By E-Mail

ଜିଲ୍ଲା ପରିଷଦ, ସୁନ୍ଦରଗଡ

ZILLA PARISHAD , SUNDARGARH

(Sundargarh-770001, Email:ori-dsundargarh@nic.in, Tel.No. 06622-273873)

Odisha Livelihoods Mission

(Department of Mission Shakti, Government of Odisha,)

No. 359 /ZP (OLM) Dated the 01 / 12 / 2025

Expression of Interest for Statutory Audit of GPLFs,OLM, Sundargarh

Sealed expression of interest is invited from C& AG empanelled partnership Chartered Accountants firms for Statutory Audit of accounts of **GPLFs, OLM** Sundargarh for the year **2017-18 to 2023-24**. The bids should reach the undersigned by speed post/ registered post only. The last date for submission of tenders is **19.12.2025 up to 05.00 P.M.** Details regarding terms & conditions and submission of bids can be downloaded from the district website of Sundargarh: www.Sundargarh.odisha.gov.in

1.12.25

CDO-cum-EO,
ZP, Sundargarh

Memo No 360 dt. 01-12-2025

Copy submitted to the State Mission Director, OLM, SMMU for information and necessary action.

1.12.25

CDO-cum-EO,
ZP, Sundargarh

Memo No 361 dt. 01-12-2025

Copy to the District Informatics Officer, Sundargarh for web hoisting in the District Website.

1.12.25

CDO-cum-EO,
ZP, Sundargarh

Memo No 362 dt. 01-12-2025

Copy to All BDOs of Sundargarh for information and necessary action.

1.12.25

CDO-cum-EO,
ZP, Sundargarh

Memo No 363 dt. 01-12-2025

Copy to the PA to the Collector for kind information of Collector.

1.12.25

CDO-cum-EO,
ZP, Sundargarh

By E-Mail

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(Sundargarh-770001, Email:ori-dsundargarh@nic.in, Tel.No. 06622-273873)

Odisha Livelihoods Mission

(Department of Mission Shakti, Government of Odisha,)

No. 364 /ZP (OLM) Dated the 01/ 12/ 2025

IMPORTANT DATE RELATED TO THE EXPRESSION OF INTEREST AS FOLLOWS:

SL No.	Events	Date and Time
1	Publishing Date of EXPRESSION OF INTEREST Document in https://sundargarh.odisha.gov.in/	01.12.2025
2	Document/ EXPRESSION OF INTEREST Download start Date	01.12.2025
3	Bid submission **Start Date**	01.12.2025
4	Bid submission **End Date**	19.12.2025, at 5.00 p.m.
5	Last date for submission of EXPRESSION OF INTEREST	19.12.2025, at 5.00 p.m.
6	Clarification of any query related to EXPRESSION OF INTEREST Please contact 7978516675 during office hours,10am to 5pm or email to olmsundargarh@gmail.com.	From 01.12.2025 to 06.12.2025, at 5.00 p.m.
7	Query redressal by committee	09.12.2025, at 5.00 p.m.
8	Opening date of Technical Bids	20.12.2025, at 11.00 a.m.
9	Date and Time of opening financial Bids	To be intimated after technical bids evaluation.
10	Earnest Money Deposit (EMD) Drawn on any scheduled/Nationalized bank payable at Sundargarh in favour of CDO-cum-EO, Zilla Parishad, Sundargarh, Odisha.	**Rs. 30,000/-** Rupees (Thirty Thousand) only in the form of **Bankers Cheque/ Demand Draft**
11	Cost of Bid / Documents Drawn on any scheduled/Nationalized bank payable at Sundargarh in favour of CDO-cum-EO, Zilla Parishad, Sundargarh, Odisha.	**Rs. 1,000/-** Rupees (One Thousand) only in the form of **Bankers Cheque/ Demand Draft**

Note: - The tenderers/bidders/firms who will submitted the documents, EMD, Tender Document Fees etc., shall be valid for this tender.

