS OF VARIOUS CENTRES ALONGWITH THE FINAL COMMENTS ON THE BRANCH REPLIES ARE AS UNDER:-

[illegible]

iii	Areas of Financial controls also to be checked a Capital Expenditure incurred by B.O without H.O approval b Revenue Expenditure exceeding allocated Budget.																																		
iv	Cases of act of Omissions, Negligence involving Financial loss to the Corporation . <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9"></td> </tr> </table>																																		
v	Heap Results : Whether P & S Committee minutes reviewed with regard to Heap wise result and variation if any, should be reported as follows : A) Whether Actual padtha is within the budgeted padtha, if not cases may be reported as under : <table border="1"> <tr> <th>Sl. No.</th> <th>Particulars</th> <th>Actual</th> <th>Budget</th> <th>Variance</th> <th>Comments</th> <th>Remarks</th> <th>Signature</th> <th>Date</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>								Sl. No.	Particulars	Actual	Budget	Variance	Comments	Remarks	Signature	Date																		
Sl. No.	Particulars	Actual	Budget	Variance	Comments	Remarks	Signature	Date																											
vi	Other than above any other observations, if any																																		

NAME AND SIGNATURE OF
INTERNAL AUDITOR (WITH SEAL)

NAME AND SIGNATURE OF
FINANCE HEADS

NAME AND SIGNATURE OF
BRANCH MANAGER

A) Routine checking and Verification of Records:

Part - B

B.O -

MONTHLY INTERNAL AUDIT REPORT

BRANCH OFFICE	
NAME OF THE INTERNAL AUDIT FIRM/INTERNAL AUDIT OFFICER	
NAME OF THE BRANCH HEAD	
NAME OF THE FINANCE HEAD	
DATE OF REPORT	
PERIOD OF INTERNAL AUDIT REPORT	
NO. OF CENTRES VISITED	

OUR OBSERVATIONS ON THE VISITS OF VARIOUS CENTRES ALONGWITH THE FINAL COMMENTS ON THE BRANCH REPLIES ARE AS UNDER:-

Sr. No.	OBSERVATIONS	Branch Reply	Auditors final Comments																						
I	<p>Comparison of Physical Verification of Fixed Asset with the register maintained Shortfall if any may be reported as under</p> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td colspan="7"></td></tr> </table>																								
II	<p>Case of Fire:-</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name of the Centre</th><th>date of Fire</th><th>Place of fire</th><th>Value of stock Destroyed</th><th>Date of Lodging the claim</th><th>Amount of claim Lodged</th><th>Name of the Insurance Co.</th><th>salv age Position</th><th>Date of Handing over of final Police Report</th><th>Remarks</th></tr> </thead> <tbody> <tr> <td colspan="11"></td></tr> </tbody> </table>	Sr. No.	Name of the Centre	date of Fire	Place of fire	Value of stock Destroyed	Date of Lodging the claim	Amount of claim Lodged	Name of the Insurance Co.	salv age Position	Date of Handing over of final Police Report	Remarks													
Sr. No.	Name of the Centre	date of Fire	Place of fire	Value of stock Destroyed	Date of Lodging the claim	Amount of claim Lodged	Name of the Insurance Co.	salv age Position	Date of Handing over of final Police Report	Remarks															
III	<p>Detail of un-lifted bales after due date :</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name of the Centre</th><th>Indent No. & Date</th><th>Name of the Party</th><th>No.of bales</th><th>Unlifted Quantity</th><th>Unlifted Qty after More than 90 Days</th></tr> </thead> <tbody> <tr> <td colspan="7"></td></tr> </tbody> </table>	Sr. No.	Name of the Centre	Indent No. & Date	Name of the Party	No.of bales	Unlifted Quantity	Unlifted Qty after More than 90 Days																	
Sr. No.	Name of the Centre	Indent No. & Date	Name of the Party	No.of bales	Unlifted Quantity	Unlifted Qty after More than 90 Days																			
IV	<p>Unlifted Cotton Seed after due date :</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name of he Cebtre</th><th>Contract No. & Date</th><th>Name of the Party</th><th>Unlifted Quantity</th></tr> </thead> <tbody> <tr> <td colspan="5"></td></tr> </tbody> </table>	Sr. No.	Name of he Cebtre	Contract No. & Date	Name of the Party	Unlifted Quantity																			
Sr. No.	Name of he Cebtre	Contract No. & Date	Name of the Party	Unlifted Quantity																					
V(a)	<p>Test Results : Whether P & S Committee minutes reviewed with regard to Test result and variation if any. should be reported as follows :</p> <p>a) Whether Staple length found less than standard parameters, cases may be reported as follows :</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name of the Centre</th><th>Lot No.</th><th>Staple Lenth Found</th><th>Standard Parameters</th><th>Difference</th><th>Amt of Dedn.</th></tr> </thead> <tbody> <tr> <td colspan="7"></td></tr> </tbody> </table>	Sr. No.	Name of the Centre	Lot No.	Staple Lenth Found	Standard Parameters	Difference	Amt of Dedn.																	
Sr. No.	Name of the Centre	Lot No.	Staple Lenth Found	Standard Parameters	Difference	Amt of Dedn.																			
V(b)	<p>b) Whether Micronaire found less/more than standard parameters, cases may be reported as follows :</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Name of the Centre</th><th>Lot No.</th><th>Mic. Value found</th><th>Standard Parameters</th><th>Difference</th><th>Amt of Dedn.</th></tr> </thead> <tbody> <tr> <td colspan="7"></td></tr> </tbody> </table>	Sr. No.	Name of the Centre	Lot No.	Mic. Value found	Standard Parameters	Difference	Amt of Dedn.																	
Sr. No.	Name of the Centre	Lot No.	Mic. Value found	Standard Parameters	Difference	Amt of Dedn.																			

