

THE PLANTATION CORPORATION OF KERALA LTD.



(A GOVERNMENT OF KERALA UNDERTAKING)

REGISTERED OFFICE: KOTTAYAM - 686 004

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Website - www.pcklimited.in E-mail: pckaccounts@yahoo.co.in

F&A/

07/01/2025

ADVERTISEMENT

INTERNAL AUDITORS

Proposals are invited from experienced practicing CA/CMA firms for conducting Internal Audit of Head Office, 12 estates, 3 factories and one resort.

Year for which audit required : 2024-25 (FY)

Periodicity : Half Yearly

Last date for submitting the proposal: 31/01/2025, 5.00 P.M

Details about the Company and scope of internal audit is given in annexure –I

Your proposal should include:-

1. Description about your firm and your experience
2. Audit fee should be stated for each group and for Head Office separately and in total.
3. Any other requirements may be specified.
4. Firm with sufficient staff to complete the work within the schedule only need to send their proposal.

Sd/-

MANAGING DIRECTOR

Annexure - 1

Introduction of the Company

Name & Address : The Plantation Corporation of Kerala Ltd, Kottayam – 04
Website – [www.pcklimited](http://www.pcklimited.in) .in
E-mail id: - gmfinancepck@gmail.com.
Phone No: 0481 2578301 - 304

Status of the Company: Fully owned Government Company.

Authorized Capital : 750, 00,000/-

Paid up Capital : 556, 88,000/-

Net Loss (2023 – 24) : Rs. 5.04 Crores.

Accounting Software : Tally Prime in all offices.

Scope of Internal Audit

1. Reviewing and appraising the soundness, the adequacy and application of accounting, financial, operating and other internal controls and prompting effective control.
2. Ascertaining the extent of compliance with established policies, plans and procedures. This will inter-alia includes the verification of procedure for sales, purchase and work contracts.
3. Ascertaining the extent to which the company assets are accounted for and safeguard from losses of all kinds.

4. Verification of Books of Accounts and Other Registers.

- i. Verification of Cash / Bank transactions.

Complete verification of Cash / Bank transaction for one month in each quarter and 100% verification for transactions above Rs. 5000/-, verification of Cash Book, Bank reconciliation statements etc with all supporting documents and also physical verification of cash.

- ii. Verification of Stock Register

- Verification of Central & Divisional Stores Registers.
- Cross verification of issues from central stores with corresponding receipt in divisional stores.

- Verification of barrels: - purchases of barrels with invoices & Stock register and Issue of barrels with sales invoice and dispatch order from Head Office & Barrel Stock Register.
 - iii. Verification of Fixed Asset Register
 - iv. Ledger scrutiny and verification of Trial Balance
 - v. Verification of payment of salary & wages (randomly).
 - vi. Verification of advances, recoveries and schedules.
 - vii. Reconciliation of Stores Control and Wages Control accounts.
 - viii. Ensure that Debit Notes and Credit Notes are raised properly and timely.
 - ix. Ensure proper classification of Assets, Liabilities, Expenses and Incomes.
 - x. All aspects relating to deduction and remittance of TDS & filing of TDS return.
 - xi. All aspects relating to accounting of GST and also ensure that same is properly transferred to Head Office with all relevant forms.
 - xii. Verification of Log Book of Vehicle with fuel Stock Register and mileage.
5. Agricultural Products - Records
- (1) Latex – Reconciliation of estate records with factory records.
 - (2) Verification of sales, dispatch and all connected aspects.
6. Bringing out in time, not only clear cases of financial irregularities or impropriety, wasteful or uneconomical transactions, but also every matter appears to be unreasonable or improper usage of Company's funds and assets, though there is no apparent irregularity in the transactions.
7. Necessary guidelines regarding Accounting, Taxes etc to the office staff.
8. Prepare the Head Office Reconciliation and schedules for the P&L Account and B/S, ensuring the accounts for the FY 2024-25 are ready for audit and submission to statutory auditors.

Internal Audit Report

1. Half yearly Report ending 30/09/2024 and 31/03/2025 and Certification covering all areas as specified above, each item separately.
2. Report should contain audit observation, system weakness if any and suggestion for improvement.
3. Report should also contain a review of pending audit queries and adequacy of corrective measures taken.