1.12.25

CDO-cum-EO,
ZP, Sundargarh

By E-Mail

ଜିଲ୍ଲା ପରିଷଦ, ସୁନ୍ଦରଗଡ

ZILLA PARISHAD , SUNDARGARH

(Sundargarh-770001, Email:ori-dsundargarh@nic.in, Tel.No. 06622-273873)

Odisha Livelihoods Mission

(Department of Mission Shakti, Government of Odisha,)

No. 365 /ZP (OLM) Dated the 01/ 12 / 2025

Expression of Interest is invited from C&AG empaneled partnership Chartered Accountants firms for Statutory Audit of accounts of GPLFs, OLM Sundargarh for the years 2017-18 to 2023-24 or from the date of last external audit conducted. The terms and conditions of the assignment are as follows: -

Scope of Work

The audit shall be work in different GPLFs of District. The scope of the audit is described below: -

Initial collection of information about the GPLF	• Age of GPLF • Componenet wise fund transferred to the GPLF (Start-Up & IB Fund, CIF, Livelihoods fund etc) • Fund utilized and utilization certificate submitted to BMMU
Comments on performance of GPLF (Governance system) (For detailed qualification ref-Annexure-2)	• Ensure that GPLFs are conducting reqular meeting at GB RGB EC and sub –committee are annually, half yearly, monthly and monthly respectively. • Verify whether regular saving, lending and repayments are followed by GPLFs. • Ascertain the quantum of lending to SHG out of the funds given to that GPLF. • Ascertain whether loan has been disbursed as per approved Micro Investment Plan (MIP), based on the priority of needs. • Ensure that the loans given to members are utilized properly. • Ascertain whether the Community Support Staff like CRP-CM/MBK/Bank Mitra/Prani Mitra/Krushi Mitra etc. are placed and getting their remuneration regularly. • Report of any other innovative work taken by the GPLF on discussion with Executive Committee.
Verification of Books of Accounts and records.	**Maintenance of Books of Accounts** Ascertain whether proper books of accounts have been maintained (A check list has been prepared which may be refereed checklist to be signed by GPLF office bearer) **Vouching** • Verification of cash book, pass book & cheque issue register etc. • Verification of payment details with supporting vouchers. • All expenditure made must have been passed for payment in minute book. • Grant received from BMMU has been utilized under the head for which it was sanctioned and as per the approved conditions. • Whether procurement procedures have been followed (whether procured from lowest quoted supplier, budget community procurement manual)

	• Whether loan recovered (Both principal and interest) within prescribed time limit. • Whether expenditure as mentioned in the cash book is in conformity with the UC submitted to BMMU. • Last but not the least, audit has to verify any fraud, deviation from standard operating procedure etc. **Preparation of Financial Statement** • Receipt & Payment Account (annexure-4) • Income and expenditure Account (annexure-5) • Balance sheet (annexure-6) • SHG wise Saving at GPLF (annexure-7) • SHG wise GPLF Loan Outstanding (annexure-8)
Others	• The auditor may prepare a management letter (GPLF wise) containing recommendations for improvement in internal control and other matters coming to the attention of the auditor during the audit examination, possibly including the following matters; a. Observations on the accounting systems and controls that were examined during the course of audit. b. Deficiencies and weakness in the systems and controls, together with specific recommendations for improvement. c. Compliances with financial covenants. d. Matters that might have significant impact on the implementation of the project. e. Any other matter that the auditor considers pertinent.

Objective:

i. Enable the auditor to express an independent opinion as to whether GPLFs are being formed as per OLM guidelines and they are operating properly as per the standard operating procedures.

ii. Enable the auditor to express a professional opinion on the annual financial statement of GPLF, these would include Receipt and Payment account income and Expenditure account, Balance Sheet, Bank Reconciliation Statement (BRS), Statement of Expenditure (SoE) and utilization of concerned GPLFs.

iii. Comment on the effectiveness of the overall financial management arrangements including the system of internal controls as documented in the fund management guidelines. MOU's and various guidelines for specific funds.

iv. Specific opinion that the grant from the project has been used for the intended purpose and bring to the project's attention any fraud related issues and activities including diversion of funds from intended purpose or misuse of funds.

v. Comment on procurement and adherence of community procurement guidelines at GPLF level.

vi. Comment on the effectives of internal control mechanism and internal check.

