



THROUGH HUMANITY TO PEACE  
ಭಾರತೀಯ ರೆಡ್‌ಕ್ರಾಸ್ ಸಂಸ್ಥೆ

# Indian Red Cross Society

(Constituted Under Act XV of 1920)  
DAKSHINA KANNADA DISTRICT BRANCH



No: I.R.C.S/D.K/I. Audit/18/2024-25

Date : 20.07.2024

## Required – Internal Auditor

Indian Red Cross Society, D.K District Branch Mangaluru, is looking for an Internal Auditor to conduct Internal Audit for the year 2024-25 and report on a quarterly basis.

Qualified practicing Chartered Accountant having not less than five years of experience in this area can apply, quoting audit fees in a closed cover to this office by post or mail. Email : [ircsdkd@gmail.com](mailto:ircsdkd@gmail.com)

Last date for submission : 31.07.2024.

For detailed terms and conditions you may please login to [www.redcrossdk.org](http://www.redcrossdk.org).

### Terms and Conditions

1. Selection of Internal Auditors for IRCS DK is solely at the discretion of the Management Committee.
2. The term of the selected Audit firm shall be initially for a period of one year (2024-2025).
3. Subject to satisfactory performance, the term may be extended for a further period of two years.
4. Audit work includes physical visits to IRCS Blood Bank at Lady Goschen Hospital every month and inspecting the Books and Registers maintained by them.
5. Monthly reports on findings of the Blood Bank functioning to be submitted to IRCS office every month.
6. Monthly Compliance report from Blood Bank to be perused before submitting the reports for the subsequent months.
7. Unrectified/pending comments to be reflected in the regular Quarterly Audit Report.
8. A separate audit report on Red Cross Centenary Building account to be submitted till the completion of the building work.
9. Monthly findings report to be submitted by 10<sup>th</sup> of succeeding month.
10. Quarterly Audit Report to be submitted by 20<sup>th</sup> of month succeeding the quarter.
11. The synopsis of the Quarterly Audit Report need to be provided by the first week of the next quarter before submission of the Final Report
12. Timely assistance for filing statutory obligations/returns to be extended.
13. Report to facilitate timely compliance of statutory obligations, enhance transparency in maintenance of books of accounts and professional guidance to the office staff towards this objectives.

  
Secretary

Indian Red Cross Society

"Red Cross Bhavan", D.C Office Compound, Mangaluru – 575001 District Branch  
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