



JAIPUR METRO

**Jaipur Metro Rail Corporation Ltd.**

Admin Building, Metro Depot, Bhriugu Path, Mansarovar, Jaipur-302020

CIN: U60221RJ2010SGC030630

Tel.: 0141-2822210; Fax: 0141- 2822211

Website: www.jaipurmetrorail.in; email: df@jaipurmetrorail.in  
jmrc.finance@rajasthan.gov.in



F.2 (403)/JMRC/Fin/I A/2020-21/105

Dated:

06 MAY 2026

GAMA & Associates  
314, 2<sup>nd</sup> Floor, Shree Gopal Nagar,  
Jaipur – 302019



**Sub.: Hiring of Services as Internal Auditor for Financial Year2026-27.**

Sir,

With reference to your proposal for Internal Auditor for the Financial Year2026-27, it is informed that your proposal has been accepted as Internal Auditor of the company for the Financial Year2026-27 on following terms: -

**SCOPE OF WORK**

- Checking Income and Expenditure.
- Appropriate classification of revenue and capital expenditure.
- Verification of the Ledger Accounts and supporting vouchers for all heads of Balance Sheet and the P & L A/c to ensure sanctions, support, correct accounting treatment and arithmetical accuracy.
- Compliance with the accounting standards and principles.
- Annual verification of the assets and liabilities of the company, it's reporting in the books
- Adequacy of internal control on expenditure, areas of cost reduction & cost controls.

**Signature valid**

1/5

RajKaj Ref No.:  
22015065

M e-Sign



Digitally signed by Jitendra Kumar Shrotriya  
Designation : General Manager  
Date: 2026.05.06 11:10:48 IST  
Reason: Approved



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- Checking and reconciliation of Bank statements regularly.
- Checking the systems of financial control in light of delegation of powers.
- Verification of various statutory registers and reports.
- Verification of the Tax compliance such as deduction / deposit of TDS, Goods and Service Tax matters, Income tax issuance of Form 16, 16A, filing of returns etc. before the due date, tax and VAT related compliances.
- Audit of all the orders, contracts, investments, debts, vouchers, documents having financial implications.
- All Contracts and purchases are to be examined critically, requirement of purchase, procedure followed, as per prevailing rules and delegation of powers etc.
- To check deposits from the CSC sale/ top up/ add value from reports.
- To check the entries of Fare Box revenue from customers from the exit report of CSC sale.
- To check the non-fare box revenue viz. Rental Income, Advertisement, Parking etc.
- To check the CST revenue from the reports.
- To check refund entry from the reports of AFC so as to check the classification of the total amount of adjustment from advance from customer to the refund, income and other heads.

2/5

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- To report any deficiency found in the system reports and the entries for receipts/ refunds and adjustments being made.
- To comment on the overall reconciliation status and checking / internal control of the Commercial cell of JMRC.
- To specifically comment on every quarterly report about the adequacy & correctness, of the revenue reports and accounting thereof along with suggestions for improvement if any.
- Any other work which is related / incidental to above scope.

**DELIVERABLE**

The report should be structured in a manner to provide the following:

- Audit observations
- Implications of the observations
- Suggested recommendations
- Management comment/agreed action
- Status of action on previous recommendations

The internal audit is to be carried out, and audit report be submitted quarterly. The auditor must highlight the critical issues immediately to the Management, which require immediate attention. The reports should be submitted within fifteen days of the close of the month.

**Signature valid**

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**TERMS OF PAYMENT**

- The firm will submit bill to the Jaipur Metro Rail Corporation in prescribed formats after submitting quarterly report. Payments will be subject to deduction of taxes if any.
- The Corporation may, by written notice, terminate the contract /forfeit all payments if the firm fails to perform any obligations assigned.

**TIME PERIOD OF ASSIGNMENT**

- The assignment shall be for financial year 2026-27 only.

**FEES PAYABLE**

- Total remuneration for aforesaid assignment will be Rs. 2,12,000/- (Rs. Two Lakh Twelve Thousand Only) plus GST (as applicable) for F.Y. 2026-27 (Rs. 53,000/- (Rs. Fifty-Three Thousand Only) plus GST (as applicable) per quarter for F.Y. 2026-27).

Please submit your written consent as token of your acceptance of this assignment and execute agreement on Rs. 500/- stamp paper.

Yours sincerely,

(Jitendra Kumar Shrotriya)  
General Manager (Finance)

**Signature valid**

Digitally signed by Jitendra Kumar Shrotriya  
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Copy to :-

- ✓ IT Cell, JMRC for uploading on State Public Procurement Portal and JMRC website.

General Manager (Finance)

**Signature valid**

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Shrotriya  
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