VI(a)	Heap Results - Whether P & S Committee minutes reviewed with regard to Heap wise result and variation if any, should be reported as follows a) Whether Actual cotton Seed realized is less than the budgeted, cases may be reported										
	Sr. No.	Name of the Centre	Heap No.	Cotton Seed (In Qtls.)	Actual Cotton Seed realized in Rs/	Budgeted Cotton Seed in Rs.	Less realized by Rs.	Total Loss	Remarks		
VI(b)	b) Whether Actual cotton lint realized is less than the budgeted, cases may be reported as under:										
	Sr. No.	Name of the Centre	Heap No.	Lint obtained	Actual Lint Realized	Budgeted Lint %	Less by Grams	Total Loss	Remarks		
VI(c)	c) Whether Actual proforma expenses is more than the budgeted, cases may be reported as under :										
	Sr. No.	Name of the Centre	Heap No.	Actual Proforma Expns	Budg. Proforma Expns	Exceeded by Rs.	Total Loss	Remarks			
VI(d)	d) Whether Actual processing cycle is more than the budgeted, cases may be reported as under :										
	Sr. No.	Name of the Centre	Heap No.	Actual Processing cycle	Budg. Processing Cycle	Exceeded by days	Total Loss	Remarks			
VI(e)	e) Whether Actual Shortages is more than the budgeted, cases may be reported as under :										
	Sr. No.	Name of the Centre	Heap No.	Actual Shortages %	Budg. Shortages %	Exceeded By	Total Loss	Remarks			

Purchases

Sr. No.	OBSERVATIONS	Branch Reply	Auditors final Comments						
I	Whether MSP Operations are carried out in notified Market Yards or not? If No, please mention the detail:- <table border="1"> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Reasons</th> </tr> <tr> <td colspan="3"></td> </tr> </table>	Sr. No.	Name of the Centre	Reasons					
Sr. No.	Name of the Centre	Reasons							

