



HINDUSTAN ORGANIC CHEMICALS LTD

(A Government of India Enterprise)

AMBALAMUGAL, KOCHI – 682 302

Phone: (0484) 2720911, 2727405, FAX No. (0484) 2720893

FIN/ENQ/2020-21

26/02/2020

APPOINTMENT OF SYSTEM AUDITOR

Our Company is a Government of India Enterprise having its Registered Office at Navi Mumbai and manufacturing unit at Kochi, Kerala. We have migrated from our SAP ERP system to Tally ERP from 1stDecember 2019 onwards.

Letter of Interest is invited from eligible DISA qualified Chartered Accountants with relevant experience to be appointed as System Auditors for conducting the System Audits of the Company at Ambalamugal, Kochi as per the following scope:

1. Verification of the opening balances of the Tally ERP system as on 01.12.2019 in Kochi unit as compared with the closing balances of the SAP system as on 30.11.2019. Verification of the opening balances of the Tally ERP system as on 01.04.2020 in the 2nd company for corporate office as compared with the closing balances of the existing Tally system as on 31.03.2020.
2. A review of Organization Structure, Chart of Accounts, General Ledgers, & Cost Centers of both the companies (Kochi & Corporate) and its consolidated report.
3. A review of Master Data Management
4. Review of the security of the system: Security policies, standards and processes-controls designed to secure access based on business need.
5. Review of the authorization controls: Ensure that only approved business users have access to the application system like edit, cancel, delete etc. Are roles and responsibilities defined and assigned in the ERP System.

6. Compliances with the Accounting policies of the company and other Accounting standards requirements.
7. Review the Valuation of inventories (Raw materials, stores, finished products and WIP) are in compliance with Accounting standards. Review of statutory data required for PF, Income Tax, GST etc.,
8. Review the Pay roll system and Assets Register and its linking with Tally ERP. Users' problems remaining unresolved in the ERP system
9. Disaster recovery/backup and recovery procedures, to enable continued processing despite adverse conditions.
- 10.A Report on the shortcomings in the Tally ERP system implemented in HOCL and recommendations to rectify the same.

Interested qualified Chartered Accountant firms may submit the application with the following documents at the address mentioned below **on or before 12nd March 2020**.

- a) **Copy of DISA certificate**
- b) **Copy of the documents proving that at least one System audit has been conducted within a period of last three years.**
- c) **Fee for the System audit (excluding tax).**

The cover should be super-scribed with

“APPLICATION FOR APPOINTMENT AS SYSTEM AUDITOR”

Address:

**DY.GENERAL MANAGER (FINANCE)
HINDUSTAN ORGANIC CHEMICALS LTD
AMBALAMUGAL POST
ERNAKULAM, KERALA-682302.**