Team Member:

The team should have one team leader / Audit partner must be a CA with at least 5 years of post-qualification experience in external audit and three team comprising of following personnel in each team: -

i. One team qualified auditor (CA/CMA inter) having 2 years of post-qualification experience.

ii. One support staff (Minimum Commerce graduate) having 1 years of post-qualification experience.

Evaluation and selection criteria:

i. On the basis of eligibility criteria all the EoIs shall be evaluated. After qualifying in minimum eligibility criteria, marking shall be awarded based on the credential of the bidders.

ii. Incomplete assignments or ongoing assignments shall not be considered.

iii. After opening of technical proposals all the request for proposals (RFPs) shall be evaluated and scored as per the criteria given in RFP. Firm those have scored minimum 75 marks out of 100 marks, their financial proposal shall be opened publicly.

iv. On opening of financial proposals, the firm quoted low cost shall be awarded with the contract. Firm quoted below minimum price as given in ToR shall not be considered.

v. In case two bidders quote the same lowest price, then the firm with the highest mark in the technical evaluation shall be awarded the contract. However, if two bidders quote the same lowest price and their technical mark also become equal, then, in that case the bidder having the higher annual average turnover shall be awarded the contract.

Reporting

The firm shall prepare and submit report to GPLF, BMMU and DMMU as per annexure-2. Also, a copy of Report will be kept by audit firm for future requirement. The firms will submit report of major issues (loopholes if any in GPLF fund management, manipulation of facts and misappropriation of funds) to State Mission Management Unit, Odisha Livelihoods Mission, Mission Shakti Department, Government of Odisha.

Terms & Conditions

1. The firm should be C&AG empanelled for the year 2023-24 and must have minimum 2(two) partners. Single proprietorship firms are not eligible.
2. The firm or any partner of the firm should not be black listed by any Government or any organization in respect of any assignment or behavior. Authorized Signatory(s) of the firm to submit an undertaking in this regard.
3. The audit is to be supervised by the partner(s) of the firm. It cannot be sublet/ assigned to any other firm/ person.
4. The firm should have 5 years of experience in statutory audit/concurrent audit/internal audit in Government sector. Preference shall be given having more experience in govt. audit. Each assignment value below 2 lakhs shall not be considered.
5. The firm having experience in GP or GPLF audit will be preferred. The preference shall be given to the firm having more assignments in GP or GPLF audit.
6. The organization must have at least 02 FCA's who have 5 years post qualification experience, are competent and willing to work towards fulfillment of audit objectives in Odisha Livelihoods Mission.
7. Last 3 Financial years (2022-23, 2023-24 & 2024-25) average annual turnover of the firm should not be less than Rs.20 lakhs.
8. The firm should have at least four semi-qualified CA having 2-year experience in Government Audit and four Audit assistants.
9. The firm already been assigned for statutory audit, internal audit, concurrent audit in SMMU, OLM shall not be considered for this assignment.
10. IT Returns for last 3 Financial years (2022-23, 2023-24 & 2024-25) & last GST returned file.
11. The bidders selected have to complete the Audit within 02 months from the date of award of contract.
12. Quotation shall remain valid for a period of 90 days after the deadline date specified for completion of Audit.

