

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	18-06-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	18-06-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Housing & Urban Affairs (mohua)
विभाग का नाम/Department Name	Housing And Urban Development Corporation Ltd
संगठन का नाम/Organisation Name	Housing And Urban Development Corporation Ltd
कार्यालय का नाम/Office Name	Regional Office Guwahati
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	buyer1.hudco.ghy@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	1 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	7 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Relaxation for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	100000
Payment Timelines	Payments shall be made to the Seller within 30 days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15

ट्रेड्स भुगतान संबंधी विवरण/TReDS Payment Details

This Bid provides for Trade Receivables Discounting System (TReDS) as Preferred mode of payment. For MSME sellers, payments may be processed through a TReDS exchange in which the Buyer is registered, subject to applicable policy and regulatory guidelines. Accordingly, sellers intending to avail payment through TReDS are required to be registered with at least one TReDS exchange in which the buyer is registered.

1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Experience Criteria, shall upload the supporting documents to prove his eligibility for Relaxation.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be relaxed from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be relaxed from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking Relaxation from Turnover, shall upload the supporting documents to prove his eligibility for Relaxation.
3. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
4. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
5. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within $L-1+ 15\%$ (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of

Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

6. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

7. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

8. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:5

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:5

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:3

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:1 PARTNER AND 1 QUALIFIED CA WITH 5 ASSISTANTS

Number of XX fulltime CA's required and YY professional audit staff:1 AND 5

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Internal control of financial , Audit of financial statements , Reliability of financial reporting , Risk Management , Bank Transactions , Internal Control over Financial Reporting , Review system & processes , Compliance with contracts , Compliance with law & regulations

विवरण/ Specification	मूल्य/ Values
Type of Industries/Functio ns	Purchase & Procurement , Human Resource & Payroll , Operational & Administrative , Fixed assets, depreciation and amortisation , Payables , Receivables
Frequency of Progress Report	3 MONTHS
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	3 MONTHS
State	NA
District	NA
एडऑन /Addo n(s)	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Arijit Purkayastha	781022,Rukminigaon Housefed Complex, G S Road, Guwahati-, Assam, India	Project / Lumpsum Based	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 12

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in

the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

**Housing & Urban Development Corporation Limited (HUDCO)
(A Government of India Enterprise)**

**GUWAHATI REGIONAL OFFICE
HOUSEFED COMPLEX, 2ND FLOOR,
RUKMINIGAON, G.S. ROAD,
GUWAHATI - 781022, ASSAM
Phone: _____**

Ref.No. HUDCO/GRO/CA-Appointment/2026-27/

Date: 03-06-2026

Sub: Notice inviting tender for Appointment of Chartered Accountant Firm as an Expert for carrying out Risk Based Internal Audit assignment including review and updation of Internal Financial Controls for the Financial Year 2026-27 in GUWAHATI REGIONAL OFFICE.

(To be applied through GEM portal only)

Sir/Madam,

Housing and Urban Development Corporation Ltd. (HUDCO), a premier techno financing institution under the Ministry of Housing and Urban Affairs, Govt. of India is engaged in providing long term loans for financing of Housing and Urban Infrastructure Projects.

HUDCO, GUWAHATI REGIONAL OFFICE would like to appoint Chartered Accountant firm as an expert for carrying out Risk Based Internal Audit assignment including review and updation of Internal Financial Controls for the **Financial Year 2026-27** as per specifications and criteria described/detailed below. In case, you are interested, please submit your quotation/offer for the services listed below **by 18/06/2026**.

The following conditions are applicable with regard to submission of quotation for award of work by HUDCO Regional Office Guwahati:

Scope of Work:

The scope of work should broadly cover the points as given in Annexure – I

Selection Procedure:

The appointment of CA firm shall be done by following procedure:

1. Firms shall be first short listed on the basis of Technical Bid.
2. After short listing of firms on the basis of Technical Bid, Financial Bid shall be considered for the short-listed firms.

Terms and conditions:

The services would be provided to GUWAHATI REGIONAL OFFICE, Housing & Urban Development Corporation Limited, (HUDCO), **HOUSEFED COMPLEX, 2ND FLOOR, RUKMINIGAON, G.S. ROAD, GUWAHATI - 781022, ASSAM** as well as any other location/office falling within the jurisdiction of HUDCO, Guwahati /North Eastern States. No travelling expenses shall be paid for visiting HUDCO office in relation to the said assignment.

1. Quotation should be submitted in two bid system, as per the details given below:

- (i) First bid i.e. **Technical Bid** as **detailed at point no-3 below** should be submitted along-with requisite details and supporting documents in the prescribed Performa **at Annexure-II** below. Technical Bid must be signed by authorized signatory on each page.
- (ii) Second Bid i.e. **Financial Bid** should be uploaded separately along with the signature of authorized signatory **as per Annexure-III**.
- (iii) Financial Bid shall be opened and considered only from those parties who fulfill the Hudco's criteria as specified in the Technical Bid and have adequate experience /staff strength and reputation in handling audit work as specified in the eligibility criteria below. The upper ceiling prescribed by HUDCO for audit and certification of different activities as per the prescribed scope of work shall be as per Point No-9 below. The same should be kept in mind while quoting minimum rates for different activities.
- (iv) Both Technical Bid and Financial Bid should be submitted before the specified date and time.

2. The **Eligibility Criteria** required for consideration for appointment are as under:

- a) The CA Firm should be a Partnership/Limited Liability Partnership (LLP) registered with the Institute of Chartered Accountants of India (ICAI) and should have minimum Five Years Standing. (To be verified from the Certificate of Registration issued by ICAI).
- b) The bidder to produce copy of ICAI registration certificate, PAN and GST Registration Certificate, MSME certificate (If applicable along with the TREDIS registration Certificate – if not available, CA firm should comply with it before the contract is awarded).
- c) The CA Firm should have carried out Internal Audit assignment/Statutory Audit in Branch Office/Head Office of at least two Public Sector Undertakings/ Public Sector Banks /Public Financial Institutions/Public Sector NBFCs in the last five Financial Years. (Assignment as stock Audit not to be considered).
- d) CA Firm should have minimum three number of partners, minimum five numbers of paid assistants (qualified CA/CMA/ semi qualified CA/CMA-Inter).
- e) CA Firm should have local office having minimum five working staff (including one partner and one qualified CA).
- f) CA Firms presently appointed as consultant in the concerned Regional Office are not eligible for appointment at respective Regional Office.
- g) CA Firm to give an undertaking-
 - (i) That none of the partners has any relation with any employee of HUDCO and also none of them has any relationship within the meaning of Section 2(76) of the Companies Act, 2013 and also that none of them has any relationship with the Statutory Auditors or such related work of HUDCO which will have conflict of interest with the current assignment and also declare the compliance under section 184 and 188 of the Companies Act, 2013.
 - (ii) Certified that we have not been appointed for carrying out certification/consultancy or such related work of the same Regional Office which will have conflict of interest with the current assignment.
 - (iii) There has not been any disciplinary action initiated by ICAI or any regulatory authority against the firm during last five years. As on date, the disciplinary action

should have been disposed off.

- (iv) The Firm has not been banned, delisted or debarred from business by any Regulatory Body/ Statutory Body/PSU/Govt. Department or any other institution.

While evaluating the technical bid, CA Firm's capability to perform the assignment shall be assessed and inspection of their office will be carried out so as to establish the fact that the CA Firm has proper local office with adequate staff.

3. The Audit team will consist minimum of one Chartered Accountant and one paid assistant {qualified (CA/CMA)/semi qualified (CA/CMA- inter)} headed by partner of the CA Firm.
4. CA firm is required to undertake 100% verification of all the activities prescribed in the scope of work. The scope of work should broadly cover the points as given in **Annexure – (I)**.
5. In terms of GFR rule 170(iii), Bidders are not required to pay Bid Security i.e. Earnest Money Deposit (EMD), instead **Bid Security Declaration** in the prescribed format (**Annexure-IV**) is required to be submitted.
6. The Firm will be engaged initially for a period of one year for internal audit for F.Y. **2026-2027 (01-04-2026 to 31-03-2027)**.
7. However, the appointment may be renewed on yearly basis based on the satisfactory performance for a further period of two years on same terms and conditions including fees with slight modification in the scope of work as per requirement with the approval of H.O.
8. Copy of ICAI Registration Certificate, PAN Card, Local Address Proof, GST Registration Certificate and MSME Certification (if applicable along with the TREDIS registration Certificate – if not available, CA firm should comply with it before the contract is awarded) may be submitted along with the Technical Bid.
9. The fees of CA Firm (excluding GST) should not exceed **Rs 1,00,000/-**(Rupees **One Lakh** Only) for the Financial Year 2026-2027.
10. The payment of fees shall be made to the firm on completion of assignment as per the Scope of Work as under:
 - On submission of report of First quarter - 15%
 - On submission of report of Second quarter - 20%
 - On submission of report of Third quarter - 20%
 - On submission of report of Fourth quarter - 25%
 - Balance 20% shall be released after audit of annual accounts by Statutory Auditors and issuance of Tax Audit Report.
11. The CA Firm is expected to submit the Audit Report in the prescribed format, to be issued by seventh of succeeding month from the end of the quarter.
12. Regional Office to take timely action for necessary rectification with a view to keep updated record. However, CA firm may include those observations in their report to Head Office where there is difference of opinion and which remain unattended / pending rectification. Further such observations should be reviewed and their compliance is to be reported in the subsequent Audit Reports until such time these are rectified.
13. Certificate is required to be submitted by the CA Firm (duly authenticated by Regional Chief) confirming that the audit has been carried out as per scope of work/checklist and

audit reports have been prepared after discussion with the Regional Chief.

14. CA firm shall not disclose to any person the confidential information relating to the assignment or HUDCO's business or operations without prior permission of Head, Internal Audit Department, Head Office, New Delhi.
15. In case of any dispute between HUDCO and the CA Firm regarding the present assignment given to the CA Firm at Regional Office, the decision of the CMD, HUDCO shall be final and binding on all the parties.
16. The quotation is invited for the whole assignment as per the scope of work in brief enclosed and no part assignment shall be considered.
17. Internal Audit Department, Head Office has the right to replace CA firm if it is found that the reporting / certification is not of required standard.
18. The Risk Based Internal Audit is to be conducted with the highest standard of professional, ethical competence and integrity.
19. HUDCO shall have the right to terminate the contract forthwith by giving notice of 30 days at the address mentioned herein on failure to provide satisfactory service. The decision of HUDCO regarding dissatisfaction of services/delay/damages caused by CA Firm shall be final. Further in such an event, HUDCO shall have the right to forfeit the compensation for the contract and also recover damages without any further notice to CA Firm.
20. The detailed break up of scope of work will be provided to the shortlisted bidder at the time of award of contract after approval by the competent authority.
21. Technical Bid part of the Quotation will be opened on **18-06-2026**. Post which the Financial Bids of the short-listed firms on the basis of Technical Bids shall be opened as per GEM procedure.
22. All the disputes will be subject to Guwahati Jurisdiction only. Decision of Regional Head, HUDCO, Guwahati shall be final and binding on both the parties in respect of all matter of dispute arising out of this bid.
23. **All bidders to apply through GEM portal only. No bids in physical form shall be accepted.**
Thanking you