II	Whether MSP Purchases have been made as per MSP guidelines and proper deductions are made towards below FAQ parameters? If any, proper deductions are not made towards below FAQ parameters please mention the details as under :-																														
<table border="1"> <thead> <tr> <th>Sr No.</th> <th>Name of the Centre</th> <th>Heap No.</th> <th>Date of Purchase</th> <th>Qty. of Purchase</th> <th>Amount to be Deducted</th> <th>Reasons for not deducting</th> </tr> </thead> <tbody> <tr> <td colspan="7"></td> </tr> </tbody> </table>												Sr No.	Name of the Centre	Heap No.	Date of Purchase	Qty. of Purchase	Amount to be Deducted	Reasons for not deducting													
Sr No.	Name of the Centre	Heap No.	Date of Purchase	Qty. of Purchase	Amount to be Deducted	Reasons for not deducting																									
III	Whether purchases are made within the ceiling given by H.O. under commercial operations. The adverse cases are as under :-																														
<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Heap No.</th> <th>Date of Purchase</th> <th>Qty. Purchased</th> <th>H.O. ceiling</th> <th>Budgeted padtha</th> <th>Actual Padtha</th> <th>Exceeded by H.O. ceiling</th> <th>Actual Padtha exceeding Budget padtha.</th> </tr> </thead> <tbody> <tr> <td colspan="10"></td> </tr> </tbody> </table>												Sr. No.	Name of the Centre	Heap No.	Date of Purchase	Qty. Purchased	H.O. ceiling	Budgeted padtha	Actual Padtha	Exceeded by H.O. ceiling	Actual Padtha exceeding Budget padtha.										
Sr. No.	Name of the Centre	Heap No.	Date of Purchase	Qty. Purchased	H.O. ceiling	Budgeted padtha	Actual Padtha	Exceeded by H.O. ceiling	Actual Padtha exceeding Budget padtha.																						
IV	The guidelines on "Standardization of purchase procedure and documentations for purchase payments" are implemented. In case any deviation from the guidelines, the cases may be reported as under																														
<table border="1"> <thead> <tr> <th>Sr no.</th> <th>Name of the Centre</th> <th>Heap No.</th> <th>Date of Purchase</th> <th>Qty. Purchased</th> <th>Remarks/ Discrepancies</th> </tr> </thead> <tbody> <tr> <td colspan="6"></td> </tr> </tbody> </table>												Sr no.	Name of the Centre	Heap No.	Date of Purchase	Qty. Purchased	Remarks/ Discrepancies														
Sr no.	Name of the Centre	Heap No.	Date of Purchase	Qty. Purchased	Remarks/ Discrepancies																										
V	Whether kapas purchase payments are released through RTGS /cross account payee cheques. In case the payments are released other than RTGS/ cross account payee cheques, the cases may be reported as under																														
<table border="1"> <thead> <tr> <th>Sr. No</th> <th>Name of the Centre</th> <th>Date of Purchase</th> <th>Qty Purchased</th> <th>Mode of the payment other than RTGS/ cross A/c payee chqs.</th> <th>Reasons</th> </tr> </thead> <tbody> <tr> <td colspan="6"></td> </tr> </tbody> </table>												Sr. No	Name of the Centre	Date of Purchase	Qty Purchased	Mode of the payment other than RTGS/ cross A/c payee chqs.	Reasons														
Sr. No	Name of the Centre	Date of Purchase	Qty Purchased	Mode of the payment other than RTGS/ cross A/c payee chqs.	Reasons																										
VI	Whether private godowns are hired after obtaining H.O. approval and following usual tender procedure. If not cases may be reported as under																														
<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the godown</th> <th>Address</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td colspan="4"></td> </tr> </tbody> </table>												Sr. No.	Name of the godown	Address	Remarks																
Sr. No.	Name of the godown	Address	Remarks																												
VII	Whether average rate of kapas tally with that of DPR. If not tallied, cases may be reported as under :-																														
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Sales

