



Invitation for Expression of Interest (Eoi) for Internal Audit Services

Public Health Resource Society is seeking to engage a qualified and experienced firm/individual to undertake Internal Audit Services on an ongoing basis. The initial contract will be for one year which may further be extended depending on the performance of the individual/agency and requirement of the organisation. The internal audit will cover our operations, financial systems, internal controls, and compliance with applicable policies and regulations.

1. Scope of Work:

The internal audit will include, but not be limited to:

Review of bookkeeping

- A review of records of your revenue and expenditure
- A checking of bank payment voucher in respect of salary/honorarium and advances
- Report of outstanding balances on quarterly basis
- A review of expenditures booked under different projects
- Comparison of actual V/s budgeted utilisation of funds
- Review of bank reconciliation on periodic basis
- Comparison of outstanding ledgers against the third-party confirmations received from the parties
- Calculation of depreciation on annual basis
- Quarterly reporting of TDS receivable as per form 26AS
- Suggestions, if any, for better recording and reporting of transactions in the books of accounts.

Statutory Compliance

- Filing returns of tax deducted by the Organisation from the salary of the employees, on quarterly basis as prescribed by the Income Tax Rules
- Filing returns of tax deducted by the Organisation from the payments made to the vendors, on quarterly basis as prescribed by the Income Tax Rules
- Filing of correction returns of tax deducted by the Organisation from the salary of the employees, on quarterly basis as prescribed by the Income Tax Rules
- Filing of correction returns of tax deducted by the Organisation from the payments made to the vendors, on quarterly basis as prescribed by the Income Tax Rules
- Requesting and generation of various certificates from the portal of Income tax department in relation to the returns filed for tax deducted by the Organisation.

Reporting

- It is expected that the internal auditor will visit the office regularly and undertakes the review. Adequate support will be provided by the accounts team.
- Risk management assessment
- The auditor should share a monthly review report bearing all the findings during the review.
- Recommendations for improvement and reporting to management/board

2. Eligibility Criteria

Interested firms/individuals must meet the following criteria:

- Registered and licensed to provide audit services
- Minimum 10 years of experience in internal auditing
- Proven track record of working with NGOs/ similar organizations
- Ability to deploy qualified staff and deliver within the agreed timeline

3. Submission Requirements

Interested individuals/agencies are invited to submit an Expression of Interest including:

- Profile of the firm/individual and relevant experience
- CVs of proposed team members
- List of previous clients/references
- Proposed methodology and approach
- Registration and certification documents
- Consultancy fee/quotation

4. Submission Deadline

The EoI should be submitted by 10th October 2025 to the following email id: thomas.mathews@phrnindia.org with subject line: "Expression of Interest – Internal Audit Services".

Alternatively, hard copy submissions may be delivered to: Public Health Resource Society, DD-08, Flat-04, First Floor, Kalkaji extension, New Delhi-110019 in a sealed envelope mentioning "Expression of Interest – Internal Audit Services".

5. Selection Process

Only shortlisted firms/individuals will be contacted and invited to submit a detailed proposal or participate in further discussions.

For any clarifications, please contact us at: thomas.mathews@phrnindia.org