Yours faithfully,

For on behalf of HUDCO

Encl. as above

RISK BASED INTERNAL AUDIT PLAN FOR THE FINANCIAL YEAR 2026-27
PART-I

1. RISK BASED INTERNAL AUDIT TO BE CARRIED OUT ON QUARTERLY BASIS

A. Lending Operations

Sanction and Disbursements

- (a) Verify that Loan is sanctioned after receiving proper application, and due process of sanction is followed at RO and HO.
- (b) Verify that all statutory and regulatory compliances applicable to HUDCO as per the laid down policy have been undertaken, concerning with the loan sanctioned.
- (c) Verify that applicable charges and rate of interest is charged as per the guidelines and financing pattern, and the same are recovered during the course of repayment period or prior as per the applicability.
- (d) Verify that GST was correctly charged, as applicable, on various charges collected from borrower.
- (e) Verify that all legal documents are executed at the time of sanction.
- (f) Verify that releases are done after verifying the compliance of sanction conditions, obtaining financial & physical progress reports, site inspection reports, utilization certificates etc, as applicable, and ensuring that due process of release is followed as per the laid down procedure.
- (g) Verify that, waiver of loan documentation condition, Corporate Debt Restructuring/ Deferment/ Re-scheduling etc was done after obtaining the approval of Competent Authority.
- (h) Verify the calculation of demand dues of principal, interest & penal charges computed for the agencies, and also verify that the same was communicated timely and confirmation of balances were obtained at periodic intervals regularly.
- (i) Verify that valuation report of security was received timely from the borrowers and required steps including top up of security were taken timely in case of deterioration in value of security. Further, in case top up is not done, than necessary provision for unsecured/differential amount is done.
- (j) Verify that comprehensive implementation of, deferment/ amendment/ waiver in the loan card/ loan ledger, with respect to OTS/ DRP/ Decree of DRT/ DRAT/ CDR/, and reschedulement/ Curtailment of loan, was done as per amendment letter issued by RO in IGL and LMS module.
- (l) Verify that default/ NPA cases are being reviewed and followed up regularly by Default wing.
- (m) Verify that calculation for OTS has been done correctly as per the guideline and OTS was done only after obtaining the final approval of the Board.
- (n) Verify the data extracted from the General Ledger module matches with the project loan accounting module at the end of each quarter and ensure that the calculation of interest income and interest accrued is correct.
- (o) Verify that income accrued on NPA accounts is excluded from total income and income on NPA accounts is booked on actual/ realization basis.
- (p) Verify compliance in respect of Fair Practices Code, Most Important Terms & Conditions, Grievance Redressal Mechanism.

B. Cash and Bank

- a) Review all payments and receipts, if applicable.
- b) Review the accounts if any and its monitoring along with reconciliations wherever applicable.

C. Assets

- a) Review the record of assets at purchase and writing off, as per approval of the competent authority. Review that records are maintained and implemented in books as per policy.
- b) Review all advances, overdues, their recovery, and long pending entries.

D. Fixed Assets

- a) All purchases are as per regulatory directions (GFR rules 2017) and as per laid down policies, with safeguarding of assets (timely renewal of insurance) and real time record maintenance in FAR.
- b) Review of fixed assets (tangible and intangible) along with their capitalization on correct time/date, depreciation/amortization of assets and their disposal, lease rental against the leasehold properties, is as per policy and companies act 2013, wherever applicable.
- c) Review that the record register is maintained appropriately.

E. Liabilities

- a) Examine/review the necessary documents for timely payment by HO including MSME payments as per policy.

- b) Verify that documents for payments are forwarded to HO in accordance with the rules and orders governing them and wherever applicable the arithmetical calculations are correct.
- c) Final claims of employees accompanied with supporting documents are correctly paid by HO and over payment, if any, are dealt promptly to regularize the same. Recoveries/deductions wherever necessary are made from the bills and properly disclosed to HO.
- d) Verification of supporting documents of administration expenditure bills, staff advances, Festival Advances, Vehicle Advance, bills and other payments, sent to HO are checked and physical progress is ascertained, wherever required.

F. Income

Review that details of all sources of income (rental income, fees an commission income, sale of services, other income) have been sent to HO as per laid down policy and agreements executed.

G. Expenses

- a) Asses that the CSR policy is followed for sanction of the project and agreement is executed. Thereby, the fund disbursal proposal is sent to HO as per policy and compliance of sanction conditions.
- b) Review that all contracts for repairs & maintenance, legal and professional fees (Independently of HUDCO and other incurred on behalf of borrower), advertisement, publicity & sponsorship, are awarded as per latest regulatory directions (GFR rules 2017) and as per laid down policies, to eligible agencies and proposal for payment was sent to HO as per the job order and compliance of contract agreement along with certifications wherever required.
- c) Review that the due procedure was laid and followed and wherever required empanelment for services was done. Also review that the budget expenditure was framed timely and actual expenditure was done accordingly and as per approval of the competent authority.

H. Statutory Compliances

- a) Ensure compliances with respect to notices received for Income Tax Act'1961, GST Act '2017 etc.
- b) Verification of Quarterly/Half yearly/Annual Certificates if required by HO, to be submitted as per prescribed formats.

I. Payroll

- a) Review that all relevant supporting documents pertaining to TA/DA, loans and advances, other employee benefits, ets are sent to HO as per the latest policies.

J. Human Resources

- a) Review the compliance and updation of records as per HUDCO policy for employee separation, employee transfer, employee training, empanelment of hospitals/health centers and medical reimbursements. Ensure the supportings wherever required.

K. Information Technology

Review of administration and monitoring of information systems, data protection, physical security, business continuity, disaster recovery plan.

L. Legal

Review that panel of advocates is maintained as per eligibility criteria and assignments are allotted to them only. Performance of empanelled advocates is evaluated annually and incapable advocates are delisted.

M. Risk Management

- a) Ensure compliance as per the risk management framework/methodologies and risk mitigation measures are taken as per policy wherever required.
- b) Periodic risk categorization, risk rating etc, as per policy is done and forwarded to HO.

N. Fraud Monitoring

Review the timely monitoring and submission of returns of frauds, FIR registration, etc as per policy and regulatory requirements.

PART-II

INTERNAL FINANCIAL CONTROLS

- (a) To update the internal control flow charts as per updated policies.
- (b) To issue report on Internal Control deficiencies identified during the quarterly audit and suggest corrective measures.
- (c) To independently review and appraise the system of control throughout the year as per risk control matrices, mitigation plan prescribed in the various activities and recommend improvement to internal control. Facilitate in following good practice in managing risks efficiently.
- (d) Review of Test of Designs including addition/updation/modification of flow charts on annual basis.
- (e) Comment on the adequacy and effectiveness of Internal Financial Controls.
- (f) Compliance of advisories issued by Internal Audit Wing from time to time.
- (g) To give necessary guidance in response to statutory/government auditors' queries in regard to Internal Financial Controls and suggesting corrective action on the part of HUDCO.
- (h) Any other activity review/reporting necessary in connection with Internal financial Control not specified above.

PART-III

COMPLIANCE OF AUDIT OBSERVATIONS

- (a) 100% verification of all the activities/checkpoints as mentioned in Part-I and Part-II.
- (b) Compliance status of outstanding observations of previous audit reports and monitoring of prior audit issues along- with action taken report in the prescribed format,
- (c) The points mentioned in the scope are indicative in nature.
- (d) To suggest an addition in the areas required to be covered in the Risk Based Internal Audit Plan.

Format of Technical Bid

A.	Name and address of the Firm	:												
B.	Name and Detailed profile of Partners	:												
C.	Year of Establishment	:												
	Eligibility Criteria	:	Documents Required											
i)	The CA Firm should be a Partnership/Limited Liability Partnership (LLP) registered with the Institute of Chartered Accountants of India (ICAI) and should have minimum Five Years Standing.	:	Copy of the Certificate of Registration issued by ICAI											
ii)	(a) No. of Partners (Minimum three)	:	Details of Partners and their profile and experience to be provided.											
	(b) No. of Paid Assistants {qualified (CA/CMA)/ semi-qualified (CA/CMA-inter)} (minimum five)	:	List of Paid CAs and other qualified/semi-qualified staff along with the qualification and experience to be provided.											
	(c) No. of other supporting /employed Staff.	:	<table border="1"> <thead> <tr> <th>Name</th> <th>Qualified / Semi-Qualified</th> <th>Experience</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Qualified / Semi-Qualified	Experience								
Name	Qualified / Semi-Qualified	Experience												
iii)	Audit assignment carried out { as per point 3 (c) of the eligibility criteria of NIT} Details of assignment carried out-Internal Audit assignment/Statutory Audit in Branch Office/Head Office of at least two Public Sector Undertakings/ Public Sector Banks /Public Financial Institutions/Public Sector NBFCs in the last five Financial Years. (Assignment as stock Audit not to be considered).	:	Enclose copies of supporting documents/assignment letters.											
iv)	(a) The Firm should have its Local office in Guwahati	:	Copy of address proof and other details.											
	(b) Name/list of Partner and working staff available at Local office (at Guwahati)- (minimum 5 working staff including one partner and one qualified CA)	:	Details of Partners and working staff with their qualification to be provided.											
v)	ICAI Registration Certificate, PAN Card, GST Registration Certificate and MSME Certification (if applicable along with the TREDIS registration Certificate – if not available ,CA firm should comply with it before the contract is awarded)	:	Copy to be provided.											
vi)	Undertakings/Declarations	:	On the letterhead of the firm as mentioned at point no. 3 (g) of NIT.											

No. of enclosures:

Date:

Signature: Name of Authorized
Person with Stamp

Annexure-III

Financial Bid/Quotation

Activities	Professional Charges(Rs.)	GST as applicable	Total Annual Fee (inclusive of GST)
As per Scope of Work at Annexure-I indicated in the NIT			
Notes: 1. The fees quoted should be both in figures & words. 2. The payment of fees shall be made to the firm on completion of assignment as per the Scope of Work as under - On submission of report of First quarter - 15% On submission of report of Second quarter - 20% On submission of report of Third quarter - 20% On submission of report of Fourth quarter - 25% Balance 20% shall be released after audit of annual accounts by Statutory Auditors and issuance of Tax Audit Report. 3. Payment shall be made after deduction of TDS/applicable taxes, if any. 4. GST and other statutory taxes, if any, shall be payable as applicable over and above the fee quoted above. 5. The fee quoted above is all inclusive and no out of pocket of expenses shall be paid over and above. Further, no travelling expense shall be paid for visiting HUDCO's office in relation to the said assignment.			

**Signature: Name of Authorized
Person with Stamp**

Annexure-IV

(On Letter head of the Firm)

FORMAT FOR BID SECURITY DECLARATION

Whereas, I/We _____ (name of Bidder) have submitted bid for appointment of CA firm as an expert for carrying out Risk Based Internal Audit assignment including review and updation of Internal Financial Controls for Financial Year 2026-2027 at HUDCO GUWAHATI REGIONAL OFFICE (name of work). I/We hereby submit the following declaration in lieu of Bid Security.

- (1) If after the opening of tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in the tender document,
Or
- (2) If, after the award of work, I/we fail to sign the contract within 7 (seven)days of issuance of award letter,

I/we shall be suspended for one year and shall not be eligible to bid for tenders issued by HUDCO from date of issue of suspension order.

(Authorized Signatory)

Confidential

Risk Based Internal Audit (RBIA) Checklist of R.O.