Sr. No.	Particulars	Branch Reply	Auditors Final Comments																
I	<p>Whether FP bales contracts are raised as per H.O. sales confirmation. If no please mention the detail:-</p> <table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5"></td> </tr> </table>																		
II	<p>Whether signed contracts, initial deposits against FP bales. Exports. Cotton seed. Misc. items are received from the buyers promptly. If no please mention the detail:-</p> <table border="1"> <tr> <th>Sr. No.</th> <th>Name of the Party</th> <th>No. of bales sold</th> <th>Indent No. & Date</th> <th>Signed Cont. Recd.</th> <th>Initial Deposit Recd.</th> <th>Remarks</th> </tr> <tr> <td colspan="7"></td> </tr> </table>	Sr. No.	Name of the Party	No. of bales sold	Indent No. & Date	Signed Cont. Recd.	Initial Deposit Recd.	Remarks											
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III	<p>Whether Letter of Credit (L/C) / Bank Gurantee (BG) are opened as per CCI standard format and documents against L/C/BG are submitted to bank/oespatched to co-ordinating branches in time. The payments are released from the banks in time. If no please mention the detail:-</p> <table border="1"> <tr> <th>Sr No.</th> <th>Name of the party</th> <th>No of bales</th> <th>Indent No. & date</th> <th>L/C / BG No.</th> <th>Name of the Bank/Branch</th> <th>Amount Recd.</th> <th>RemarksTotaz</th> </tr> <tr> <td colspan="8"></td> </tr> </table>	Sr No.	Name of the party	No of bales	Indent No. & date	L/C / BG No.	Name of the Bank/Branch	Amount Recd.	RemarksTotaz										
Sr No.	Name of the party	No of bales	Indent No. & date	L/C / BG No.	Name of the Bank/Branch	Amount Recd.	RemarksTotaz												
IV	<p>Unlifted position of bales is reviewed from time to time and advanced carrying charges is received against unlifted stocks wherever applicable. If not cases may be reported as under:</p> <table border="1"> <tr> <th>Sr. No</th> <th>Name of the Party</th> <th>No. of bales</th> <th>Indent No. & date</th> <th>Unlifted bales</th> <th>CC Recd.</th> <th>Amount</th> </tr> <tr> <td colspan="7"></td> </tr> </table>	Sr. No	Name of the Party	No. of bales	Indent No. & date	Unlifted bales	CC Recd.	Amount											
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VI	<p>Whether the invoices have been raised properly and as per contract terms. The debit/credit notes are raised simultaneously with invoices. If no please mention the detail:-</p> <table border="1"> <tr> <th>Sr. No.</th> <th>Name of the party</th> <th>No. of bales sold</th> <th>Indent No. & Date</th> <th>Amount</th> </tr> <tr> <td colspan="5"></td> </tr> </table>	Sr. No.	Name of the party	No. of bales sold	Indent No. & Date	Amount													
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VII	Whether debtors and buyers accounts are reviewed periodically. If not please mention the detail:-																																								
<table border="1"> <tr> <th>Sr. No.</th> <th>Name of the party</th> <th>Amount to be Recd</th> <th>Amount Recd</th> <th>Balance Outstanding</th> <th>Remarks</th> </tr> <tr> <td colspan="6"> </td> </tr> </table>														Sr. No.	Name of the party	Amount to be Recd	Amount Recd	Balance Outstanding	Remarks																						
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VIII	Shortages between press to delivery weight and to quantify the losses. in abnormal cases, as per Circular No. CCI/HO/POR/2012-13 dated 28.01.2013 & No. CCI/HO/PUR/2015-16 dated 04.04.2016																																								
<table border="1"> <tr> <th>Sr. No.</th> <th>Crop Year</th> <th>Name of the centre</th> <th>Lot No.</th> <th>No. of bales</th> <th>Press Wt.</th> <th>Dely. Wt.</th> <th>Actual Diff. in Qtls</th> <th>Date of pressing</th> <th>Date of Dely.</th> <th>No of Days</th> <th>Diff in Qtls (500 gms per lot per moth)</th> <th>Estimated Loss (In Rs.)</th> </tr> <tr> <td colspan="13"> </td> </tr> </table>														Sr. No.	Crop Year	Name of the centre	Lot No.	No. of bales	Press Wt.	Dely. Wt.	Actual Diff. in Qtls	Date of pressing	Date of Dely.	No of Days	Diff in Qtls (500 gms per lot per moth)	Estimated Loss (In Rs.)															
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IX	Details of total lot-wise deliveries done during the month under report to be specified Crop Year-wise as under:																																								
<table border="1"> <tr> <th>Sr. No.</th> <th>Crop year</th> <th>Name Of Centre</th> <th>Lot No.</th> <th>No Of Bales</th> <th>Press Wt.</th> <th>Dely. Wt.</th> <th>Date Of Prsng.</th> <th>Date Of Dely.</th> <th>No Of Days</th> <th>Diff. in Weight (+iv e / - iv e)</th> </tr> <tr> <td colspan="11"> </td> </tr> </table>														Sr. No.	Crop year	Name Of Centre	Lot No.	No Of Bales	Press Wt.	Dely. Wt.	Date Of Prsng.	Date Of Dely.	No Of Days	Diff. in Weight (+iv e / - iv e)																	
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X	Delivery under MOU to NTC crop year wise:																																								
<table border="1"> <tr> <th>Particulars</th> <th>Crop year 2017-18</th> <th>Crop year</th> <th>Total</th> </tr> <tr> <td>Total no of bales delivered under MOU</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total value of bales delivered in lacs</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Amount received against dues (in lacs)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Balance amount to be received (in lacs)</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Overdue amount (in lacs)</td> <td></td> <td></td> <td></td> </tr> </table>														Particulars	Crop year 2017-18	Crop year	Total	Total no of bales delivered under MOU				Total value of bales delivered in lacs				Amount received against dues (in lacs)				Balance amount to be received (in lacs)				Overdue amount (in lacs)							
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XI	NTC Mills reconciliation position.																																								
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XII	Details of refund made to Parties/Mills against credit balance received from other branches.																																								
<table border="1"> <tr> <th>Sr. No.</th> <th>Month</th> <th>No.of Parties</th> <th>Branch</th> <th>Total Amount</th> <th>Remarks</th> </tr> <tr> <td colspan="6"> </td> </tr> </table>														Sr. No.	Month	No.of Parties	Branch	Total Amount	Remarks																						
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Insurance

