

DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING (STRIVE)

INTERNAL AUDIT REPORT

**FOR THE PERIOD FROM
1ST APRIL'2020 TO 30TH SEPTEMBER'2020**

HEAD OFFICE

**A.K. AZAD ROAD REHABARI
Guwahati- 781008**

AUDITORS



SPRK & CO.

(Chartered Accountants)

**1st Floor, Royal View Building, Dr. B. K.Kakati Road
Ulubari, Guwahati – 781007, Assam**

Ph- 0361-2460984, 9435110848. Email – sprkco@rediffmail.com

Branches

- 1) Flat No. A1, Siddhidham Apartment
Jyotinagar, Ward No. 41
Sevoke Road, Siliguri
Siliguri- 734001
West Bengal
- 2) Sparkplug Coworks # 42,
4th Block, 2nd Floor,
Kormangla, Bengaluru- 560034
Karnataka
- 3) G-11, Bhavya Residency
Near Lakhdatar Hotel
Khatushyamji, Sikar- 332602
Rajasthan
- 4) Flat No 1206, Tower 5
Lotus Panache,
Sector 110,
Noida-201304
Uttar Pradesh
- 5) TD Road, Opposite ICICI Bank
West Garo Hills
Tura- 794001
Meghalaya
- 6) House No 7, Merapani LP School,
Wokha, Nagaland - 797100



SPRK & CO.
CHARTERED ACCOUNTANTS

1st Floor, Royal View Building
Dr. B.K.Kakoti Road,
Ulubari, Guwahati,
PIN: 781007, Assam

Contact: 0361-2460984,94351-10848;Email:sprkco@rediffmail.com

PART-1-Executive Summary

SCOPE

We have conducted the internal audit assignment of **Directorate of Employment & Craftmen Training (STRIVE)** in terms of the appointment letter issued to us. The time period covered by the audit is from 1st April'2020 to 30th September'2020. Audit procedures performed are designed to evaluate the adequacy, efficiency and effectiveness of the Company's internal control processes.

SOURCES OF INFORMATION

Audit work was conducted on the basis of enquiry, observation, confirmation and verification of supporting documentation and identified processes.

It is an inherent limitation that accounting and internal control systems cannot provide management with conclusive evidence that objectives are reached due to the following reasons:

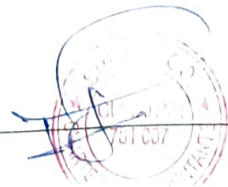
- **There is a potential human error due to carelessness, distraction, mistakes of judgments and misunderstanding of instructions.**
- **The possibility that a person responsible for exercising an internal control could abuse that responsibility.**
- **That possibility of circumventing of internal controls through the collusion of a member of management or an employee inside or an outside entity**
- **The possibility that the procedures may become inadequate due to changes in conditions, and compliance with the procedures may deteriorate.**

MANAGEMENT RESPONSIBILITIES IN TERMS OF GOVERNANCE, RISK AND CONTROLS

Management is responsible for the establishment and maintenance of effective systems of governance to:

- **Promote appropriate ethics and values within the department;**
- **Ensure effective organizational performance management and accountability;**
- **Communicate risk and control information appropriate areas in the department; and**

Cont'd:2





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- **Coordinate the activities of and communication of information by external and internal auditors and management.**

Management is further responsible for the establishment and maintenance of an effective system of internal control and risk management. The objectives of the system of internal control are, inter alia, to provide management with reasonable, but not absolute, assurance that:

- **Objectives are achieved;**
- **Financial and operational information are reliable;**
- **Operations and programs are effective and efficient;**
- **Assets are safeguarded;**
- **Laws, regulations, policies, procedures and contracts are compiled with; and**
- **Risks are identified, appropriate risk responses selected, communicated and managed.**

The principal safeguard against fraud, misstatement and irregularities is an effective system of internal control. It must, however, be recognized that there are inherent limitations in any system of internal control including management override, human error and circumventions through collusion. The prevention and detection of fraud is therefore management's responsibility. Management representations made are considered to form part of our audit evidence. Any management representations will be accepted on face value and in good faith. We will not perform detailed procedures to verify the accuracy, validity or completeness of the representations.

APPRECIATION

We thank the management for their cooperation in conduct of this audit. Should there be any clarifications the management is free to revert to us.