Housing and Urban Development Corporation Ltd. (HUDCO)

(A Government of India Enterprise)

For the Period



Rating Model

Audit Area	Weighted score of total checks	Weighted score of N/A checks	Weighted score of test checked	Weighted score of passed checks	Weighted Score basis risk category
Loans Project	36.80	0.00	36.80	36.80	100.00
Loans Niwas	14.04	0.00	14.04	14.04	100.00
Cash & Bank	1.31	0.00	1.31	1.31	100.00
Assets	2.43	0.00	2.43	2.43	100.00
Fixed Assets	10.39	0.00	10.39	10.39	100.00
Liabilities	2.53	0.00	2.53	2.53	100.00
Income	4.49	0.00	4.49	4.49	100.00
Expenses	14.23	0.00	14.23	14.23	100.00
Payroll	2.81	0.00	2.81	2.81	100.00
Human Resource	4.12	0.00	4.12	4.12	100.00
Statutory Compliances	1.22	0.00	1.22	1.22	100.00
Information Technology	2.90	0.00	2.90	2.90	100.00
Legal	1.03	0.00	1.03	1.03	100.00
Fraud Monitoring	0.84	0.00	0.84	0.84	100.00
Risk Management	0.84	0.00	0.84	0.84	100.00
Total	100.00	0.00	100.00	100.00	100.00

Rating Matrix

Final Audit Score	Rating
> 75%	Low Risk
50% - 75%	Medium Risk
< 50%	High Risk

Risk Rating and Risk Trend

Overall Risk Rating	Low Risk			100.00
Previous Risk Rating	High Risk			
Risk Trend	Decreasing			

INSTRUCTIONS TO REGIONAL OFFICES FOR UPDATING THE RBIA EXCEL

1	The excel is divided department wise for HO/RO as per the work profile. Kindly enter the Regional Office name		
2	Worksheets are password protected. Attempt to tamper the worksheet shall result in inconsistent reporting of		
3	Each worksheet is having multiple checkpoints which have to be verified for compliance as per latest		
4	Entry only in 3 columns is to be done as mentioned below:		
	column	Adherence to compliance-	On its basis, option of Yes, No, Partial, NA is to be selected.
	column	Checkpoints failed-	
			If adherence to compliance is "yes"/"NA". Then enter '0', as no check has failed.
			If adherence to compliance is "No". Then enter 'the maximum no. of checkpoints in the left column which are to be tested. If 1 test was to be tested, then 1 checkpoint will fail, if it has not been complied with.
			If adherence to compliance is "Partial". Then enter 'the no. of checkpoints which have failed. In case of partial adherence, the checkpoints failed has to be mandatorily more than 0 and less than no. of tests tested in the left column.
	column	Audit Observation	
			If there is any non compliance, then mention in brief in excel/ mention annexure 1 and provide its detail in an annexure to the excel
5	After complying with above directions, overall risk rating of the quarter under audit will be automatically calculated in the risk rating sheet in cell D28		
	It is then required to manually enter the risk rating of the previous quarter in the cell D29. This entry will compare the risk trend with the previous quarter and update the trend of risk being increasing, decreasing or stable.		

Audit Area	Key-Activities	Sub-Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/NA/P)	Total checks to be tested	Checks NA	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of NA checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-SA-1	Verify that loan application was received in the prescribed format along with KYC, CKYC (legal entity form duly filled), CKYC no., relevant supporting documents and documentation charges, if applicable.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-CAP-2	Verify that Regional Head (RH) had nominated the Project and Finance Officers for preliminary examination of scheme/proposal within the prescribed timelines and received the basic documents if scheme was acceptable for registration.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-CAP-3	Verify that Law Officer was nominated for new agency by the Regional Chief/HD within the prescribed timelines.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-CAP-4	Verify that the eligibility of proposal for HUDCO funding was evaluated by the appraisal team timely.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-CAP-5	Verify that the proposal was evaluated for HUDCO funding on following aspects: # the proposed scheme was eligible for funding as per HUDCO mandate. # the agency was eligible to raise loan from HUDCO as per its MoA/Constitution.	Credit Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-CAP-6	Verify that compliance of KYC/CKYC / FIML guidelines / issued by RBI and HUDCO from time to time and directives of the agency are not in UI. Sanction list was ensured for loan applications received for Project Loans and the certificate to the effect was furnished as per timelines.	Regulatory Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-CAP-7	Verify that LE (Legal Entity Identifier) No was obtained, if applicable and its validity was ensured.	Regulatory Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-8	(i) Verify that loan was sanctioned to only eligible borrowers for eligible scheme, after comprehensive evaluation of eligibility criteria as per guidelines. (ii) Verify that appraisal report was prepared correctly/comprehensively in all respect and in conformity with the facts given in various documents submitted by the borrower. (iii) Verify that the appraisal report was accepted and approved by the competent authority.	Credit Risk	High		3	0	3		3	0.28	0.84	0.00	0.84	0.84		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-9	Verify that the credit risk rating and risk categorization was assigned by the Appraisal team in accordance with the defined framework.	Credit Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-10	Verify that the Resolution was passed by the Board of Directors of the borrower to borrow from HUDCO.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-11	Verify that the certificate from statutory auditors of borrower was obtained confirming that the borrowings are within the limit as per the relevant provisions of Companies Act, 2013, wherever applicable.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-12	Verify that the financial indicators (financial ratios) i.e. Net Worth, Internal Rate of Return, Fixed Assets Coverage Ratio, Debt Servicing Coverage Ratio, Pay Back Period, Debt Equity Ratio, etc. of project and/or borrower, as applicable to the category of loan, are/were within the norms as applicable.	Credit Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-13	Verify that the response to similar individual agency is within the normal limit prescribed by RBI/BIH/ HUDCO.	Credit Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-14	Verify that the promoter's contribution is as per the norms.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-15	Verify that security/ guarantee proposed by the agency is as per the prescribed guidelines of HUDCO.	Credit Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-16	Verify that loan scheme was sanctioned in line with prescribed financing pattern/CFR/CRDP committee to ensure that financing was within the pre-specified limit as per sectoral guidelines and there was no overfinancing.	Credit Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-FAP-17	(i)Verify that applicable rate of interest as per financing pattern /CFR/CRDP committee is charged from the borrower. (ii)Verify that in case of consortium funding, HUDCO follows the Lead Lender; however, as part of due diligence, HUDCO to appraise the project and ensure necessary safeguards to protect HUDCO's interest and deviations, if any, to be got approved from the competent authority. Further, verify that all the consortium meetings are attended by HUDCO official, which are minutes and duly approved by the competent authority and all the applications/charges are received timely and is in sync with other consortium partners.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-SL-18	# For sanction at RO 1) Verify that appraisal report is prepared by Appraisal Team and approved by Regional Head. # For sanction at HO 1) Verify that appraisal report is prepared by appraisal team of RO officials, controlled by RH. 2) Verify that appraisal report alongwith recommendation of RH is sent to HO/EDO. 3) Verify that after updation if any by operations wing, the proposal is put up for consideration of PAC. 4) Verify that PAC is constituted as per prevailing guidelines. 5) Verify that PAC minutes, PAC agenda and Appraisal Report are put up to DCP / LC wing.	Operational Risk	High		6	0	6		6	0.28	1.69	0.00	1.69	1.69		
Loans Project	Pre - Sanction Requirements / Appraisal Process	Pre - Sanction Requirements / Appraisal Process	LP-SL-19	#Process for Sanction by Sanctioning Authority 1) Verify that sanction role is set up to Committee of Directors and CMD as per delegated powers along with PAC minutes, PAC agenda and additional conditions of LC/DP/DCP, CRD, if any. 2) Verify that Board Note is put up to Board as per delegation and for deviations, along with PAC minutes, PAC agenda and additional conditions of LC/DP/DCP, CRD, if any. 3) Verify that the minutes are issued by Competent Secretary.	Operational Risk	High		3	0	3		3	0.28	0.84	0.00	0.84	0.84		
Loans Project	Post Sanction Process	Post Sanction Process	LP-PSSL-20	Verify that sanction letter was sent to borrower's agency within 2 days of approval of loan proposal.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19		
Loans Project	Post Sanction Process	Post Sanction Process	LP-PSSL-21	(i) Verify that all terms & conditions and documents required to be completed are submitted by the borrower were adequately stipulated in the sanction letter. (ii) Verify that sanction letter does have standard and other conditions as approved and conditions as included therein are not in deviation with the standard sanction letter. (iii) Verify that the sanction letter issued to the agency was duly prepared and approved by the Operations Wing at HO.	Operational Risk	High		3	0	3		3	0.28	0.84	0.00	0.84	0.84		
Loans Project	Post Sanction Process	Post Sanction Process	LP-PSSL-22	Verify that sanction data is fed in LOS ERP module from where unique scheme no. is generated.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Post Sanction Process	Post Sanction Process	LP-TDCR-23	(i) Verify that outside agency empowered advocate was hired for vetting of the deed of mortgaged property to ensure that the mortgaged property is registered with appropriate authority in the name of borrower/ guarantor. (ii) Verify that various documents were verified by Law wing at RO/HD before disbursement of loan.	Credit Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Loans Project	Post Sanction Process	Post Sanction Process	LP-TDCR-24	Verify that the Title Investigation/Con-Search Report OR Title Search Report OR Non-Encumbrance Certificate (if applicable) is obtained from the empowered Lawyer/ concerned Sub-Registrar for establishing clear and unobscured title of the property, mortgaged.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Post Sanction Process	Post Sanction Process	LP-TDCR-25	Verify that law wing has reviewed from CERSAL, the non-existence of any other loans on mortgaged property by the borrower.	Credit Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Post Sanction Process	Post Sanction Process	LP-ELSD-26	Verify that execution of loan and security documents was done post sanction as per guidelines/sanction letter.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Post Sanction Process	Post Sanction Process	LP-ELSD-27	Verify that there are proper title documents for creation of security and HUDCO's charge was registered with ROC, in accordance with the requirements of Section 17 of Companies Act, 2013 (Mortgage and Hypothecation of Property), wherever applicable. Further, verify the status of registration of charge from the CERSAL portal, if applicable.	Credit Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Post Sanction Process	Post Sanction Process	LP-ELSD-28	(i) Verify that the loan was sanctioned to Corporation/ Urban Local Body/ Agency after ensuring the government approval, permission to mortgage in case level land & buildings is processed to be mortgaged as security government approval for taking up the scheme and the budgetary provision for repayment, wherever applicable.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Post Sanction Process	Post Sanction Process	LP-ELSD-29	Verify that the structured escrow mechanism against identified receivables as per norms and the interest escrow account, wherever applicable, has been identified properly keeping in view the main collection account of the borrower.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		