Sr. No.	Particulars	Branch Reply	Auditors Final Comments														
I	Whether the Insurance business is allocated to various Insurance companies after following proper tendering process. -																
II	Whether Assets/stocks situated at branches/ centres/ godowns are properly and adequately insured for various risks as per H.O guidelines. If no please mention the detail :- <table border="1"> <thead> <tr> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>																
III	Whether the Policies are received in time and as per advice issued by the Centres. If no please mention the detail :- <table border="1"> <thead> <tr> <th></th> <th>Policy No.</th> <th></th> <th></th> <th>Description of Policy</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Policy No.			Description of Policy											
	Policy No.			Description of Policy													
IV	Whether Refunds on cancellation/reduction of Policies are received in time. If not cases may be reported as under (Insurance Co. & Financial Year Wise):- <table border="1"> <thead> <tr> <th></th> <th>Name of Insurance Co.</th> <th>Particulars</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Name of Insurance Co.	Particulars													
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V	Whether Insurance claims, if any, are timely submitted to the concerned Insurance company and settled in time. If not cases may be reported as under: <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Insurance Co.</th> <th>Centre Name</th> <th>Date of Fire</th> <th>Date of filing Claim</th> <th>Amount of claim</th> <th>Settlement Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Name of the Insurance Co.	Centre Name	Date of Fire	Date of filing Claim	Amount of claim	Settlement Status									
Sr. No.	Name of the Insurance Co.	Centre Name	Date of Fire	Date of filing Claim	Amount of claim	Settlement Status											
VI	Whether Insurance policy register is maintained up to date, if no give reason : Yes. in respect of refunds, Pursuing with the Insurance Company for refund against policies cancelled by submitting all the required details of policies cancelled. Further, BO has written a letter to Insurance Companies to depute their representative/surveyor to inspect the various godowns.																

Cash & Bank

Sr. No.	Particulars	Branch Reply	Auditors final Comments
I	Whether Petty cash vouchers and bank vouchers are maintained properly, if no give reason : NO Petty Cash Transactions		

II	Physical verification of cash periodically done - Yes / No If no give reason : No Cash Transactions							
III	Whether Bank reconciliations of all banks are carried out on monthly basis and no old entries outstanding in reconciliation, if any, the details there-of :-							
	Sr. No.	Bank's Name	Reconciliation Done upto	Remarks				
IV	Whether Funds are utilized on day to day basis and surplus fund are remitted to H O on day to day basis							
	Sr. No.	Name of the Branch	Funds Av ailable at BO on beginning of the day Remitted to H.O	Finds Utilised	Funds Remitted to H.O	Balance av ailable fund at the end of the day	Remarks	

Payments

Sr. No.	Particulars	Branch Reply	Auditors final Comments
I	Payments towards kapas purchases, Market Cess, Ready Bales, Ginning & pressing, labour, storage, Transportation, brokerage, TMC/ extension activities. AMC employees payments. Building maintenance, Repairs & renewals, printing & stationery, Various Administration and other incidental are released in time and as er terms of agreement/ work order., if no, give reason : Yes		

Legal

Sr. No.	Particulars	Branch Reply	Auditors final Comments
I	To verify that the loss on resale is calculated as per contract terms., if no, give reason : NO Legal Cases at this BO		
II	Whether Legal actions against defaulted buyers are initiated in time after following usual rocedure., if no, give reason : NO Legal Cases at this BO		
III	Timely actions are taken by the branches for the cases filed against the Corporation., if not, give reason : NO Legal Cases at this BO		

IV	Whether Legal/ advocate fees are finalized with prior approval of the H O , if no, give reason NO Legal Cases at this BO																	
V	Point No.V <table><tr><td></td><td></td><td></td></tr><tr><td>No. of legal/ arbitration cases</td><td></td><td></td></tr><tr><td>No. of arbitration cases came for amicable settlement</td><td></td><td></td></tr><tr><td>No. of pending arbitration cases</td><td></td><td></td></tr><tr><td>No of legal cases pending in the court</td><td></td><td></td></tr></table>				No. of legal/ arbitration cases			No. of arbitration cases came for amicable settlement			No. of pending arbitration cases			No of legal cases pending in the court				
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COMPLIANCE OF PROVISION OF VARIOUS ACTS.

