

Appointment of Internal Auditors

It is requested that Chartered accountants / Cost accountants with minimum 3 years of experience may kindly sent their quotations to TOMCOM for appointment as Internal Auditors.

Scope of audit of TOMCOM

Sl. No.	Area	Scope
1	Audit of Financial transactions Bank and Cash	<ul style="list-style-type: none">• Documentation• Recording and Control
2	Verification of Bank reconciliation statements	<ul style="list-style-type: none">• Scrutiny of long outstanding items• Subsequent clearances• Stale cheques/Reversals
3	Leger Scrutiny covering all capital revenue accounts	<ul style="list-style-type: none">• Analysis of major fluctuations and reasons thereof
4	Statutory compliances – TDS,GST, IT	<ul style="list-style-type: none">• Payment of Statutory dues• Verification of reconciliation between book records and returns
5	Pay roll	<ul style="list-style-type: none">• Documentation• Recording and Control
6	Fixed Assets	<ul style="list-style-type: none">• Asset recording and control
7	Contracts with various countries for recruitment	<ul style="list-style-type: none">• Documentation and controls
8	Data Transfer	<ul style="list-style-type: none">• Verification of validation of data transfer from manual book records to Tally records

Contact details - 7997973358, 9959733360

Email id: – tomcom.gmts@gmail.com , tomcom.acct@gmail.com