Loans Project	Post Sanction Process	Post Sanction Process	LP-IMP-30	Verify that mortgaged property was got valued from an empowered valuer at the cost of the borrower (not less than 5 years for standard loans, usually asset is doubtful or substandard for more than 6 months). No valuation revision is allowed from commission to done.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-IMP-31	Verify that mortgaged property was valued by 2 empowered valuers in case its value exceeds Rs. 50 or and above and valuation difference is more than 25% then a third valuer to be appointed and Committee be constituted at the Regional Office by the Regional Chief/Regional Head.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-IMP-32	i) Check that the panel of valuers is maintained. And they are empowered following the defined process. ii) Check that empowered valuers satisfies the eligibility criteria as per HUDCO norms and shall have post Registration experience as per consulting valuer for a period of not less than five years for reputed clients (P&L, D&V), etc. iii) Check that the quotations are invited from all empowered valuers only and given to valuer who has quoted lowest fees. iv) Check that the performance of empowered valuers is evaluated every 2 years and incapable valuers are deleted from the panel.	Operational Risk	High	4	0	4	4	0.28	1.12	0.00	1.12	1.12
Loans Project	Post Sanction Process	Post Sanction Process	LP-IMP-33	i) Verify that valuation reports were received timely, reviewed and accepted/approved by the competent authority. ii) Check that the valuer gives the signed report along with a signed professional certificate within the timelines and also capture the geo tagging of the property. iii) Verify that if it is found that the value of the mortgage/hypothecated properties has depreciated then, the Borrower, on receipt of a written request from HUDCO, shall provide additional security of mortgage/hypothecation of immovable/valuable properties satisfactory to HUDCO at Borrower's cost. Valuation adopted should be the lowest of the market value, realizable value and distress sale value.	Operational Risk	High	3	0	3	3	0.28	0.84	0.00	0.84	0.84
Loans Project	Post Sanction Process	Post Sanction Process	LP-IMP-34	Verify that effective monitoring mechanism is in place for valuation of security on regular basis and top up of security is taken, if required.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-IMP-35	Verify that insurance policy for mortgaged property was taken in the joint names of the Company and borrower. Also, verify the value of the policy vis-a-vis cost of the project and tenure of the policy vis-a-vis repayment tenure.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-IMP-36	Verify that insurance policy for mortgaged property was renewed timely in the joint name.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-IMP-37	Verify that insurance of project property mortgaged is as per LMC guidelines.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-CSD-38	Verify that original security and other documents are kept in fire proof vault at RO under the safe custody of officer nominated by Risk/Ag officer.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-CSD-39	Verify that register recording the details of security documents kept in fire proof vault was maintained for monitoring the documents.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-LC-40	Verify that loan documentation and other charges such as application fee, front-end-fee/ Research and Development (RAD), wherever applicable were correctly charged and reconstituted as per guidelines and in reference to the loan agreement and financing pattern/CORP/NCORSP committee.	Operational Risk	Medium	1	0	1	1	0.10	0.10	0.00	0.10	0.10
Loans Project	Post Sanction Process	Post Sanction Process	LP-LC-41	Verify that GST was correctly charged as applicable on various charges collected from borrower.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Post Sanction Process	Post Sanction Process	LP-LC-42	Verify that waiver of loan sanction conditions and other charges was done as per delegated powers/Board of Directors	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-FSD-43	Verify that funds were released after the receipt of written request from the agency.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-FSD-44	(i)Verify that before considering the release of 1st instalment, RO has forwarded all loan documents including Security Requirement mechanism, loan agreement etc. and compliance of sanction conditions, duly certified by Regional Head (RH) for verification by Operations Wing (Project and Finance), Law Wing and Loan Concurrence Department as per extant HUDCO guidelines (1st Audit Committee directions). (ii)Verify that the structured escrow mechanism against identified receivables is as per norms and the default escrow account, wherever applicable, has been identified properly keeping in view the main collection account of the borrower and the agreement has been made as per guidelines or as approved by the competent authority. (iii) Verify that DCCO and DCO is as per the loan agreement and changes if any are done as per RIB/HUDCO guidelines after approval by the competent Authority.	Operational Risk	High	3	0	3	3	0.28	0.84	0.00	0.84	0.84
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-FSD-45	Verify that if 1st disbursement was made pending compliance of sanction conditions related to Security or Requirement Mechanism, the same was verified by HD before respective release and due approval was taken from the competent authority as per guidelines.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-FSD-46	(i)As per the release process configured in ERP system, default checkers is done at every stage by the system automatically. Verify that RO has sent loan release request to Banking Division/ C&D Wing through ERP system through Operations Wing after ensuring that the agency is not in default/RO to ensure that Escrow/Project dedicated account/ Bank details were forwarded to Banking division. (ii) Verify that the rate of interest is as per applicable Financing Pattern/CORP/NCORSP committee applicable on date of release of loan. (iii) Verify that progress reports (physical and financial progress) and fund utilisation was received timely from the borrower and verify their authenticity and correctness as per loan sanction terms. The cases where- ever utilisation was not as per guidelines were reported and necessary recourse was undertaken.	Operational Risk	High	2	0	2	2	0.28	0.56	0.00	0.56	0.56
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-PRC-47	(i) Verify the supporting documents received with the utilization certificate to ensure the genuine incurrence and reporting of expense. (ii) Verify that subsequent disbursements were made only after proper verification of progress report (physical and financial progress) site inspection, if any, and funds utilization certificate upto last release fund submitted by the borrower. And also Verify that risk categorization of borrower is being done half yearly or as mandated by RH.	Operational Risk	High	3	0	3	3	0.28	0.84	0.00	0.84	0.84
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-SI-48	Verify that site inspection was done by technical team as per approved schedule and sanction terms and conditions.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-SI-49	Verify that site inspection report was prepared timely i.e. immediately after return from inspection and approved by competent authority.	Operational Risk	Medium	1	0	1	1	0.10	0.10	0.00	0.10	0.10
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-SI-50	Verify that site inspection report was prepared by technical team and was accepted before each disbursement of funds to borrower.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-SI-51	Verify that completion certificate was obtained timely from the borrower on completion of project.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	First / Subsequent Disbursement	LP-RC-52	Verify that processing charges were recovered/ deducted from the first disbursement (if applicable), where it is explicitly mentioned in the sanction terms at the request of the borrower.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	Monitoring Repayments	LP-CL-53	Verify that RO generates demand letters from the system and sent timely to the borrowers i.e. before the due date of repayment of loan.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	Monitoring Repayments	LP-MRP-54	Verify that effective monitoring of loan accounts is done to ensure timely receipt of repayments as per repayment schedule.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	Monitoring Repayments	LP-MRP-55	Verify that repayments are made by the borrowers timely, in accordance with sanction terms.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	Monitoring Repayments	LP-MRP-56	Verify that repayments are correctly appropriated to various agencies.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	First / Subsequent Disbursement	Monitoring Repayments	LP-MRP-57	Verify that repayments were reconciled with loan ledgers/ bank statements and books of accounts to ensure its correctness.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Monitoring Repayments	Monitoring Repayments	LP-RI-58	Verify that penal interest/ other charges were correctly charged as per sanction terms/ policy in case of delay/of/ untimely repayments by the borrowers/ agencies.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28
Loans Project	Monitoring Repayments	Monitoring Repayments	LP-PP-59	Verify that prepayment charges were charged from borrower/ agencies in accordance with sanction terms and as per guidelines in case of prepayment of loan, except where prepayment charges are explicitly exempted.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28

Loans Project	Monitoring Repayments	Loan Accounting	LPLC-60	Verify that loan card was prepared/generated at the time of first disbursement.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Monitoring Repayments	Loan Accounting	LPLC-61	Verify that details of borrower, principal repayment, interest category & subcategory that, asset classification and disbursement schedule were correctly mentioned in the loan card.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Monitoring Repayments	Loan Accounting	LPLC-62	Verify the correct classification of assets/ loan like Housing Boards, Private, NGOs, Co-operative, State Government, Municipal Corporations, etc. and Housing & Non Housing in respect of Project loans sanctioned during the financial year at the time of creation of loan card.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Monitoring Repayments	Loan Accounting	LPRC-63	(i) Verify that interest was revised timely on account of revision in financing pattern/ CORFNCCORBP committee, weighted average rate, special rates as subordinated and subordinated rates falling due on completion of specified period as per applicability of 1yr/3 yr fix / floating rates or financing pattern. (ii) Verify the calculation of interest & penal interest levied on the agencies. (iii) Verify in case of loan released in consortium funded project, date of release, amount and rate of interest is as per terms of Consortium Loan Agreement (CLA) Inter Credit Arrangement (ICAA) consortium partners / Hubco guidelines and any changes in rate of interest CDD, or others are updated timely on the basis of written communication from consortium leader.	Operational Risk	High		3	0	3		3	0.28	0.84	0.00	0.84	0.84		
Loans Project	Monitoring Repayments	Loan Accounting	LP-ALA-64	Verify that comprehensive implementation of delinquency/ amendments/ waiver in the loan card/ new loan card/ loan ledger with respect to OTS/ DRP/ Decrease of DRT/ DRAT/ CDR/ Restructuring/ Deferral/ Reschedule/ Cancellation of loan was done as per amendment letter issued by RO and also its correct accounting in the books.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Loan Accounting	LP-NPA-65	(a) Verify that RO has checked NPA classification. (b) Verify that valuation report of security was received timely from the borrowers and required steps including top up of security were taken timely in case of deterioration in value of security.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Loans Project	Loan Accounting	Loan Accounting	LPRC-66	Verify that balance confirmations have been duly called and received from the borrowers/ agencies not in litigation, on quarterly basis.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Loan Accounting	LPRC-67	Review the balance in confirmations received vis-à-vis balances as per HEDCO's books and verify that differences, if any, have been appropriately dealt with.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Loan Accounting	LPRC-68	Verify that charges such as delinquency charges, prepayment charges, commitment charges, conversion charges, fee charges as per financing pattern (presently @0.25% for Stage I and 0.35% for Stage III), applicable as per guidelines/ norms, were recovered along with applicable GST therein and penal charges levied on utilised loan amounts, wherever applicable are recovered.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Loan Accounting	LPRC-69	Verify that accounting of Corporate Debt/ Restructuring/ Deferral/ Re-scheduling and waiver implemented during the year correctly as per applicable norms.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Loan Accounting	LPRC-70	Verify that charges/ fees were recovered as per terms of CLA/ ICA or any other agreement in case of consortium funded projects and these charges were accounted correctly in the books.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Release of Security	LPLR-71	(i) Verify that loan was recalled as per terms and conditions as contained in the loan agreement. (ii) Verify that loan recall notice was implemented in loan card based on the recall notice issued by RO and verify its accounting entries.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Loans Project	Loan Accounting	Release of Security	LPR-72	Verify that RO has released the security after verification that there are no pending dues recoverable and accounts of the agencies are reconciled with the loan accounting software of HEDCO in consultation with the Loan Accounts wing at HO.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Release of Security	LPR-73	Ensure that Pre-Audit before taking legal recourse before Court/Tribunal has been done and ensure that all the supporting documents required for conducting the pre-audit of accounts have been submitted.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Release of Security	LPR-74	i) Verify that audit observations if any by internal auditor of RO/HO/CDD/ having financial regulation are duly addressed. ii) Verify that legal expenses/ other expenses/ charges have been recovered from the agency as per terms conditions of sanction letter and loan agreement.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Loans Project	Loan Accounting	Release of Security	LPR-75	Verify that the agency/ borrower's correct latest dues have been incorporated in Original Application (OA) when taking legal action against the agency.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loan Accounting	Release of Security	LPR-76	Verify that the compliance with all pre-audit observations, if any, was done resolved before release of security/ before initiation of legal action by RO.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Release of Security	Release of Security	LPR-77	Verify that the security was released to the borrower of the person authorized by the borrower.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Release of Security	Release of Security	LPR-78	Verify that acknowledgment for receipt of security was duly obtained from the borrower at the time of release of security to avoid dispute and the entry has been released from CERSA and ROC.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Release of Security	Release of Security	LPR-79	Verify that the original movable/ immovable property documents and charges registered with any registry are released/ retrieved within 30 days after full repayment/ settlement of the loan account.	Regulatory Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Release of Security	NPA Management	LP-NPA-80	(i) Verify that default NPA cases are being reviewed and followed up regularly regularly and minutes were uploaded in the online entry system from time to time. (ii) Verify that potential NPAs are tracked regularly and remedial action taken.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Loans Project	Release of Security	NPA Management	LP-NPA-81	Verify that DMRC meetings were held regularly every month as per guidelines at RO to discuss the status of Potential NPA/ NPA accounts.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Release of Security	NPA Management	LP-NPA-82	Verify that default cases were reviewed and minutes were sent by RO to HO from time to time.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		