Sr. No.	Particulars	Branch Reply	Auditors final Comments												
I	TDS, PF and other statutory deductions are made from various payment as per prevailing acts . If not, give reason : Yes														
II	Compliance of Arbitration and Conciliation Act while filing legal cases., If not, give reason : NO Cases														
III	<div>Sales Tax Assessment Position as on date:-<table><tr><th>Sr.No.</th><th></th></tr><tr><td>1</td><td>Assessment Completed up to which Financial Year : New BO.No Assessments</td></tr><tr><td>2</td><td>Assessment order recd. From Sales Tax Dept. for the completed Assessments :</td></tr><tr><td>3</td><td>Whether any demand raised in the Assessment order : Yes / No If Yes, provide the details :</td></tr><tr><td>4</td><td>Assessment under Progress :</td></tr><tr><td>5</td><td>Pending Assessments :</td></tr></table></div>	Sr.No.		1	Assessment Completed up to which Financial Year : New BO.No Assessments	2	Assessment order recd. From Sales Tax Dept. for the completed Assessments :	3	Whether any demand raised in the Assessment order : Yes / No If Yes, provide the details :	4	Assessment under Progress :	5	Pending Assessments :		
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4	Assessment under Progress :														
5	Pending Assessments :														
IV	<div>Pending 'C'/H' Form Position as on date (31st of each month) :- <u>FP</u> <u>Bales</u> <table><tr><th>Sr.No.</th><th>Financial Year</th><th>Particulars</th></tr><tr><td></td><td></td><td></td></tr></table> <u>Cotton Seed :-</u> <table><tr><th>Sr. No.</th><th>Financial Year</th><th>Perticulars</th></tr><tr><td></td><td></td><td></td></tr></table></div>	Sr.No.	Financial Year	Particulars				Sr. No.	Financial Year	Perticulars					
Sr.No.	Financial Year	Particulars													
Sr. No.	Financial Year	Perticulars													

Auditing

V	Whether Payment of statutory dues are paid within stipulated time, if not the reasons for delay action taken . Yes														
VI	Timely issuance of TDS certificates to the parties.. If not, give reason Quarter not yet completed from the date of release of the payments.														
VII	Timely filing of monthly/ Quarterly/Annual returns <table><tr><th>Sr. No.</th><th>Return Due Date</th><th>Date of filling Returns</th><th>Pealty if Any</th><th>Reasons for Delay</th></tr><tr><td colspan="5"></td></tr></table>	Sr. No.	Return Due Date	Date of filling Returns	Pealty if Any	Reasons for Delay									
Sr. No.	Return Due Date	Date of filling Returns	Pealty if Any	Reasons for Delay											
VIII	Deposit to the extent of additional tax Liability for Pending 'C/H' Form are retained Position as on date (31st of each month) :- <u>FP Bales</u> <table><tr><th>Sr. No.</th><th>Financial Year</th><th>Perticulars</th></tr><tr><td colspan="3"></td></tr></table> <u>Cotton Seed :-</u> <table><tr><th>Sr. No.</th><th>Year</th><th></th></tr><tr><td colspan="3"></td></tr></table>	Sr. No.	Financial Year	Perticulars				Sr. No.	Year						
Sr. No.	Financial Year	Perticulars													
Sr. No.	Year														

Review of Reports

Sr. No.	Particulars	Branch Reply	Auditors final Comments
I	Whether reviewed various Reports such as Overheads, Monthly/Quarterly/Half Yearly/Annual Accounts, minutes of Branch sales & purchase committee/Cotton seed sales/tenders committee etc. - Yes / No. Inspite of submission of necessary details to the Insurance companies no refund against the cancelled policies received so far.		
II	Heap results and test results have been reviewed - Yes / No. Reviewed Heap Results for 69005 bales. There are very few cases of Processing Cycle / Budgeted Padtha exceeding cases. No impact on padtha in respect of processing cycle exceeding cases. As far as Budgeted padtha exceeding cases, this was due to short fall in the market rate of Cotton Seed.		
III	Whether lifting position of bales/cotton seed and other items - Yes / No. Branch Office is reviewing the unlifting position of the Cotton Seed from time to time.		
IV	Whether verified the opening balances as on 1st April with the audited accounts, review of the monthly trial balance, sundry debtors/creditors/advances ledgers in ERP - Yes / No.		