13. The Authority will award the contract to the CA Firm whose quotation has been determined to be substantially responsive and has offered the lowest evaluated quotation price.
14. The audit of GPLF will be for the period from 1st April,2017 to 31st March,2024 or from the date of last external audit conducted. **(Audit period will be decided accordingly by the DMMU, Sundargarh).**
15. The price quoted should all taxes & charges and Audit should be conducted at GP point with Auditors transportation cost.
16. The minimum audit fee to be quoted is Rs. 2000/- (Two thousand) only per GPLF per Financial year inclusive of GST. Firms quoting less than Rs.2000/- (excluding GST) will be rejected.
17. The bidders may be present in person or through one of their representatives(s) during the opening of quotations as per the date and time as fixed. i.e. **20.12.2025** at **11.00 AM** or if modified will be intimated later.
18. The cost of the Tender paper Rs. 1000/- (Rupees One thousand), entire tender paper is available in district website. The bidder has to furnish tender paper along with the non-refundable cost of tender of Rs. 1000/- (Rupees One Thousand) deposited in shape of **Demand Draft in favour of " CDO-cum-EO, Zilla Parishad, Sundargarh" payable at SBI, Sundargarh**.
19. A sum **of ₹ 30,000/- (Rupees Thirty Thousand) only** shall be submitted by the intending bidders in shape of **Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Sundargarh" payable at SBI, Sundargarh** as security deposit. After completion of quotation process, the security amount will be refunded to unsuccessful bidders as same shape.
20. The 2nd lowest bidder will be offered for Audit of GPLF if the 1st Lowest Bidder fails to do show which will impose penalty followed by forfeiting the EMD submitted.
21. The bidders have to conduct Audit of GPLF as per the price quoted without any condition, else the bid will be rejected and the EMD will be forfeited.
22. The Audit will conduct at GPLF point with all the transportation, fooding, lodging cost bear by bidder.
23. The detail audit period, Eligibility, Evaluation and Selection criteria and other procedure available in ToR.
24. The Bid has been invited under two bid system i.e. Technical Bid and Financial Bid. The interested bidders are advised to submit two separate sealed envelopes super scribing Technical Bid and Financial Bid and the sample submitted with tender paper.
25. The firm shall submit relevant documents duly signed by the authorized signatory in support of the eligible criteria given above. Any firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected. Firms must refer and submit their information as per the format available.
26. The interested bidders may submit their sealed Quotations by speed post/ registered post only in prescribed format super scribe on cover of the envelope **"QUOTATION FOR HIRING OF AUDITOR FOR GPLF AUDIT UNDER OLM"** address to the **CDO-cum -EO, Zilla Parishad, Sundargarh, Pin-770001** on or before 19.12.2025 at 05.00 PM.
27. Any dispute will be arising there, the parties touching to this agreement/complaint the same shall be decided mutually and if the dispute further arises the same shall be referred to the State Mission Director-cum-CEO, Mission Shakti Department whose decision will be treated as final and binding as the parties which cannot be challenged in any court of Law.
28. The authority reserves the right to cancel or reject one or all tender/Quotation without assigning any reasons thereof.
29. In case of any query please contact 7978516675 during office hours (10 AM to 05 PM) except holidays or mail to olmsundargarh@gmail.com. The last date of query is 06-12-2025, 05:00 PM.

1.12.25

CDO-cum-EO,
ZP, Sundargarh

The Bid documents to be attached

- CAG Empanelled certificate for the year 2023-24.
- Certificate of Establishment of partnership Firm.
- Financial statement (Receipts & Payments, Income Expenditure and Balance Sheet of last three-year in support of Turnover achieved (2022-23, 2023-24 and 2024-25).
- Copy of Latest GST Return.
- Certificate that the firm have not been black listed.
- Details of partner and staff.
- Proof of address of branch office in the applied zone if any.
- Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.
- Rs. 30,000/- (Rupees Thirty Thousand) only in shape of **Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Sundargarh" payable at SBI, Sundargarh** from any scheduled commercial bank towards EMD.
- Rs 1000/- (Rupees One Thousand) only in shape of **Demand Draft in favour of "CDO-cum-EO, Zilla Parishad, Sundargarh" payable at SBI, Sundargarh** from any scheduled commercial bank towards cost of tender paper (nonrefundable).
- Price in specific format prescribed in the bid document 279 GPLF Audit.

BID Evaluation Method

BID shall be evaluated in two phase i.e Technical & Financial based on minimum eligibility criteria and financial proposal.

1. Evaluation of Technical BID

The firms which qualify the minimum eligibility criteria shall be given mark based on the table -1 of this RFP.