Loans Project	Release of Security	NPA Management	LP-NPA-83	Verify that the report on potential default/ NPA accounts and their status was timely shared with the management.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Release of Security	NPA Management	LP-NPA-84	Verify that RO has taken necessary action for recovery/ reduction in NPA accounts.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Release of Security	NPA Management	LP-LFC-85	(i) Verify that legal case was filed in Default/ NPA cases after completion of specified period, as per guidelines and ensure that timely follow ups was done and necessary actions were taken. (ii) FIR has been lodged timely in all fraud cases. Obtain the copy of the same.	Operational Risk	High	2	0	2	2	0.28	0.56	0.00	0.56	0.56	Legal case against JKCCHC has been filed since 13/03/2008.	
Loans Project	NPA Management	NPA Management	LP-LFC-86	Verify that report of fraud cases was shared correctly by RO quarterly with Risk Management of H.O. for its onward submission to RBI in prescribed format. And in case of fresh fraud cases, report should be sent on immediate basis for further submission to RBI.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	NPA Management	NPA Management	LP-INPA-87	(i) Ensure timely execution of decrees given by the court. (ii) Review the progress of declared/ identified fraud cases.	Operational Risk	High	2	0	2	2	0.28	0.56	0.00	0.56	0.56		
Loans Project	NPA Management	NPA Management	LP-WD-88	(i) Verify that updated list of willful defaulter, as declared by RBI, is held on records and borrowers credit rating is checked from CIBIL. (ii) Verify that compliance with internal circulars issued by HUDCO regarding willful defaulters was ensured.	Operational Risk	High	2	0	2	2	0.28	0.56	0.00	0.56	0.56		
Loans Project	NPA Management	Controls over Escrow Account	LP-CEA-89	Verify that adequate control over Escrow account of various borrowers is in place to ensure its effective monitoring. Further, verify that relevant terms & conditions for Escrow account have been complied with.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	NPA Management	One Time Settlement	LP-OTS-90	Verify that calculation for OTS has been done correctly as per the guidelines.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	NPA Management	One Time Settlement	LP-OTS-91	Verify that OTS was done only after obtaining the final approval of the Board.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	NPA Management	Interest Income on Loans	LP-IL-92	Verify that receipt of repayments were: # correctly appropriated towards principal and interest, and # interest income correctly booked in books of accounts in HO.	Operational Risk	High	2	0	2	2	0.28	0.56	0.00	0.56	0.56		
Loans Project	NPA Management	KFW Scheme	LP-KFW-93	Verify that the grant assistance was provided for the scheme approved by the State Government and its implementing agency is eligible under its constitution and is nominated by the State Government.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	NPA Management	KFW Scheme	LP-KFW-94	Verify that the grant assistance was provided for the eligible component within the limits, as prescribed in guidelines.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Controls over Escrow Accounts	KFW Scheme	LP-KFW-95	Verify that the Grant Agreement was executed with the agency and the grant was released by following the procedures defined in the guidelines.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	One Time Settlement	KFW Scheme	LP-KFW-96	Verify that the pre-condition of matching concept, as prescribed in the guidelines, from the State Government or implementing agencies, as the case may be, has been fulfilled.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	One Time Settlement	KFW Scheme	LP-KFW-97	Verify that the grant assistance was released after obtaining the approval from HO.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Interest Income on Loans	KFW Scheme	LP-KFW-98	(i) Verify that the subsequent installment(s) have been released after receipt of utilization certificate in support of grants earlier released and ensuring the physical and financial progress.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Loans Project	Loans Project	Loans Project	LP-Comp-1	Verify compliance in respect of Fair Practices Code, Most Important Terms & Conditions, Grievance Redressal Mechanism	Regulatory Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28		
Total							133	0	133	27.28	36.80	0.00	36.80	36.80			

Audit Area	Key-Activities	Sub-Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/N/A/P)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Loan News	Pre-sanction Requirements / Appraisal process	LNAP-101	LNAP-101	Verify that KYC/KYC/PML guidelines issued by the Company/ RBI were duly complied with and KYC documents were obtained from the borrower as per guidelines. Further, verify that it was checked that the borrower is not on L1 sanction list.	Regulatory Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loan News	Post Sanction process	LNAP-114	LNAP-114	Verify that valuation reports from the valuers were received timely and were reviewed and accepted/ approved by the competent authority.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loan News	Post Sanction process	LNAP-115	LNAP-115	Verify that insurance policy for mortgaged property was assigned in the name of Mutoos and also verify its adequacy in terms of value and tenure.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loan News	Post Sanction process	LNAP-116	LNAP-116	Verify that insurance policy for mortgaged property was renewed timely and renewed policy is assigned in the name of Mutoos.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loan News	Post Sanction process	LNAP-117	LNAP-117	Verify that insurance of mortgaged property is as per LMC/ HLEDDO News guidelines.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loan News	Post Sanction process	LNAP-118	LNAP-118	Verify that original security documents are kept in file proof vault at R.O level (in safe custody of law officer/authorized officer as per LMC guidelines).	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loan News	Post Sanction process	LNAP-119	LNAP-119	Verify that register recording the details of security documents kept in file proof vault was maintained to monitor the documents and was up to date.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Loan News	Monitoring Repayments	LNAP-128	LNAP-128	(i) Verify that EMI schedule, as generated from the system was correctly and timely intimated to the borrower. (ii) Verify that repayments of loan is done by the borrower timely within due date and verify the repayments with respect to amount received, actual date of receipt/ credit of payments received from the borrower from the bank statement.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		

Loan News	Monitoring Repayments	LNAP-129	LNAP-129	(i) Verify that 2 cheques were collected from the borrower in case NACH option was selected for payment of EMI. (ii) Verify that NACH application has been timely forwarded to the bank.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Loan News	Monitoring Repayments	LNAP-130	LNAP-130	Verify that the approved deduction at source letter was received from the borrower's employer and EMI was received timely.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Monitoring Repayments	LNAP-131	LNAP-131	Verify that the payments received through ECS and the PSD's received earlier have been converted to NACH.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Monitoring Repayments	LNAP-132	LNAP-132	Verify that default report was generated regularly and correctly from the system listing out the EMIs of all the borrowers who are in default.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Monitoring Repayments	LNAP-133	LNAP-133	Verify that borrower, in case of default, was informed telephonically and then through personal visit to pay the EMI.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Monitoring Repayments	LNAP-134	LNAP-134	Verify that legal notice was issued to all the borrowers who were in default immediately after the receipt of case by legal executive.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Loan Accounting	LNAP-135	LNAP-135	Verify that ledger account and repayment schedule of the borrower was prepared at the time of first disbursement recording the details of the borrower.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Loan Accounting	LNAP-136	LNAP-136	(i) Verify that repayment is received from the borrower as per the schedule and entries are posted in HCRSYS and is duly reconciled. Further, the same matches with entries in IGL module of ERP posted at HO level. (ii) Verify bank reconciliation and monthly cumulative reports are generated periodically from the HCRSYS system and are duly verified.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Loan News	Loan Accounting	LNAP-137	LNAP-137	Verify that interest reset in case of fixed rate floating rate interest loans was done as per agreement/financing pattern.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Loan Accounting	LNAP-138	LNAP-138	(a) Verify that RCI has checked Default/NPA classification of borrower's accounts as per extant normal guidelines of RBI, operated through automated system (HCRSYS). (b) Verify that in case of multiple loans of single borrower, the assets classification in all loans is same and provided at the highest provision rate in case of NPA.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Loan News	Loan Accounting	LNAP-139	LNAP-139	(c) Verify that valuation report of security was received timely from the borrower and required steps including top up of security were taken timely in case of deterioration in value of security.	Credit Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Loan Accounting	LNAP-140	LNAP-140	Verify that loan recall notice was implemented in loan ledger of the borrower based on loan recall notice issued by RO and verify its accounting entries.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Settlement of loan	LNAP-141	LNAP-141	Verify that security was released after verification of status of date of the borrower.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Settlement of loan	LNAP-142	LNAP-142	Verify that security was released to the borrower or the person authorized by the borrower. Further verify that acknowledgment for receipt of security was duly obtained from the borrower at the time of release of security for documentation and to avoid dispute.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Settlement of loan	LNAP-143	LNAP-143	Verify that the original movable / immovable property documents and charges registered with any registry are released/returned within a period of 30 days after full repayment/ settlement of the loan account.	Regulatory Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	NPA Management	LNAP-144	LNAP-144	Verify that updated report on potential DNR cases was shared with the managers and the status of NPA cases was updated for RCI.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	NPA Management	LNAP-145	LNAP-145	Verify that DMRG meetings were held regularly every month as per guidelines at each B.C.O. to discuss the status of Potential NPA NPA accounts.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	NPA Management	LNAP-146	LNAP-146	(i) Verify that default cases were reviewed and minutes of default recovery were sent to HO from time to time.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Loan News	NPA Management	LNAP-147	LNAP-147	(ii) Verify that action under 13B of Negotiable Instrument Act, filing of suit and criminal cases including SARFESI Act was taken, whenever applicable.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	NPA Management	LNAP-148	LNAP-148	(iii) Verify that legal case was filed in District NPA cases after completion of specified period, as per guidelines and ensure that timely follow up was done and necessary actions were taken.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Loan News	NPA Management	LNAP-149	LNAP-149	(i) Ensure timely execution of decrees given by the court. (ii) Review the progress of declared/ identified fraud cases.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Loan News	NPA Management	LNAP-150	LNAP-150	Verify that updated list of willful defaulter, as declared by RBI, is held on record and borrower's credit score is checked from CIBIL.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Loan News	NPA Management	LNAP-151	LNAP-151	Verify that OTG has been correctly calculated as per last down guidelines.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	NPA Management	LNAP-152	LNAP-152	Verify that OTG was done after obtaining the account of RCI.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	NPA Management	LNAP-153	LNAP-153	Verify that OTG Amendment/ Overhaul Restructuring/ Cancellation of loan was comprehensively implemented as per amendment letter issued by RCI and was accounted correctly in the books.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Income from Loans	LNAP-154	LNAP-154	Verify that interest and accrued interest was correctly calculated and accounted every month based on report run from the HCRSYS/ ERP system.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Income from Loans	LNAP-155	LNAP-155	(i) Verify that income accrued on NPA accounts is excluded from total income and income on NPA accounts is booked on actual realization basis. (ii) Verify that interest was correctly posted in ledger of the borrowers. (iii) Verify that interest and interest accrual matches with entries in IGL module of ERP posted at HO level.	Operational Risk	High		3	0	3		3	0.28	0.84	0.00	0.84	0.84
Loan News	Income from Loans	LNAP-156	LNAP-156	(i) Verify that penal interest and compound interest were calculated and reported as per sanction terms/ postal norms in case of delayed/ arrears/ repayments by the borrowers. (ii) Verify that penal interest accrual matches with entries in IGL module of ERP posted at HO level.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Loan News	Income from Loans	LNAP-157	LNAP-157	Verify that various charges such as conversion charges (reast charges), adhoc fees, legal fees, bank charges, applicable as per guidelines norms were recovered along with applicable GST thereon and were accounted properly.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28
Loan News	Income from Loans	LNAP-158	LNAP-158	(i) Verify that receipts were recorded in the system correctly. (ii) Verify that financial entries for receipts was passed in the books of accounts correctly.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56
Total								50	0	50	0	50	16.67	16.64	0	16.64	16.64