Cont'd:3

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(2) Sparkplug Coworks, #42 4th Block, 2nd Floor, Kormangla Bengaluru-560034
(3) Flat No 1206 Tower 5 Lotus Panache, Lotus Panache Sector 110, Noida, 201304
(4) TD Road, Opposite ICICI Bank, West Garo Hills, Tura-794001
(5) G-11, Bhavya Residency, Near Lakhdatar Hotel, Khatushyamji, Sikar-332602
(6) House No. 7, Merapani LP School, Merapani Town, Wokha, Nagaland- 797110



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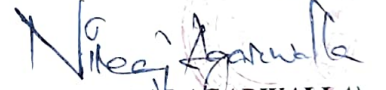
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PART-2 – OBSERVATIONS

- i) Manual Attendance Register/Biometric Attendance not maintained for payment of Salary to the staffs due to which present/leave details of the staffs cannot be checked.
- ii) Professional Tax has been regularly deducted by the Management on salary payment but deposits of the same has not been made. The Management should comply with the Statutory Obligations strictly to avoid any late fee/penalty/interest imposed by the tax authority.

Place : Guwahati
Date : 31st August'2022

For S P R K & CO.
Chartered Accountants
FRN : 321080E


(NIRAJ AGARWALLA)
PARTNER

Membership No. 310895
UDIN: 22310895AQMTJO8084

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DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING
GOVERNMENT OF ASSAM

BALANCE SHEET FOR THE PERIOD FROM 1ST APRIL' 2020 TO 30TH SEPTEMBER' 2020

LIABILITIES			ASSETS		
PARTICULARS	AMOUNT	AMOUNT	PARTICULARS	AMOUNT	AMOUNT
<u>GENERAL FUND</u>			Fixed Assets		NIL
Opening Balance	25769206.00		(As per Schedule-II)		
Add: Surplus/(Deficit) transferred from I/E A/c	(165,473.00)	25603733.00	Loans & Advances		NIL
Current Liabilities		77,632.00	(As per Schedule-III)		
(As per Schedule-I)			<u>Cash & Bank Balance</u>		
			Cash in Hand	NIL	
			<u>Cash at Bank</u>		
			Bank of India (A/c No:500510110003642)	25681365.00	25681365.00
		25681365.00			25681365.00

For SPRK & Co.
Chartered Accountants
Firm Regn. No. 321080E

(NIRAJ AGARWALLA)
Partner
Membership No. 310895

Place : Guwahati
Date : 31st August' 2022

Niraj
Joint Director,
Employment & Craftmen Training, Govt. of Assam

Joint Director of Craftmen Training
Directorate of Employment and Craftmen
Training, Assam, Rehaban, Guwahati

**DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING
GOVERNMENT OF ASSAM
A.K. AZAD ROAD, REHABARI**

SCHEDULES OF BALANCE SHEET

SCHEDULE-I

Details of Current Liabilities

PARTICULARS	01.04.2020 TO 30.09.2020
Salary Payable	74,462.00
Professional Tax	3,170.00
GST TDS	NIL
Labour Cess	NIL
Forest Royalty	NIL
TOTAL	77,632.00

SCHEDULE-II

Details of Fixed Assets

PARTICULARS	01.04.2020 TO 30.09.2020
Computer	NIL
Furniture	NIL
TOTAL	NIL

SCHEDULE-III

Details of Loans & Advances

PARTICULARS	01.04.2020 TO 30.09.2020
Fund Transferred to ITI's	NIL
TOTAL	NIL




DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING
GOVERNMENT OF ASSAM
A.K. AZAD ROAD, REHABARI

INCOME & EXPENDITURE ACCOUNT FOR THE PERIOD
FROM 1ST APRIL' 2020 TO 30TH SEPTEMBER' 2020

EXPENDITURE			INCOME		
PARTICULARS	AMOUNT	AMOUNT	PARTICULARS	AMOUNT	AMOUNT
To Salary & Remuneration		437101.00	By Fund Received during the year (As per Annexure-III)		NIL
" Procurement of Fixed Assets (As per Annexure-IV)		NIL	" Bank Interest		271628.00
" Bank Charges		NIL	" Deficit transferred to Balance Sheet		165473.00
" Surplus transferred to Balance Sheet		NIL			
		437101.00			437101.00