Sl No.	Description	Marks	Maximum marks
1	Previous similar work order from Govt. sector for GPs/GPLFs		30
i	Minimum 5 work order in Govt. Sector for GPs/GPLFs	10marks	
ii	Minimum (6-10) work order in Govt. Sector for GPs/GPLFs	20marks	
iii.	Above 10 work order in Govt. Sector for GPs/GPLFs	30marks	
2	Turnover(last year)		30
i	Minimum turnover of Rs. 20 lakh	10 marks	
ii.	Turnover between 20 lakh- 30 lakh	15 marks	
iii.	Turnover between 30 lakh- 40 lakh	20 marks	
iv.	Above 40 Lakh	30 marks	
3	Year of Experience (Establishment of Firm)		30
i	Year of Establishment of registered Partnership Firm (0 to 05) years	10 marks	
ii.	Year of Establishment of registered Partnership Firm (05 to 15) years	15 marks	
iii.	Year of Establishment of registered Partnership Firm (15 to 25) years	20 marks	
iv.	Year of Establishment of registered Partnership Firm above 25 years	30 marks	
4. i.	Firms within the District	10 marks	10
ii.	Firms Within neighbour district	7 marks	
iii.	Firms any other district within the state	4 marks	
	Total Mark		**100**

As per the above mark who will secure minimum 75 marks, The Bidder will be eligible for financial bid.

Bid Price Conditions

- The transportation charges also to be included in the Bid Price.
- All duties, taxes and other levies payable by the supplier under the contract shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- The Price should be quoted inclusive of all taxes & charges in INR only.
-

Detailed of GPLF List

Sl no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per financial year/ Per GPLF (Inclusive of all expenses & taxes)	Remarks
1	Sundargarh	17	279	279		

1.12.25

CDO-cum-EO
Zilla Parishad, Sundargarh

Memo No. 366 */2025 Date* 01-12-2025

Copy to notice board of Zilla Parishad, Sundargarh to display the Quotation call notice on the notice board of the Zilla Parishad office for wide publication.

1.12.25

CDO-cum-EO
Zilla Parishad, Sundargarh

Memo No. 367 */2025 Date* 01-12-2025

Copy forwarded to Additional District Magistrate, Sundargarh district for information. He is requested to display the notice in the notice board of the district office for wide publication.

1.12.25

CDO-cum-EO
Zilla Parishad, Sundargarh

Memo No. 368 */2025 Date* 01-12-2025

Copy forwarded to All the BDOs/ Tahasildars/ EOs Municipalities of Sundargarh district for information. They are requested to display the notice in their respective notice board for wide publication.

1.12.25

CDO-cum-EO
Zilla Parishad, Sundargarh

Memo No. 369 */2025* *Date* 01-12-2025

Copy to the District Informatics Officer, Sundargarh for web hoisting in the District Website. *He is requested to upload the advertisement in the* website www.Sundargarh.odisha.gov.in. from 01.12.2025 to 19.12.2025.

1.12.25

CDO-cum-EO
Zilla Parishad, Sundargarh

FINANCIAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-EO
Zilla Parishad, Sundargarh

Sir,

I / We do hereby submit the Financial Bid price **FOR AUDIT OF GPLF AUDIT UNDER OLM** for your kind consideration.

Sl no.	District	Nos. of Block	Nos. of GP	Nos. of GPLF To Audited	Audit Fees per financial year/ Per GPLF (Inclusive of all expenses & taxes)	Remarks
1	Sundargarh	17	279	279		

The above Prices are inclusive of all applicable taxes, lodging, boarding and transportation cost of the auditors.

Signature with seal of the Bidder with date

Ah. Rajah

TECHNICAL BID

(To be submitted in a separate sealed cover on Letter Head)

To

The CDO-cum-EO
Zilla Parishad,Sundargarh

Sir,

I / We do hereby submit the Technical Bid **FOR AUDITOR OF GPLF AUDIT UNDER OLM** for your kind consideration

Sl. No	Particulars	Details
1	Name of the Authorized Chartered Accountant	
2	Postal Address	
3	CAG Empanelled certificate for the year 2019-20	
4	Certificate of Establishment of Firm	
5	Last three-year Financial statement in support of Turnover achieved (2022-23, 2023-24 and 2024-25)	
6	Copy of Latest GST Return	
7	Certificate that the firm have not been black listed.	
8	Details of partner and staff	
9	Proof of address of branch office in the applied zone if any	
10	Experience of government audit and externally aided project. Information must be given as per format available in annexure-1 with supporting documents.	

Signature with seal of the Bidder with date

DECLARATION BY THE BIDDER

It is hereby declared that I the undersigned, have read and examined all the terms and conditions etc. of the quotation document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the quotation document are fully acceptable to me and I will abide by the conditions of the terms and conditions.