Audit Area	Activities	Ref. No.	Checkpoints/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/N/A/P)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Cash & Bank	Bank Receipt	CB-BR-1	Verify that the NACH instruction/ cheque (if any) is deposited timely in the bank from the date of its receipt and also the cheques were cleared timely after its deposit in bank.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Cash & Bank	Recoupment of Corporate Card	CB-RCC-2	i) Verify that the preloaded corporate card is issued to RO, as per the approved amount by the competent authority. ii) Verify that the corporate card is reloaded after the expenditure details are reviewed.	Operational Risk	Low		2	0	2		2	0.09	0.19	0.00	0.19	0.19		
Cash & Bank	Opening & Closing of Bank Accounts	CB-BA-3	Verify that bank accounts were opened/ closed after obtaining the approval of competent authority and documentation of reason thereof.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Cash & Bank	Monitoring of funds held in bank account	CB-MBA-4	Verify that inoperative bank account has been closed after review of its requirement and if not closed then only minimum balance is maintained.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Cash & Bank	Monitoring of funds held in bank account	CB-MBA-5	Verify that RO regularly reviews the fund received, if any, due to the receipt of rental income, consultancy income, etc. and the same is remitted to H.O.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
	Total						6	0	6	0	6	1.22	1.31	0.00	1.31	1.31		

Audit Area	Activities	Ref. No.	Checkpoints/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/NA/P)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Assets	Receivables	CB-R-3	(i) Verify that receivable are regularly reviewed and tested for impairment and loss expected and the same is booked as per the accounting policy of the Company. (ii) Report the party accounts with major, long overdue advances, if any.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Assets	Receivables	CB-R-4	Verify that receivables were written-off after obtaining the approval from competent authority and after making proper documentation for all the available options that have been exhausted.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Assets	Receivables	CB-R-5	Verify that balance confirmations have been received from parties on quarterly basis and discrepancies in balance confirmation received, if any, were duly reconciled and required adjustments were made.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Assets	Receivables	CB-R-6	Verify that information is HD for making the full provision towards doubtful debtors/ receivables and advances which are outstanding for more than three years.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Assets	Other Assets	CB-OA-6	Verify that advances are monitored on quarterly basis and follow-up has been done for all advances due for recovery. Report the party accounts with major, long overdue advances, if any.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Assets	Other Assets	CB-OA-7	Verify that ROlaw wing regularly follow ups with respective advocate for spoils in legal cases, hearings due and its outcome to ensure effective monitoring.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Assets	Other Assets	CB-OA-8	Verify that regular follow up has been done with government/ tax authorities for refund of advances as and when the purpose for which it was given has been fulfilled.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19		
Assets	Other Assets	CB-OA-9	Report the long pending entries in various asset account heads.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Total							9	0	9	0	9	2.15	2.43	0.00	2.43	2.43		

Audit Area	Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/NAP)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-1	Check that: i) The fixed assets were purchased from available capex budget. ii) The approval of competent authority was obtained. iii) The defined process for acquisition of fixed assets was followed	Operational Risk	High		3	0	3		3	0.28	0.84	0.00	0.84	0.84		
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-2	Verify that the fixed asset was correctly capitalized on correct date i.e. when asset was put to use.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-3	In case of online bidding and reverse auction (through GeM portal), check that: (i) The comparative statement was correctly prepared and financial concurrence was obtained as per the delegated powers. (ii) Ensure that purchase was done from L1 party who satisfies the eligibility criteria.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-4	Verify that assets have been purchased as per Purchase manual/ GEM portal in compliance of General Financial Rules, 2017, read with the rules amended from time to time. If not, then the reason has been recorded and duly approved by HOD before the purchase of assets.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-5	Verify the acquisition of new assets and improvements to existing assets from supporting documents such as job orders, invoices, Material Receiving Reports (MRR).	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-6	(i) Verify that asset code (Unique ID's) was allotted to all the fixed assets on their receipt. (ii) Ensure that the asset code list is maintained for recording the Unique IDs of assets and the list is updated on real time basis.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-7	Verify that categorization of assets has been done to proper heads of account.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-8	Verify that assets are safeguarded for risk by way of insurance, AMC etc such as lost, stolen, destroyed or temporarily diverted. Ensure that no assets were allowed to be moved out from HUDCO campus without a gate pass.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Acquisition of Fixed Assets	FA-AFA-9	Verify that investment property held for rental income or capital appreciation are classified as 'Investment property'. Further, verify that valuation report is available for investment property.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Capital Work In Progress	FA-CWIP-11	Ensure assets under construction or pending installation and not yet ready for intended use are classified as work in progress.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Capital Work In Progress	FA-CWIP-12	Verify that additions to capital work in progress does not include revenue expenditure except for expenditure which is incurred and necessary for bringing the asset for intended use.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Capital Work In Progress	FA-CWIP-13	(i) Verify work completion report to ensure that amount was capitalized as an asset on the date on which it was put to use/ ready for it's intended use. (ii) Verify Capital work in progress with reference to underlying contractor bills, work orders, certification of work performed by independent persons, comparison of progress and the costs incurred up-to-date with the budgets, capital asset management policy and plan, pending commitments, etc.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Fixed Assets	Recording of Intangible Assets	FA-IA-14	Verify that intangible assets have been capitalized only if company has rights/ ownership to such assets i.e. licenses/ title deeds etc. and life/ period of asset has been clearly defined therein.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Recording of Intangible Assets	FA-IA-16	Verify that Intangible Assets fully amortized but still in use are carried in fixed assets register till it is in use.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-17	Verify that asset disposal committee was properly constituted by the competent authority.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-18	Verify that sale value of assets includes GST amount to be paid on sale of assets and it is specifically shown in the sanction note.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-19	Verify that invoices for sale of assets has been raised correctly and scrap was handed over only after receipt of sale proceeds.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-20	Check that scrap was sold to vendor with highest quotation after following the sale procedure of inviting tenders/ quotations.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		

Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-21	Verify that assets are decapitalized timely on its sale/ retirement from active use.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28			
Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-22	Verify that approval for sale of assets at loss (less than WDV) was obtained from the competent authority.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28			
Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-23	(i) Verify the minutes of asset disposal committee to record the approval and process for declaration of surplus/ obsolete/ unserviceable/ damaged assets as scrap. (ii) Verify that approval of competent authority was obtained for assets declared as scrap by the asset disposal committee. (iii) Verify that scrap assets were sold timely after their approval to realize funds from their sale.	Operational Risk	High	3	0	3	3	0.28	0.84	0.00	0.84	0.84			
Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-24	Verify that TCS, if applicable was collected from the vendor to whom sale was made at the time of receipt of payment.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28			
Fixed Assets	Disposal/Write Off of Fixed Assets	FA-DFA-25	Verify that assets have been sold/ disposed off in presence of concerned committee of HUDCO's staff and the list of assets lifted by the vendor has been signed off by all the committee members.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28			
Fixed Assets	Fixed Assets Register (FAR)	FA-FAR-26	(i) Verify that FAR is updated on real time basis whenever there is acquisition or disposal of assets. (ii) Verify that fixed assets register is maintained in proper format with required details and these details have been updated for each asset.	Operational Risk	High	2	0	2	2	0.28	0.56	0.00	0.56	0.56			
Fixed Assets	Fixed Assets Register (FAR)	FA-FAR-27	Verify that the value of assets as per fixed asset register and General Ledger is reconciled annually and report the differences, if any.	Operational Risk	High	1	0	1	1	0.28	0.28	0.00	0.28	0.28			
Fixed Assets	Fixed Assets Register (FAR)	FA-FAR-28	(i) Verify that physical verification of assets has been carried out as per policy and assets have been classified as obsolete, non-working and working, location and asset code at the time of physical verification. (ii) Verify that adjustments for discrepancies reported in physical verification exercise was accounted after the approval.	Operational Risk	High	2	0	2	2	0.28	0.56	0.00	0.56	0.56			
Fixed Assets	Fixed Assets Register (FAR)	FA-FAR-29	(i) Verify that assets are insured against the probable risks for appropriate value to cover the risk. (ii) Ensure proper mechanism of insurance coverage of office asset is in place and insurance policies were renewed timely.	Operational Risk	High	2	0	2	2	0.28	0.56	0.00	0.56	0.56			
Total						37	0	37	0	37	7.58	10.39	0	10.39	10.39		

Audit Area	Activities	Ref. No.	Checkpoints/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/NA/P)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Liabilities	Payables	L-PAYB-1	Verify that all the supporting documents for processing of payment were obtained and thereafter approval was taken from the competent authority for forwarding the payment through procurement module of ERP to HO for payment.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Liabilities	Payables	L-PAYB-2	Verify that MSME vendors were correctly flagged in vendor master and the amount payable to them was shown separately in the financial statements.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Liabilities	Payables	L-PAYB-3	(i) Verify that dues to MSME vendors were paid timely to avoid interest cost and also to ensure legal compliance. (ii) Verify that unadjusted credit balances are regularly reviewed with reasons of non-adjustments thereof and report such balances, if outstanding since long.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Liabilities	Payables	L-PAYB-4	Verify that payment to vendors were made against credit balance in their account within the credit period agreed terms.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Liabilities	Payables	L-PAYB-5	Verify that amount not claimed by the vendors for more than 3 years were written back to income after obtaining the appropriate approval.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Liabilities	Provision for Expenses	L-PRV-6	Verify whether provision for all recurring expenses was informed to HO by RO and thereafter, made in the books by HO, on the basis of historical data past practice and based on best estimates i.e. committed liability services received or goods received.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Liabilities	Provision for Expenses	L-PRV-7	Verify that provision for expenses were reviewed at the end of each period to confirm their continuation/adjustment and these were reversed, if no longer required.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Liabilities	Other Liabilities	L-OL-8	Verify that the long pending entries in various liability account heads have been obtained and necessary actions taken.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Total							9	0	9	0	9	2.52	2.52	0.00	2.52	2.52		

Audit Area	Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/N/A/P)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Income	Rental Income	I-R1	Verify that surplus area, in Company owned property, has been identified and was offered to government agencies on rent. In case of vacancy of premises, the reasons thereof be verified from the sanction obtained for its non-letting out.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Rental Income	I-R2	Verify that properties have been let in accordance with applicable guidelines	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Rental Income	I-R3	Verify that proper agreement (allotment letter) for leased out property has been entered into with lessee and whenever the agreement expires due for expiry, it was renewed timely with escalation after the approval of competent authority.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Rental Income	I-R4	(i) Verify that rent from lessee against leased out properties was timely and regularly received for agreed amount. (ii) Verify that rent is received as per the rent agreement.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Income	Rental Income	I-R5	Verify that security deposit has been received from lessee prior to giving possession of property on lease, as per terms of agreement and ensure that there is no case of non-short receipt of security deposit.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Rental Income	I-R6	Verify that rental income arising from leases on investment property has been accounted for in accordance with applicable IFRS.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Fees and Commission Income	I-FC1	(i) Obtain an understanding of various fees/ commission-based products of the Company and ensure that fees/ charges/prepayment charges, deferral charges/Research and Development (R&D) and other charges towards various heads/ activities were received in each case at sanctions of loans/ consultancy and other services and check its accounting in the books	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Fees and Commission Income	I-FC2	Verify that fees/ charges have been charged at applicable rates.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Fees and Commission Income	I-FC3	Verify that various fees/ charges were correctly charged at the approved social rates from the customers and these were properly and timely recorded in the books of account.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Sale of Services	I-S5-10	Verify that invoices for rendering of consultancy services were correctly raised and income was booked as per the agreement entered.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Sale of Services	I-S5-11	Verify that invoice has been raised for work completed/ achieved milestones as contained in the agreement.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Sale of Services	I-S5-12	Verify that the receipt of fees for rendering of services was as per the terms decided in the agreement.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Income	Sale of Services	I-S5-13	(i) Verify that reminder letters have been sent to the client in case of delay in making payment by them and required steps have been taken for recovery of fees in case of default made by client. (ii) Verify that the amount, if any, has been waived off only after obtaining the approval of Board.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Income	Sale of Services	I-S5-14	Verify that outsourcing of work to sub consultant has been done by the concerned department where there is lack of expertise in certain fields and proper agreement has been entered into with the consultant.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
	Total						16	0	16	0	16	3.92	4.49	0.00	4.49	4.49		