Other Duties

Sr. No.	Particulars	Branch Reply	Auditors final Comments												
I	<p>Checked salary/medical/TA/LTC bills and other employees claims, leave records, leave encashment service record, annual increments, periodically physical verification of assets, stock of printing & stationery items, physical verification of assets at the end of financial year i.e. as on 31st march - Yes / No</p> <p>Random checking of Salary, Leave Encashment, Medical and Service Records has carried out periodically.</p>														
II	<p>TA and Sundry advances are not remained unadjusted for more than three months. Give the details as under :</p> <table><tr><th>Sr. No.</th><th>Particulars</th><th>Amt. of Advance given</th><th>Date of advance given</th><th>Advance Adjusted, if any</th><th>Reason for Delay</th></tr><tr><td colspan="6"></td></tr></table>	Sr. No.	Particulars	Amt. of Advance given	Date of advance given	Advance Adjusted, if any	Reason for Delay								
Sr. No.	Particulars	Amt. of Advance given	Date of advance given	Advance Adjusted, if any	Reason for Delay										

VISIT TO PROCUREMENT CENTRES/APMC's/GODOWNS etc.

Sr. No.	Particulars	Branch Reply	Auditors final Comments								
I	Whether the agreements for transportation of kapas from market yards to the factory, transportation of bales to godowns are duly executed after following the usual tender process. If not intimate such cases: Yes										
II	Whether the Kapas purchases are made as per MSP guidelines (in case of MSP operations) and standard procedure for procurement and documentations are strictly followed at all the centres. The necessary deductions such as excessive moisture, micronaire values etc are made from MSP price of Kapas as per FAQ parameters fixed by the government and duly recorded on bidding slips/bills. The kapas purchase bills alongwith necessary APMC and factory certificates are submitted to the branch promptly for release of kapas purchase payments to the cotton farmers If not give the details as under: <table><tr><th>Sr. No.</th><th>Name of the Centre</th><th>Reason</th></tr><tr><td></td><td></td><td></td></tr></table>	Sr. No.	Name of the Centre	Reason							
Sr. No.	Name of the Centre	Reason									
III	Whether the Standard Operating Procedures (SOP) for prevention and control of fire incidents are followed at all the G&P Factories and godowns. <table><tr><th>Sr. No.</th><th>Name and Address of the G&P Factory</th><th>Name of the Centre</th><th>Remarks</th></tr><tr><td></td><td></td><td></td><td></td></tr></table>	Sr. No.	Name and Address of the G&P Factory	Name of the Centre	Remarks						
Sr. No.	Name and Address of the G&P Factory	Name of the Centre	Remarks								
IV	Whether the record of petty imprest and vouchers of various expenses are maintained properly and serially at the centres. If not give the details as under: <table><tr><th>Sr. No.</th><th>Name of the Centre</th><th>Reason for not maintaining</th></tr><tr><td></td><td></td><td></td></tr></table>	Sr. No.	Name of the Centre	Reason for not maintaining							
Sr. No.	Name of the Centre	Reason for not maintaining									

V	<p>Whether proper heaps of kapas are made and heap results are submitted to the branch in time. Inward outward registers, stock registers, processing registers, insurance record, packing material stock register, tarpaulins record, miscellaneous item stock register, officer's visit book etc are properly maintained at the factories, centres and are up to date. All prescribed daily/weekly/monthly/quarterly reports are submitted to the branch in time. The samples are timely drawn and dispatched for testing. If not give the details as under:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Reason for not maintaining/Submitted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Name of the Centre	Reason for not maintaining/Submitted																									
Sr. No.	Name of the Centre	Reason for not maintaining/Submitted																											
VI	<p>After pressing, whether the bales are immediately shifted and stored to the nearest godowns. If not give the details as under:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Reason for not Shifted</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Name of the Centre	Reason for not Shifted																									
Sr. No.	Name of the Centre	Reason for not Shifted																											
VII	<p>Whether proper receipts of bales are collected from the godowns. Whether storage agreements are made. If not give the details as under:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Name of the Centre	Reason																									
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VIII	<p>Whether necessary security arrangements, adequate coverage of insurance of the stocks in godowns are made. If not give the details as under:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Name of the factory</th> <th>Value of the Stock (in Lacs.)</th> <th>Coverage of insurance (in Lacs.)</th> <th>Over/Under Insurance (in Lacs.)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Name of the Centre	Name of the factory	Value of the Stock (in Lacs.)	Coverage of insurance (in Lacs.)	Over/Under Insurance (in Lacs.)																						
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IX	<p>After delivery of bales and cotton seed the delivery documents are submitted to branch immediately. If not give the details as under:</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Reason</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Name of the Centre	Reason																									
Sr. No.	Name of the Centre	Reason																											
X	<p>To check the experimental out turn (EOT), shortages, press weight of the bales, random checking of weight at the time of delivery of the bales.</p> <p>a)</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Lot No.</th> <th>EOT</th> <th>Budgeted out turn</th> <th>Diff. (Grms)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>b)</p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the Centre</th> <th>Lot No.</th> <th>Press No.</th> <th>Press No. of bales</th> <th>Date of Pressing</th> <th>Diff. (Grms)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Name of the Centre	Lot No.	EOT	Budgeted out turn	Diff. (Grms)							Sr. No.	Name of the Centre	Lot No.	Press No.	Press No. of bales	Date of Pressing	Diff. (Grms)									
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Sr. No.	Name of the Centre	Lot No.	Press No.	Press No. of bales	Date of Pressing	Diff. (Grms)																							
XI	<p>In case of bales stored under GSF, verify whether GSF Agreement received, maintenance of GSF stock registers, reconciliation of GSF stock with that of dispatching branch etc.</p>																												