Date:

Signature:
Designation:

Sh. Rajesh

Annexure
Annexure-I

Information Format

A. Similar Experience (Statutory /Concurrent / Internal Audit)

Sl No.	Name of the Completed Assignment (Statutory or Internal Audit)	EAP/Centrally Sponsored Scheme/ Govt Livelihood Project (Please Mention)	Name of the Client	Cost of the Assignment	Period of Completed Assignment	Supporting document annexed at Page no.
1	Ex: ABC	Livelihood	XYZ	5 Lakhs	2017-18	Page No.20
2						
3						

B. Average Annual Turnover during the last three financial years.

Sl No.	Financial Years	Annual Turnover (In Rs.)
1		
2		
3		

C. No of FCA and their Experience

Sl No.	Name of the FCA	Member Registration No. (*)	Date of Birth (*)	Period of post qualification Experience	Organization

NB:
1. **Short Listing will be made on above information along with attached supporting documents with this format.**
2. **Only completed assignment, i.e statutory / concurrent / nternal Audit will be taken for Evaluation.**
3. *** marks are mandatory must be filled it up.**

M. Rajiah

Annexure-2

Performance Audit

Particulars (Marks Weightage	Indicator	Range/Verification	Score	Means of Verification	Marks Scored (out of 60 marks)
Governance and Meeting (20 marks)	GB Meeting since formation (to be conducted once in a year)	100 % meeting conducted	5	Minutes Book	
		75% -99% meeting conducted	3		
		Less than 75%	0		
	RGB Meeting since formation (to be conducted half yearly)	100 % meeting conducted	5		
		75% -99% meeting conducted	3		
		Less than 75%	0		
	EC Meeting during last 6 month (to be conducted every month)	100 % meeting conducted	5		
		75% -99% meeting conducted	3		
		Less than 75%	0		
	Subcommittee meeting	100 % meeting conducted	5		
		75% -99% meeting conducted	3		
		Less than 75%	0		
				Sub - Total (A)	
Financial Performance (25 marks)	Regularity in savings/ contribution by SHG (last 6 months)	0 to 10 % default	5	Loan Ledger, Cheque Issue Register, DCB	
		10% to 25 % default	3		
		Above 25%	0		
	Quantum of lending to SHGs	More than 90% of total fund	5		
		51% to 90%	3		
		30% to 50%	0		
	Loan Recovery Rate	More than 80%	5		
		50% to 80%	3		
		Less than 50%	0		
	Preparation of MIP and prioritization	More than 80%	5		
		50% to 80%	3		
		Less than 50%	0		
	Rotation of CIF	More than 100%	5		
		More than 75%	3		
		Less than or equal to 75%	0		
				Sub - Total	

Particulars (Marks Weightage	Indicator	Range/Verification	Score	Means of Verification	Marks Scored (out of 60 marks)
				(B)	
Office Setup & Training Infrastructure (15 marks)	GPLF Office	Has own/ rented office with required furniture/ fixture/ computer/ board	5	Physical Verification, Resolution for purchase of furniture and other equipments	
		Has own/rented office but without any required setup	3		
		No own/rented office	0		
	Training Infrastructure	Has own/ rented training infrastructure with capacity of 50 persons with necessary setup like furniture, electricity, drinking water facility, training material, etc	5		
		Has own/rented training infrastructure but without any required setup	3		
		No own/rented training infrastructure	0		
	Loading and Boarding Facility	Has own/ rented lodging & boarding infrastructure with capacity of 30 persons with necessary setup like furniture, electricity, drinking water facility, etc	5		
		Has own/rented lodging & boarding facility but without any required setup	3		
		No own/rented lodging & boarding facility	0		
				Sub - Total (C)	
				Total Marks Scored (A + B + C)	

Annexure-3

Check list for submission of documents

Sl No.	Description	Yes/No	Page No.
1	CAG Empanelled certificate for the year 2023-24		
2	Certificate for establishment of Firm		
3	Last three-year Financial statement in support of Turnover achieved (2022-23, 2023-24 and 2024-25)		
4	Copy of Latest GST Return		
5	Certificate that the firm have not been black listed		
6	Details of partner and staff		
7	Proof of address of branch office in the applied zone, if any		
8	Experience of government audit (GPs/GPLFs) and externally aided project. Information must be given as per format available in annexure-I with supporting documents.		