Audit Area	Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/NA/P)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of NA checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Assurance No.
Expenses	CSR Expenditure	EX-CSR-1	(i) Verify that the proposals for CSR received were comprehensive, related to the activities covered under CSR policy in accordance with the schedule VI of the company's act and these agencies have also submitted CSR registration number as generated from MCA portal. (ii) Verify the proposals were approved by Board of Directors on the recommendation of CSR Committee of the Board.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Expenses	CSR Expenditure	EX-CSR-2	Verify that funds for undertaking CSR activities were released after entering into agreement with the agency and after the compliance of Sanctioned conditions, if any.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	CSR Expenditure	EX-CSR-3	Verify that funds have been released as per terms of agreement and subsequent instalments were released only after receipt of utilization certificate for previous instalment(s) to substantiate the expense incurred.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	CSR Expenditure	EX-CSR-4	Verify the utilization certificates were received timely from the agencies to ensure that funds have been utilized for the specified purpose as approved and utilization certificate is signed by chief executive of the agency & counter signed by CA along with the mention of UDIN.	Regulatory Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	CSR Expenditure	EX-CSR-6	Verify that CSR projects undertaken by the agencies were monitored by RCS and site inspection was carried out at regular intervals, as prescribed in the guidelines, to ensure proper utilization of funds for CSR activities.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	CSR Expenditure	EX-CSR-6	Verify that CSR expense was incurred after obtaining the approval of competent authority and was charged to revenue account after following the laid down process.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	CSR Expenditure	EX-CSR-7	Verify that TDS if any, was correctly deducted as per the applicability at applicable rates on CSR payments on net amount, exclusive of GST.	Regulatory Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	CSR Expenditure	EX-CSR-8	Verify that in case refunds are received from implementing agency, the same are transferred to respective CSR accounts maintained at HC.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19		
Expenses	CSR Expenditure	EX-CSR-9	Verify that in case of proposal of NGO agency, voluntary organization grading of agency is obtained & valid during implementation of proposal in accordance with CSR policy of HESCO.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	CSR Expenditure	EX-CSR-10	Verify that CSR expenditure was correctly recorded in the books and ensure that proper supporting documents are available to justify the expenditure incurred.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-11	Verify that contracts for annual maintenance (AMC) were awarded and empanelment engagement of service providers was done through bidding process in accordance with the prescribed guidelines in this regard.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-12	Verify that the tenders have been floated in accordance with the HESCO's guidelines/ purchase manual including amendments thereto issued from time to time.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-13	Verify that all terms of contract were duly complied with and payments were regulated as per payment terms prescribed in the job order.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-14	Verify that purchases were made through GEM portal as per Delegation of Power (DOP).	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-15	Verify that Estate Maintenance of office building, guest houses etc. is being done as per procedure. Proper documents have been kept in lockers and insurance premium and taxes etc. have been paid timely.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-16	Verify that maintenance of all office assets is ensured.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-17	Verify that the invoices submitted by the contractors mentioning the % of work done were properly verified and certified by the user department.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-18	Verify that contracts were awarded prior to execution of work by contractors and report the cases where deviations are observed.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-19	Verify the correctness of quantum of work done by the contractor against contract awarded and as accepted and certified from the control records maintained evidencing the same.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-21	Verify that repair & maintenance expenses were correctly charged to revenue head after obtaining the approval of competent authority.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-22	(i) Ensure all break-up of payments has been made as per relevant head in the contract and verify with supporting documents that the contractor has made statutory payments like PF, ESI etc. within scheduled time by respective authorities and not payment released to his staff was also verified. Also, other terms of contracts have been duly complied with. (ii) Ensure that wages paid to the contractual staff is in compliance with the applicable minimum wages act.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Expenses	Repair & Maintenance - Buildings/ Vehicles/ Others including IT assets	EX-RM-23	Verify that expenditure towards repair & maintenance were correctly recorded in the books against proper supporting documents to justify the expenditure incurred.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal & Professional Fee	EX-LPF-24	Verify that advocate located at respective location was hired at pre-approved rates and after obtaining the approval.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal & Professional Fee	EX-LPF-25	Verify that Appointment Letter/ Engagement Letter/ Vakalatnama was issued to the professionals engaged and their invoices were processed after due verification and certification by Law wing.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal & Professional Fee	EX-LPF-26	Verify that expense towards legal & professional fees was incurred after obtaining the approval of competent authority and charged to revenue after following the laid down process.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal & Professional Fee	EX-LPF-27	Verify that expenditure towards legal & professional fees was correctly recorded in the books against proper supporting documents to justify the expenditure incurred.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal cases and Expenses incurred on behalf of the borrower	EX-LPEB-28	Verify that expenses incurred on behalf of the borrower and recoverable as per the terms of agreement have been recovered/ incorporated in the respective loan records of the borrower for effecting recovery.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal cases and Expenses incurred on behalf of the borrower	EX-LPEB-29	Obtain the list of legal cases on which expenses were incurred by the Company and ensure that expenses, which are non-recoverable, incurred on legal cases related to Company were charged to Company's revenue account.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal cases and Expenses incurred on behalf of the borrower	EX-LPEB-30	(i) Verify the defined process of calculation of dues, its verification and its inclusion in Prayer clause of original application was duly followed/ complied with. (ii) Ensure that all the recoverable expenses were correctly included in Prayer clause of original application filed.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Expenses	Legal cases and Expenses incurred on behalf of the borrower	EX-LPEB-31	Verify that approval of Regional Chief was obtained prior to filing of original application in the court.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal cases and Expenses incurred on behalf of the borrower	EX-LPEB-32	Verify that revised statement of accounts detailing the dues up to date and all expenses including Insurance, Advocate Fees, Court Fees, etc. was correctly filed prior to passing of decree by the court.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Legal cases and Expenses incurred on behalf of the borrower	EX-LPEB-33	Verify that contingent liability has been disclosed in the financial statements where the probability of an outflow of resources embodying economic benefits is not remote.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Traveling Expense	EX-TVL-34	Verify travel bills of the employees considering the following factors: # claims have been received timely in prescribed format with travel details filed therein properly. # claim is received along with approved tour plan. # claims were approved timely as per the entitlement limit in travel policy. # Original bill along with relevant supporting documents were received.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		Pertain to HO
Expenses	Traveling Expense	EX-TVL-35	Verify that travelling expense was recorded on the basis of original bills submitted by travel agent claim submitted by the concerned employee.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		Pertain to HO
Expenses	Traveling Expense	EX-TVL-36	(i) Verify that bills of travel agent were passed in conformity with bookings recorded in travel register maintained. (ii) Verify that travel register was properly updated for tickets booked through them.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		NO TRAVEL REGISTER MAINTAINED.
Expenses	Traveling Expense	EX-TVL-37	Verify that travel advance (if any) was adjusted from travel bill of the employee and ensure that excess advance was refunded by the employee timely i.e. within a month of return from tour.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		Pertain to HO
Expenses	Traveling Expense	EX-TVL-38	Verify that original bill along with necessary supporting is verified by Admin wing/Employee and then bill of the travel agent is uploaded in ERP for approval through maker checker process, for payment to HO as per guidelines.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		Pertain to HO
Expenses	Rent Expense	EX-REN-39	Verify that rent was correctly and timely paid as agreed in rent agreement.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Rent Expense	EX-REN-40	Verify that rent expense was incurred after obtaining the approval of competent authority and charged to revenue after following the laid down process.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Rent Expense	EX-REN-41	Verify that rent expenditure was correctly recorded in the books against proper supporting documents to justify the expenditure.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Budget Vs Actual	EX-BVA-42	(i) Verify that expense was monitored by comparing the actual vs budgeted expenses on quarterly basis. Report confirm that actual expenditure incurred is within the budget else report the expense incurred in excess of budget. (ii) Verify that deviations in regard to excess expenditure incurred over budget was reported by the concerned department along with action taken for responsive/ enhancement of budget.	Operational Risk	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Expenses	Provident Fund compliance for Marpower Services	EX-PPMS-43	(i) Verify that payments to marpower agencies have been processed on the original notices and supporting documents raised by the agency after ensuring the compliance of relevant provisions of Employee State Insurance and Provident Fund by the service provider and receipt of supporting documents giving proof of deposit of PF. (ii) Verify the working received from service providers along with the copy of PF statement that PF calculation was correct and PF was deposited timely to ensure the compliance. (iii) Verify that all the break-up of payments has been made as per relevant head in the contract document.	Operational Risk	High		3	0	3		3	0.28	0.84	0.00	0.84	0.84		
Expenses	Provident Fund compliance for Marpower Services	EX-OE-44	Verify that process of empanelment/ engagement of service providers and procurement of material, as given through Company's guidelines/ Purchase manual, was duly followed.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Expenses	Provident Fund compliance for Marpower Services	EX-OE-45	Verify the expenditure booked and ensure that no personal expenditure was charged to Company's revenue account.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
	Total						51	0	51	0	51	12.27	14.43	0.00	14.23	14.23		

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Payroll	Attendance and Leave	P-AL-1	Verify that attendance of employees is recorded via Biometric and attendance of consultant/ fixed term contractors/ management trainees is also recorded either through biometric or as per the instructions issued by HR Wing.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Attendance and Leave	P-AL-2	Verify that medical certificate was obtained in case of availment of more than 3 medical leaves continuously by the employees, as per policy.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Attendance and Leave	P-AL-3	Verify that mis-punching of attendance in biometric was regularised by the concerned department head within fixed time period.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Attendance and Leave	P-AL-4	Verify that leaves records are properly maintained in ERP and leaves credit is 0.00 with them.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Attendance and Leave	P-AL-5	Verify that leave application duly sanctioned were received from the employees in support of leaves availed.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Loans and Advances to employees	P-LAE-7	Verify that loan application by employees is supported by prescribed documents such as sale deed, allotment letter, insurance policy, affidavit, NCC, possession letter, separate agreement, personal bond, surety agreement, etc. in case of HBA loan and other prescribed supporting documents as applicable for other staff loans i.e. vehicle loan, welfare loan, contractor advance etc.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Loans and Advances to employees	P-LAE-8	Verify that utilization certificate/site inspection report was obtained from employees to ensure the end use of HBA advance was for specified purpose only.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Loans and Advances to employees	P-LAE-10	Verify that loan advances granted are secured by mortgage of property/ hypothecation of vehicles and the copy of valid insurance has been obtained from employees.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Loans and Advances to employees	P-LAE-11	Verify that original security documents of loan advance are held properly under safe custody.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Payroll	Loans and Advances to employees	P-LAE-12	Verify that bank account details of third parties along with sanction & release order was provided by HR & thoroughly checked by Pay Roll department applicable only in case of car and HBA loan.	Operational Risk	High		1	0	1	1		0.28	0.28	0.00	0.28	0.28		
Total							10	0.00	10.00	0	10	2.81	2.81	0.00	2.81	2.81		

