

Advertisement For Engagement of a Chartered Accountant Agency for Internal Financial Audit of NLR India Foundation [FCRA-Registered]

About NLR India Foundation (NLRIF)

NLR India Foundation (NLRIF) is a non-profit, non-religious, non-governmental organization registered as a public charitable trust as per the Indian Trust Act in 1999. NLR India Foundation is certified for the Foreign Contribution Regulation Act (FCRA) in 2004 and received tax exemption under section 80G of IT Act, 1961. We work in eight states, namely, Assam, Bihar, Delhi, Jharkhand, Madhya Pradesh, Rajasthan, Uttar Pradesh, and West Bengal. We have a team of 29 staff and 25 consultants working through different locations. There are 4 offices. Some staff work through home.

Our vision: Creation of an inclusive society free from Leprosy, allied skin NTDs and related disabilities.

Our values: Openness, Collaboration, Commitment, and Compassion.

NLR India Foundation (the Entity) will like to engage a Chartered Accountant (CA) Agency for quarterly review and advisory support. The organisation maintains both domestic and FCRA accounts and operates with a finance team of two-members one finance manager & one finance officer. To strengthen internal controls and ensure compliance with statutory and donor requirements. The **duration** of the engagement will be one year. It can be extended based on performance and mutual agreement.

The Consulting Agency (CA) partner/ person will **report** to the CEO, NLR India.

Objective of the Assignment

The primary objective is to provide **independent quarterly financial oversight**, ensure **statutory and FCRA compliance**, identify gaps in systems, and strengthen internal financial controls for transparent and accountable financial management.

Scope of Work

A. Quarterly Financial Review

1. Review of financial statements (Receipts & Payments, Income & Expenditure, Balance Sheet).
2. Verification of vouchers, bills, supporting documents, and approval workflows.
3. Review of accounting entries in Tally / accounting software.
4. Scrutiny of bank reconciliations for both domestic and FCRA accounts.
5. Checking proper allocation of expenses to projects and cost heads.
6. Verification of cash book (if any) and petty cash procedures.

B. FCRA Compliance Review

1. Review of utilisation of FCRA funds as per project budgets.
2. Verification of mandatory FCRA documentation and record keeping.
3. Review of FCRA Bank A/c management including foreign inward remittance documentation (FIRCs, SBIs Form, etc.)
4. Compliance review against FCRA Act, Rules, and amendments.
5. Red-flag potential non-compliance issues (administrative expense limit, fund transfers, cash withdrawals etc.).

C. Statutory Compliance

1. Review accounting treatment for TDS, PF/ESI, etc.
2. Review TDS deductions and challans.
3. Guidance on any new laws or regulatory updates applicable to NGOs.

D. Internal Controls & Systems Strengthening

1. Assessment of internal financial controls and risk areas.
2. Recommend improvements in processes, documentation, and delegation of powers.
3. Support in updating finance manual, SOPs, and internal policies.

E. Donor Compliance

1. Review of donor-wise ledgers and reporting schedules.
2. Ensure expenditure is in line with donor agreements and approved budgets.
3. Support in preparation or verification of donor financial reports (if required).

F. Quarterly Reporting

At the end of each review, the Agency will submit a **Review Report**, covering:

- Summary of findings
- Compliance status
- Risk areas and irregularities
- Recommendations for corrective action
- Follow-up on previous month's observations

Deliverables

1. Quarterly review report (written).
2. Updated compliance checklist for FCRA and statutory obligations.
3. Quarterly summary analysis.
4. Suggestions for system improvements.

Duration of Engagement

The engagement will be for an initial period of **12 months**, extendable based on performance and mutual agreement.

Time Commitment

- **1 visit per quarter** to the NGO office.
- **Availability for consultation** as and when required by email/phone.

Required Qualifications

- Chartered Accountant Firm registered with ICAI.
- Minimum **3 years' experience with NGOs** and FCRA compliance.
- Proficiency in Tally ERP / Tally Prime and NGO-specific accounting practices.
- Understanding of donor compliance frameworks.

Confidentiality

All financial information, documents, and data accessed during the review shall remain confidential and cannot be disclosed to third parties without written consent from the NGO.

Eligibility Criteria

1. Average Turnover: The firm must have an average annual turnover of at least INR 1 Crores during the last three financial years.
2. Relevant NPO Experience: The firm must have a proven track record of providing financial management and accounting services for at least 2 years to a Not-for-Profit Organization (NPO) with an annual turnover of at least INR 2 Crores.
3. Statutory Compliance Expertise: Demonstrated experience in handling TDS, FCRA, and other statutory compliances specifically applicable to non-profit organizations in India.
4. Years of Establishment: The firm must have been in continuous existence for a period of more than 15 years as on the date of application.
5. Non-Blacklist Declaration: The firm must provide a self-declaration that it has not been blacklisted or debarred by any government agency, donor organization, or regulatory authority at any time in the past.
6. Professional Qualification: At least two partners of the firm must have successfully completed certification courses from the Institute of Chartered Accountants of India (ICAI) related to Not-for-Profit Organizations (NPOs).

The firm will be fully accountable for the NLRIF audit/account system. Agency may devise/ initiate mechanism/s to prevent any misappropriation.

The applicant is requested to submit a proposal outlining the capacity to deliver the requested services, the lumpsum quarterly fee with relevant details, three references and certifications or affiliations that highlight the credibility and experience of the CA.

We are keen on moving forward swiftly with this assignment and would appreciate receiving your proposal latest by 31st January 2026. Kindly submit your proposal at the earliest, we will shortlist every week, and conduct interviews. The requirement may close before the last date of 31st January 2026. **Please send proposal through the following email –ajay.thakural@nlrindia.org** & also fill the details through the following link:- <https://forms.gle/XMTDoCUXSRuhPM2SA>