Dk. Rayah

Annexure-4

Receipts and payments statement

Name of GPLF Block - District -

For the period of ____________________

	Receipts	Amount		Payments	Amount
A	**Opening Balance**		G	**Capital & Corpus Fund**	
A1	Cash in Hand		G1	Withdrawal of savings by SHGs	
A2	Cash At Bank (All Accounts)				
			H	**Loans & Advances**	
B	**Capital & Corpus Fund**		H1	Loan Disbursement from CIF Fund	
B1	Savings mobilized from member SHGs		H2	Loan Disbursement from Other Grants Received	
B2	Share Capital received from member organization	xxxxxx	H3	Advance Payment (if any)	
B3	Other receipt received as capital by GPLF		H4	Repayment of Loan (Bank, MFI, Other)	
B4	Grants/ Funds Received				
B4.1	Community Investment Fund (CIF)		I	**Fixed Asset (from Grants/ Own Income)**	
B.4.2	Other Grant Received for Onlending		I1	Furniture & Fixture	
B.4.2.1	*SVEP CEF Fund*		I2	Computer & Appliances	
B.4.2.2	*PVTG Empowerment Fund*		I3	Agricultural Equipments	
B.4.2.3	*Loans for PG*		I4	Other	
B.4.2.4	*Other*				
B.4.3	Other Non- Capital Grant Received for Specific Purpose		J	Current Assets (from Grants/ Own Income)	
B.4.3.1	*Start UP*	-	J1	Stock	
B.4.3.2	*IB Fund*		J2	Inventories	
B.4.3.3	*Livelihoods (CFC, Poultry, Goatery, OSF, PG Working Capital, Other)*		J3	GPLF Books/ Register	
B.4.3.4	*CoE Fund*		J4	SHG/ CLF Books/ Register	
B.4.3.5	*Other*		J5	Other	
C	Loans & Advances		K	Investments (from Grants/ Own Income)	

	Receipts	Amount		Payments	Amount
	(Principal)				
C2	Other Loan Repayment (Principal)		K2	Other	
C3	Advance received (if any)				
C4	Loan from Financial Institutions (Bank, MFI, Other)		L	**Expenses (from own income)**	
			L1	Depreciation on fixed asset	XXXXX
D	**Sale of Asset/ Product**		L2	Manager Salary	XXXXX
D1	Fixed Asset		L3	Accountant Salary	XXXXX
D2	Current Asset		L4	MIS Assistant Salary	XXXXX
D3	Other Product		L5	Master Trainers Salary	XXXXX
			L6	Other Staff Salary	
E	Incomes		L7	Community Cadres Remuneration	
E1	Annual renewal fee received from SHG during the year		L8	Travel Expenses	
E2	Admission/ registration fee received from SHG during the year		L9	Office Rent, Water, Electricity, Telephone, Internet, etc.	
E3	Recurring subscription fee received from member organization	xxxxxxx	L10	Meeting Expenses	
E4	Interest on CIF Loan		L11	Printing & Stationery	
E5	Interest on Loan given from other funds		L12	Bank Charges/ Commission (All Accounts)	
E6	Bank Interest received (all bank accounts)		L13	AGM Expenses	
E7	Fines & Penalty Collected		L14	Annual Audit Expenses	
E8	Resource Fee/ Institutional Charges Received (if any)		L15	SHG/ CLF/ GPLF Review & Monitoring Expenses	
E9	Service Fee received from member organization during the year		L16	Social Development Program Expenses (if any)	
E10	Other Income		L17	Annual Membership Fee Paid to Higher Level Federation (BLF)	
			L18	Subscription Fee Paid to Higher Level Federation (BLF)	
F	Other		L19	Service Charges Paid to Higher Level Federation (BLF)	
			L20	Other expenditure (if any)	
			L21	Loan Loss Provision (Provision of Bad Debts if any)	
			M	**Expenses (from grants received for specific purpose)**	