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Human Resource	Employee Separation	HR-ES-1	Verify that name of employees separated has been removed from master data maintained timely i.e. by the next day of retirement/separation and no salary was paid to employees who retired/separated.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Employee Separation	HR-ES-2	Verify that "No Dues" clearances has been obtained from all the departments in case of retired/separated employees.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19	
Human Resource	Employee Separation	HR-ES-3	Verify that full & final settlement in case of separated employees has been done correctly on the basis of final calculation, as approved by the competent authority.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19	
Human Resource	Employee Separation	HR-ES-4	Verify that official assets held by separated employees have been recovered from them at the time of their exit.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Employee Separation	HR-ES-5	Verify leave encashment (EL & HPL) and maintenance and updation of service book at the time of retirement of employee.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Empanelment of Hospitals/ Diagnostic centre/ Path labs/ Dental clinics/ Eye clinics	HR-EH-6	Verify that prescribed process of empanelment of hospitals/ diagnostic centre/ path labs/ dental clinics/ eye clinics was followed for their empanelment and only eligible facilities as per the eligibility criteria were empanelled.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Empanelment of Hospitals/ Diagnostic centre/ Path labs/ Dental clinics/ Eye clinics	HR-EH-7	Verify that the inspection committee if went for inspection of any hospital covered under the guidelines then other hospitals in nearby areas within the radius of 2 Kms were also visited and recommendation was given for the hospitals visited and the empanelment was finalized accordingly.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19	
Human Resource	Empanelment of Hospitals/ Diagnostic Centre/ Path Labs/ Dental Clinics/ Eye Clinics	HR-EH-8	Verify that HUDCO empanelled Hospitals/ Diagnostic Centres/ Path Labs/ Dental Clinics/ Eye Clinics were reviewed by the Inspection Committee with reference to approved guidelines.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Empanelment of Hospitals/ Diagnostic centre/ Path labs/ Dental clinics/ Eye clinics	HR-EH-9	Verify that compliance with empanelment terms by the empanelled Hospitals/ Diagnostic Centres/ Path Labs/ Dental Clinics/ Eye Clinics was reviewed by the Committee, chaired by Executive Director (Admin), and the empanelment was terminated in case of non-compliance of following terms: # Refusal of service/ complaint from HUDCO employees (minimum 5 nos.) regarding service. # Undertaking any unnecessary procedures # Deficient/ineffective service/refusal of credit facilities # Over billing/prescription of unnecessary drugs # Reduction of staff/infrastructure/ equipment, etc. after the hospital/ clinic/ path lab has been empanelled.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Empanelment of Hospitals/ Diagnostic centre/ Path labs/ Dental clinics/ Eye clinics	HR-EH-10	Verify that the period of empanelment of Hospitals/ Diagnostic Centres/ Path Labs/ Dental Clinics/ Eye was extended after review of services and based on the availability of income tax exemption certificate and its furnishing to Hudco.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Empanelment of Hospitals/ Diagnostic centre/ Path labs/ Dental clinics/ Eye clinics	HR-EH-11	Verify that hospitals have submitted IPD/ OPD bills in original duly verified by employee or their dependent with proper details at agreed rates.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Empanelment of Hospitals/ Diagnostic centre/ Path labs/ Dental clinics/ Eye clinics	HR-EH-12	Verify that the tariff / rates were not revised before the MoU period.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19	
Human Resource	Empanelment of Hospitals/ Diagnostic centre/ Path labs/ Dental clinics/ Eye clinics	HR-EH-13	Verify that tax exemption certificate was obtained while considering empanelment/ revision of rates, as per hospital policy.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19	
Human Resource	Empanelment of Hospitals/ Diagnostic centre/ Path labs/ Dental clinics/ Eye clinics	HR-EH-14	Verify that priority to proposed hospitals for empanelment was given which have the facility for Annual Executive Health Check up for HUDCO employees and their spouse (including retired employees) or the charges for HUDCO package not exceeds the prescribed ceiling as amended from time to time, as notified by H/E (P/C).	Operational Risk	Low		1	0	1		1	0.09	0.09	0.00	0.09	0.09	
Human Resource	Medical Reimbursements	HR-EH-15	Verify that medical reimbursements have been made to employees after ensuring the compliance of HUDCO Medical Attendance Scheme.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Medical Reimbursements	HR-EH-16	Verify that reimbursement for chronic diseases have been made based on the prescriber's report of concerned doctor of HUDCO empanelled hospital/ govt hospital and certification by HUDCO empanelled doctor, that the treatment for chronic diseases is prolonged in nature and does not require hospitalization.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28	
Human Resource	Employee Transfer	P-ET-17	Verify that executives, during transfer, were allowed to stay in a hotel for a maximum period, as prescribed in the guidelines.	Operational Risk	Low		1	0	1		1	0.09	0.09	0.00	0.09	0.09	
Human Resource	Employee Transfer	P-ET-18	Verify that disturbance allowance, temporary transfer grant, packing allowance were paid within the prescribed limit.	Operational Risk	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19	
	Total						18	0	18	0	18	4.12	4.12	0	4.12	4.12	

Audit Area	Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/N/A/P)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Statutory Compliances	Compliance Calendar Checklist	SC-CC-1	Obtain the compliance calendar checklist maintained and check that the relevant compliance requirements (amended time to time) of various Statutes/ Act as applicable to the Company are correctly and adequately incorporated therein (LEI, KYC, CERSAI, RBI directives etc)	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Statutory Compliances	Compliance Calendar Checklist	SC-CC-2	Check whether compliance checklist is maintained and correctly filled with details of compliance and was submitted to the management on quarterly basis.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Statutory Compliances	Income Tax Act, 1961 (IT Act)	SC-IT-3	Verify that Show Cause Notice/ order received from Income Tax department were promptly attended and also proper follow-ups was done including visit to the department.	Operational Risk	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Statutory Compliances	Goods and Service Tax (GST)	SC-GST-6	(i) Verify that Show Cause Notice/ order received from GST department were promptly attended and also proper follow-ups was done including visit to the department (ii) Fines, penalties or other punishments imposed in SCN/ order along with latest status/ action taken be reported in the audit report.	Operational Risk	Medium		2	0	2		2	0.19	0.37	0.00	0.37	0.37		
Total							5	0	5	0	5	1.03	1.42	0	1.42	1.42		

Audit Area	Activities	Ref. No.	Checkpoints/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/NA/P)	Total checks to be listed	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of NA checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Information Technology	Creation/ Deletion of User ids, Administration & Monitoring	IT-ISE-1	Check that all official communications are done by staff through official ids with Hudco domain and not through their personal email ids.	Operational	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Information Technology	Creation/ Deletion of User ids, Administration & Monitoring	IT-ISE-2	Verify that the requests for creation/ deletion of user ids in case of new joining/ resignation/ termination of staff are raised to competent authority and the same is created/ deleted.	Operational	Low		1	0	1		1	0.09	0.09	0.00	0.09	0.09		
Information Technology	Data Protection	IT-DC-3	Check that necessary controls are in place to avoid unauthorized transfer of official data from official systems through external drives, Bluetooth, Share & etc.	Operational	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Information Technology	Business Continuity	IT-BC-4	(i) Check that backup is taken at the stipulated intervals of individual systems in accordance with defined process. (ii) Test run the back up for 2-3 days for the period available to ensure the compliance.	Operational	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Information Technology	Business Continuity	IT-BC-5	Check that backup register is maintained and updated with date and time.	Operational	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Information Technology	Disaster Recovery Plan	IT-DRP-6	(i) Check that proper plan was prepared for working of the employees remotely in case Hudco's Office operations facility is unavailable due to threats like natural hazards, intentional Acts, accidental hazards, infrastructure related threats or unknown threat. (ii) Verify that the employees were communicated timely about the restoration of damaged facility and then they started working from the HUDCO office rather than work from home.	Operational	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Information Technology	Disaster Recovery Plan	IT-DRP-7	(i) Check that there is a provision to make necessary arrangements for the availability of various IT equipments such as power backup, data output to facilitate employees to work remotely, in case of emergent situation and these arrangements were made, when required in immediate past. (ii) Check that during unavailability of HUDCO corporate office personnel, alternate location resources is available to provide support to Office resource by taking over the work load.	Operational	High		2	0	2		2	0.28	0.56	0.00	0.56	0.56		
Information Technology	Disaster Recovery Plan	IT-DRP-8	Check that Emergency Response Kit with defined components is maintained and the items therein are functional, not expired etc.	Operational	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Total							11	0	11	0	11	2.68	2.90	0.00	2.90	2.90		

Audit Area	Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/A/NP)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Assessm No.
Legal Cell	Empowerment/ Engagement of Advocate	L-EOA-1	Check that panel of advocates is maintained.	Operational	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19		
Legal Cell	Empowerment/ Engagement of Advocate	L-EOA-2	Check that the advocates are empowered, following the defined process.	Operational	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Legal Cell	Empowerment/ Engagement of Advocate	L-EOA-3	Check that empowered advocates satisfies the eligibility criteria.	Operational	High		1	0	1		1	0.28	0.28	0.00	0.28	0.28		
Legal Cell	Empowerment/ Engagement of Advocate	L-EOA-4	Check that the assignments were allotted to empowered advocates only.	Operational	Low		1	0	1		1	0.09	0.09	0.00	0.09	0.09		
Legal Cell	Empowerment/ Engagement of Advocate	L-EOA-5	Check that the performance of empowered advocates is evaluated annually and incapable advocates are deleted from the panel.	Operational	Medium		1	0	1		1	0.19	0.19	0.00	0.19	0.19		
Total							5	0	5	0	5	1.85	1.85	0.00	1.85	1.85		

Audit Area	Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/NA/P)	Total checks to be listed	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of NA checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Fraud Monitoring	Fraud Monitoring	FM-1	(a)Verify that reports (FMR 1,2,3) etc are timely submitted. (b)Verify that fraud monitoring committee is formed which meets on quarterly basis for monitoring of fraud. (c)Verify that FR has been registered wherever necessary as per guidelines.	Regulatory	High		3	0	3	0	3	0.28	0.84	0.00	0.84	0.84		
Total							3	0	3	0	3	0.28	0.84	0.00	0.84	0.84		

Audit Area	Activities	Ref. No.	Checkpoint/ Control to be tested by Internal Auditor	Risk Type	Risk Category	Adherence/ Compliance (Y/N/N/A/P)	Total checks to be tested	Checks N/A	Total checks Actually tested	Checks failed	Checks cleared	Weight (Risk & Function)	Weighted score of total checks	Weighted score of N/A checks	Weighted score of total checks tested	Weighted score of passed checks	Audit Observation	Annexure No.
Risk Management	Risk Management	RM 1	(a)Verify that risk rating , key risk indicators and other reports are timely submitted. (b)Verify the compliance of any observation of the Risk Management Committee of the Board if any. (c)Verify that risk categorization of borrower is done half yearly or as mandated by RBI.	Regulatory	High		3	0	3	0	3	0.28	0.84	0.00	0.84	0.84		
Total							3	0	3	0	3	0.28	0.84	0.00	0.84	0.84		