4. Mistakes and omission found during the Internal Audit should be got rectified then and there. A Flash report should be submitted to the General Manager (F&A) immediately on verification of each unit.
5. Half yearly report to be submitted on or before 30th day of the next month of completion of first half year and Final Audit Report should be submitted on or before 30/04/2025.

Group – wise details of units.

1. Head Office

Head Office Audit will include Periodic Reconciliation of Head Office Control account with units. Actual expense for Food & Accommodation (Limited to Rs.500 / man day) will be reimbursed.

2. Kodumon Group

Sl No.	Name and Address of each units	Volume of Transaction (Expense for Financial Year 2023 – 24) (Rs. in Lakhs)
1.	Kodumon Estate Address : Nedumonkavu P.O : Pathanamthitta Dist. Total Area : 1238 Hectares	Rs. 1047.10/-
2.	Chandanappally Estate Address : Nedumonkavu P.O : Pathanamthitta Dist. Total Area : 1731 Hectares	Rs. 1249.01/-
3.	Thannithode Estate Address : Thannithode P.O : Pathanamthitta Dist. Total Area : 670 Hectares	Rs. 296.02/-
4.	Kodumon Group Latex Factory Address : Nedumonkavu P.O : Pathanamthitta Dist.	Rs. 361.24/-

Food & Accommodation will be provided to the audit team at Kodumon IB. No other expense will be reimbursed.

3. Kalady Group

Sl No.	Name and Address of each units	Volume of Transaction (Expense for Financial Year 2023 – 24) (Rs. in Lakhs)
1.	Adirappilly Estate Address: Kalady Plantation P.O : Ernakulam Dist. Total Area : 1643 Hectares	Rs. 1125.91/-
2.	Kallala Estate Address : Kalady Plantation P.O : Ernakulam Dist. Total Area : 1284 Hectares	Rs. 1049.53/-
3.	Kallala Factory Address : Kalady Plantation P.O : Ernakulam Dist.	Rs. 259.01/-
4.	Vettilappara / T.S.R Factory Address : Kalady Plantation P.O : Ernakulam Dist.	Rs. 215.83/-
5.	Plantation Valley (Farm Resort Project) Address : Vettilappara P.O : Ernakulam Dist.	Rs. 67.83/-
6.	Oil Palm Estate Address : Vettilappara P.O : Thrissur Dist. Total Area : 993 Hectares	Rs. 338.92/-

Food & Accommodation will be provided to the audit team at Plantation Valley Farm Resort – No other expense will be reimbursed.

4. Malabar Group of Estates.

A.

Sl No.	Name and Address of each units	Volume of Transaction (Expense for Financial Year 2023 – 24) (Rs. in Lakhs)
1.	Perambra Estate Address: Peruvannomoozhy P.O: Kozhikode Dist Total Area: 943 Hectares	Rs. 688.64/-

2.	Nilambur Estate Address: Nilambur P.O:Malappuram Dist Total Area: 436 Hectares	Rs. 305.28/-
3.	Mannarghat Estate Address: Mannarghat P.O, Palakkad Dist Total Area : 442 Hectares	Rs. 67.45/-

Food & Accommodation will be provided to the audit team at Perambra I.B at the time of verification of Perambra Estate. Actual expense for Food & Accommodation (Limited to Rs.500 / man day) will be reimbursed for verification of other units.

B.

Sl No.	Name and Address of each units	Volume of Transaction (Expense for Financial Year 2023 – 24) (Rs. in Lakhs)
1.	Rajapuram Estate Address : Rajapuram P.O : Kasargode Dist Total Area : 1523 Hectares	Rs. 107.59/-
2.	Cheemeni Estate Address : Cheruvathur P.O : Kasargode Dist Total Area : 1227 Hectares	Rs. 210.60/-
3.	Kasargode Estate Address : Muliya P.O : Kasargode Dist Total Area : 2065 Hectares	Rs. 502.92/-

Food & Accommodation will be provided to the audit team at Perambra I.B at the time of verification of Kasargode Estate. Actual expense for Food & Accommodation (Limited to Rs.500 / man day) will be reimbursed for verification of other units.