	Receipts	Amount		Payments	Amount
			M1	Community Cadres Remuneration	
			M2	Training & Exposure	
			M3	Office Rent, Water, Electricity, Telephone, Internet, etc.	
			M4	Manager Salary	
			M5	Accountant Salary	
			M6	MIS Assistant Salary	
			M7	Master Trainers Salary	
			M8	Other Staff Salary	
			M9	Printing & Stationery	
			M10	Bank Charges/ Commission (All Accounts)	
			M11	Fooding/ Guest Hospitality	
			M12	Travel Expenses	
			M13	Other	
			N	*Outflow from Livelihoods Fund (other than that covered in I, J, L & M above)*	
			O	Other	
			P	Closing Balance	
			P1	Cash in Hand	
			P2	Cash At Bank (All Accounts)	
	TOTAL			TOTAL	

Anexxure-5

Income and Expenditure Statement

For the period ______________

Income	Amount
Annual Membership fee received SHG	
Admission/registration fee received from SHG	
Interest on CIF and other fund	
Service fee received from SHG	
Bank interest received	
Penalty collected	
Resource fees/Institutional charges received	
Other income	
Total operating income-(A)	
Non-operating income-(B)	
Recurring grant received from mission for operational expenditure of GPLF	
Total income-(A+B)	
Operational Expenditure	
Depreciation on fixed asset	XXXX
Manager salary	
Accountant salary	
MIS coordinator salary	
Community facilitators salary/cost	
Other staffs salary/cost	
Travel Expenses	
Office rent, water, electricity, telephone, internet etc	
Meeting expenses	
Printing and Stationary	
Bank charges/commission	
Annual General meeting expenses	
Annual audit expenses	
SHG/ CLF/ GPLF review and monitoring expenses	
Development program cost (if any)	
Annual membership to higher level federation	
Subscription fee paid to higher level federation	
Service charges to higher level federation	
Reimbursement of CLF operational cost	
Other expenditure -if any	
Loan loss provision	
Total operational Expenditure-(C)	

Income	Amount
Excess income over total expenditure (A+B-C) (D)	
Other Non-capital fund received	
Other Funds/grants received with specific purpose/directions about its use for CRPs payments, training funds, Community cadre remunerations, SBM, Special project etc.	
Payment from Non-capital fund received	
Unspent balance of non-capital fund received (E)	
Excess income over expenditure (as per I-E Statement) (D + E)	
(just to verify with audited financial report)	

Annexure-6

Balance sheet

Balance Sheet As On ____________

Liabilities	Amount
Capital and corpus fund	
Corpus fund	
Savings mobilized from member SHG	
Community investment Fund (CIF) received from Mission	
Share capital received from SHG	XXXXX
Other receipt received by GPLF as capital	
Other grant received for onlending	
Total Capital and corpus	
Unspent balance of non capital grant (over expenditure)	
Balance of refund from member organisation	
Transfer from reserve (if any)	
Advance	
Other grants	
Suspense Account	
Reserve	
Opening balance	
Excess income over total expenditure	
Amount transferred to capital	
Balance reserve	
Loan loss reserve	
Total Liabiiity	
Asset	
Fixed Asset Capital	
Opening balance	
Fixed asset purchased during the year	
Less depreciation	
Fixed asset value	
Opening stock	
Stock Inventories purchased during the year	
Stock issued during the year	
Balance stock	

Liabilities	Amount
Investment/Total Fixed deposit done by GPLF	
Loan	
CIF Loan Outstanding with SHG	
Loan outstanding from the loans given from other grants	
Other current assets	
Advances	
Advance given	
Closing balance	
Cash	
Bank	
Total Asset	

Annexure-7

SHG wise Savings at GPLF

Sl. No.	Name of the SHG	Name of the CLF	Cumulative Savings (Rs.)	Cumulative Savings Withdrawal (Rs.)	Balance (Rs.) (3-4)
0	1	2	3	4	5

Annexure-8

SHG wise GPLF Loan Outstanding

Sl. No.	Name of the SHG	Name of the CLF	Loan Amount received (Rs.)	Cumulative Loan Repaid (Rs.)			Loan Outstanding (Rs.)		
				Principal	Interest	Total	Principal	Interest	Total
0	1	2	3	4	5	6	7	8	9