For SPRK & Co.
Chartered Accountants
Firm Regn. No. 321080E


(NIRAJ AGARWALLA)
Partner
Membership No. 310895

Place : Guwahati
Date : 31st August' 2022


Joint Director,
Employment & Craftsmen Training, Govt. of Assam

Joint Director of Craftsmen Training
Directorate of Employment and Craftsmen
Training, Assam, Rehabari, Guwahati-3

**DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING
GOVERNMENT OF ASSAM
A.K. AZAD ROAD, REHABARI**

DETAILS OF INCOME AND EXPENDITURE ACCOUNT

ANNEXURE-III

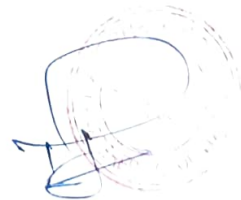
Details of Fund Received

PARTICULARS	01.04.2020 TO 30.09.2020
RA-1	NIL
RA-2	NIL
RA-4	NIL
TOTAL	NIL

ANNEXURE-IV

Details of Procurement of Fixed Assets

PARTICULARS	01.04.2020 TO 30.09.2020
Computer	NIL
Furniture	NIL
TOTAL	NIL



DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING
GOVERNMENT OF ASSAM

RECEIPTS & PAYMENTS ACCOUNT FOR THE PERIOD
FROM 1ST APRIL' 2020 TO 30TH SEPTEMBER' 2020

RECEIPTS			PAYMENTS		
PARTICULARS	AMOUNT	AMOUNT	PARTICULARS	AMOUNT	AMOUNT
<u>Opening Balance:</u>					
Cash in Hand	NIL		Salary & Remuneration		359469.00
Cash at Bank					
Bank of India (A/c No:500510110003642)	25769206.00	25769206.00	Procurement of Fixed Assets (As per Annexure-II)		NIL
Fund Received (As per Annexure-I)		NIL			
Bank Interest		271628.00	<u>Closing Balance:</u>		
			Cash in Hand	NIL	
			<u>Cash at Bank</u>		
			Bank of India (A/c No:500510110003642)	25681365.00	25681365.00
		26040834.00			26040834.00

For SPRK & Co.

Chartered Accountants

Firm Regn. No. 321080E

Niraj Agarwalla
NIRAJ AGARWALLA
Partner

Membership No. 310895

Place : Guwahati

Date : 31st August' 2022

NW
Joint Director,

Employment & Craftsmen Training, Govt. of Assam

Joint Director of Craftsmen Training
Directorate of Employment and Craftsmen
Training, Assam, Rohaban, Guwahati-8

**DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING
GOVERNMENT OF ASSAM
A.K. AZAD ROAD, REHABARI**

DETAILS OF RECEIPTS AND PAYMENTS ACCOUNT

ANNEXURE-I

Details of Fund Received

PARTICULARS	01.04.2020 TO 30.09.2020
RA-1	NIL
RA-2	NIL
RA-4	NIL
TOTAL	NIL

ANNEXURE-II

Details of Procurement of Fixed Assets

PARTICULARS	01.04.2020 TO 30.09.2020
Computer	NIL
Furniture	NIL
TOTAL	NIL



**DIRECTORATE OF EMPLOYMENT & CRAFTSMEN TRAINING
GOVERNMENT OF ASSAM
A.K. AZAD ROAD, REHABARI**

BANK RECONCILIATION STATEMENT AS AT 30TH SEPTEMBER, 2020

S.No.	Particulars	Amount(Rs.)
1	Bank Balance as per Cash Book as on 30.09.2020 Bank of India, Savings Account No. 500510110003642 Dispur Branch, Guwahati	NIL 25,681,365.00
		25,681,365.00
2	a. Add <u>Cheques issued but not encashed in the Bank :</u> <u>Cheque No</u> <u>Date</u> <u>Amount</u> NIL	
	a. Less <u>Cheques deposited but not encashed in the Bank :</u> <u>Cheque No</u> <u>Date</u> <u>Amount</u> NIL Sub Total- 2 (a-b) - -	
3	Bank Balance as per Bank Statement/Passbook as on 30.09.20 Bank of India, Savings Account No. 500510110003642 Dispur Branch, Guwahati	NIL 25,681,365.00
		25,681,365.00

