

**EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF INTERNAL  
AUDITOR**  
**Telangana Mineral Development Corporation Limited (TGMDC)**

EOI No.: TGMDC/Finance/Internal Audit/01

Date:23-12-2025

TGMDC invites Expression of Interest (EOI) from eligible Chartered Accountant firms for appointment as Internal Auditor of the Corporation for the Financial Year 2025-26.

**Scope of Work:**

Internal Audit shall be carried out in accordance with:

- Section 138 of the Companies Act, 2013
- Rule 13 of the Companies (Accounts) Rules, 2014
- Applicable internal guidelines and directives issued by TGMDC

**The assignment will cover:**

- Verifying the receipts/receivables to the Corporation in terms of agreements and pricing and reporting any revenue leakages along with highlighting long pending dues to the Corporation.
- Verifying whether the approval process/policy has been followed on the claims/bills/invoices submitted for payments.
- Verification of Cash and Bank Receipts and Payments, Sales and Expenses Bills etc.,
- Monthly verification of Bank Reconciliation Statements, outstanding balances of Sundry Debtors and Sundry Creditors, ageing schedules, adjustments and ledger scrutiny, along with support in timely identification and rectification of accounting errors.
- Verification of Monthly/Quarterly/Half yearly Statutory returns i.e. (TDS, GST etc.) before due date and providing assistance in this process.
- Verifying the correctness of employee related statutory payments i.e., EPF, ESI,PT,TDS etc.
- Scrutiny of Trial Balance generated from online system and verifying the correctness of Receipts & Payments Account, Income and Expenditure Account, Balance Sheet and Schedules on Monthly basis.
- Attending the corporation to perform the above tasks.
- Available to the management for any queries, clarifications on accounting and related matters.
- Assisting in closing of Books of Accounts and Financial Statements in accordance with Schedule III of the Companies Act, 2013 and applicable IND AS (if applicable).
- Assisting to the Statutory Auditors during the course of audit, inpreparation and submission of required schedules to the Finance Department, information and explanations, and assisting in addressing / resolving C&AG Audit observations and comments relating to current and previous financial years for finalization of accounts.

- Physical verification of the Fixed Assets of the Corporation on a regular interval as will be advised by the VC&MD.
- Examination and reporting of internal financial controls
- Monthly internal audit reports presentation to the Management

### **Eligibility Criteria**

The CA Firm / Signing Partner or Proprietor shall:

- Be registered with ICAI and have a minimum of 10 years of experience in Internal / Statutory Audit.
- Firm or any Partner/ Proprietor should have experience in internal audit at least 5 Years in PSUs / Government Companies / large corporates (preferably turnover above ₹200 Cr).
- Have adequate manpower and infrastructure to conduct audit.
- The selected Firm shall allocate three personnel on a full-time basis at the TGMDC Head Office for Internal Audit and related support, consisting of:
  - Two (2) full-time Audit Interns / Article Assistants
  - One (1) Chartered Accountant (part-time) for supervision and review

### **Documents to be submitted**

- Firm Profile with ICAI Registration Certificate
- Details of Partners, qualified staff & experience
- List of major Internal/Statutory Audit assignments carried out during last 5 years
- Financial proposal (Monthly professional fee + applicable taxes)

### **Submission of Proposal**

Interested firms are requested to submit their proposal in sealed cover "EOI – Internal Audit for FY 2025–26" to: TGMDC, 6-2-915, HMWSSB Premises, Rear Block, 3<sup>rd</sup> Floor, Khairatabad, Hyderabad, 500004, Telangana.

Last date for submission: 01.01.2026.

(Bhavesh Mishra, IAS)  
Vice Chairman & Managing Director (FAC)