XII	Physical verify stock of kapas, FP Bales, other stocks such as tarpaulins, grey cloths, boundaries, pallies etc. in the factory/godowns from time to time & reconcile the physical quantity with the stock registers record. If any difference, give details as under separately for of kapas, FP Bales, tarpaulins, grey cloths, boundaries, pallies etc : <table><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td colspan="6"></td></tr></table>														
XIII	Non-maintenance of Record . Centre Wise <table><tr><td></td><td></td><td></td><td></td></tr><tr><td colspan="4"></td></tr></table>														

Other Observations

Sr. No.	Particulars	Branch Reply	Auditors final Comments

NAME AND SIGNATURE OF
INTERNAL AUDITOR (WITH SEAL)

NAME AND SIGNATURE OF
FINANCE HEADS

NAME AND SIGNATURE OF
BRANCH MANAGER

Month-wise progressive details of Purchases, Sales, Deliveries, Unlifted Quantity & Closing stock (FP Bales):-

Month	Operations	Purchase	Sales	Delivery	Unlifted Quantity	Closing stock	Remarks
	Opening						
	MSP						
	CP						
	RB						
	Total						

Details of Visits conducted during the month:-

Sr. No.	Date of visits	No. of Visits/Man days at Branch Office during the month	No. of Visits/Man days to godown/ centre/ factory during the month	Remarks

Branch & Address	
Bhathinda	Kalamboli
Kapas Bhavan 136A,	Plot no.S-5, Sector KWC,
60 Foot Road,	Kalamboli Warehousing Complex,
Kamala Nehru Colony,	Kalamboli, Navi Mumbai- 410 218
Bhatinda - 151 001	
Sirsa	Indore
SCO 7-11, New Housing Board,	Kapas Bhavan
Barnala Road,	27A, Race Course Road,
SIRSA - 125 055	Near Yeshwant Club,
	Indore - 452 003
Sriganganagar	Guntur
Kapas Bhavan, 158-185 Jawahar	Kapas Bhavan, 4/2 Ashok Nagar,
Nagar, District centre	
Sriganganagar - 335 001	Guntur - 522 002
Bhilwara	Adilabad
2nd Floor, Care Zone Plaza,	1st Floor, Door No. 4-2-198/2/11,
161-162 Main Sector, Shastri Nagar,	G.M.R. Tower, Bagawanpura,
Bhilwara - 311 001	Cinema Road, Adilabad - 504 001
Ahmedabad	Warangal
Sakar-1,10th floor,,	11-25-32, 2nd Floor,
Near Gandhi Gram Railway Station,	A.N.R. Complex,
Opp.Nehru Bridge, Ashram Road,	Vasavi Colony Road,
Ahmedabad-380 009	WARANGAL – 506 002
Rajkot	Mahabubnagar
5th Floor, Ruda Building,	Industrial Estate, Mettugadda,
Jamnagar Road	Mahabubnagar - 509001
Rajkot-360 001	
Akola	Hubli
Paraskar Tower, Additional	W.B.Plaza,3rd floor,
Workshop Paraskar Motorbikes,	Opp. North Traffic Police Station,
1st floor, Vidyanagar,	New Cotton Market,
Akola-444 001	Hubli - 580 029
Aurangabad	Coimbatore
Chandra Mawli Building, Plot No.27,	4th Street, B.R. Nagar Site No. 46,
Samrat Nagar, Veer Savarkar	Opp. Trichy Road,
Chowk, Aurangabad 431 005	Singanallur Post,
	Coimbatore – 641 005
New delhi	Kolkata
Room No. 30, 3rd Floor,	Constantia Building, 3rd floor, 11,
Handloom Marketing Complex,	Dr. U.N. Brahmachari Street,
Janpath, New Delhi - 110 001	Kolkata - 700 017
Rayagada	
Bhavannarayana Nilayam Nivas,	
Convent Road,	
Near Jyoti Mahal Hotel,	
Rayagada - 765 001	