

Maharashtra Information Technology Corporation Ltd. (MahaIT) has been set up as an independent government corporation wholly owned by the State government. Maharashtra Information Technology Corporation Ltd. invites applications from retired Government of Maharashtra employees (from cadre of Director or Joint Director from Department of Accounts and Treasury, Government of Maharashtra) as a **Consultant for Making Internal Financial Control Manual** for MahaIT.

1. Detailed Scope of Work (Internal Financial Control)

1. Review of existing internal financial control system:

This will be done by visiting MAHA-IT office, studying existing related documents. Discussion with staff and officers of MahaIT and if required concerned desks in Administrative department, Statutory Auditors, Internal Auditors.

2. Suggest restructuring of Finance and Accounts Branch:

Restructuring shall be corollary to proposed business process reengineering. Restructuring shall be mainly partitioning of post payment and prepayment work.

Pre-payment branch (Finance wing) will take care from budgeting, tender/quotation, concurring proposal involving financial sanction, Bills scrutiny, passing of bills. procedure for extending advances.

Post-payment branch (Account wing) work will include making payment of bills passed by Finance wing, its accounting, filing of tax returns, preparation of balance sheet and other accounting statements

etc

3. Assigning role to concerned staff: This will be done at the option of MahaIT. My work shall be to prepare duty chart if necessary.

4. Suggest workflow from stage of raising quotation/tender to the stage of payment and its accounting: Will emphasis on bringing transparency and prompt disposal, establish accountability in case of delay, nepotism, avoid tax liability before ensured realisation of revenue. Monitoring of bill pendency

5. Frame delegation of financial power.

Prescribe powers in relation to sanction to expenditure, sanction to the bills, sanction to project, power to accept quotation, tender. Prescribe powers for recurring, committed, and non recurring, capital expenditure taking into consideration amount involved and rank of the officer. Power to sign cheques or mandating NEFT/RTGS.

6. Prescribe Revenue and Receipts monitoring system:

Prescribe procedure to raise bills. Ensure not to have unbilled revenue. Suggest credit policy or credit limit, follow-up for outstanding payment. Procedure to collect prompt revenue. Implement concept of collection account by taking advantage of core banking. Short term investment of money remaining idle in current account.

7. Prescribe Internal/pre audit system with emphasis on propriety audit:

Establish procedure of pre audit and if necessary internal audit. Prescribe audit of sanction and audit of bill. Recommend which audit shall be outsourced and which shall be done by internal staff. Imbibe the concept for propriety audit. Using resources available in public domain for propriety and invoice audit.

8. Payment and receipt reconciliation process improvement if required.

Recommend timetable for receipt and payment reconciliation. Evaluate if procedure in government can be followed. Suggest positive or negative motivation method for time bound compliance.

9. Accounts and finance files maintenance:

Suggest Preservation of various ledgers, vouchers, cashbook, Noting files, project files its classification and preservation period, custody etc.

2. Period of Contract:

The period of contract will be initially for a period of **two/three months**.

3. Remuneration: will be paid as per शासन निर्णय क्रमांक : सामान्य प्रशासन विभाग संकीर्ण-२७१५/प्र.क्र.१००/१३
दिनांक : १७ डिसेंबर, २०१६

4. Selection Process:

The selection process will consist of Personal Interview. The decision of the Company in this regard shall be final.

5. How to apply:

Eligible candidates have to send plain paper application & resume to “The Managing Director, Maharashtra Information Technology Corporation Limited (A Government of Maharashtra Enterprise) 3rd Floor, Apeejay House, Near K.C.College, Churchgate, Mumbai – 400020.”

Or

Email it scanned copy of eligibility documents to: admin.mahait@mahait.org

6. Last date of application: - 22nd July 2021

7. GENERAL CONDITIONS

- Candidate must be a retired Government of Maharashtra Servant
- Pre-requisites are minimum and mere possession of the same does not entitle the candidate to be called for Selection process.
- The short listed candidates will have to appear for the Selection Process at their own cost. Traveling expenses will not be reimbursed.
- If the candidate knowingly or willfully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified at any stage of recruitment process and if appointed, shall be liable for dismissal from the Company’s service

without any notice or assigning any reasons whatsoever.

- The recruitment in Maharashtra Information Technology Corporation Ltd is done strictly as per merit. Canvassing in any application form will disqualify a candidate.
- Appointment order of the selected Departmental candidates will be issued by the concern establishment section after verification of disciplinary actions and vigilance enquiries in process/contemplated and other service records. The decision of the Company in this regard shall be final and no individual representation will be entertained.
- The Company reserves the right to modify or to cancel the Advertisement /selection process fully or partly at any stage on any grounds and such decision of the Company will not be notified or intimated to the candidates.
- Any dispute pertaining to this recruitment process shall be within court jurisdiction at Mumbai.
- The decision of the Company in all matters relating to recruitment shall be final and no individual correspondence will be entertained.

Date: 16th July 2021

Sd/-

Managing Director (MahaIT)

