



Nerul Gymkhana

To the Founder / Life Members Nerul Gymkhana

Sub: Appointment of Committee of Internal Auditor for Nerul Gymkhana for the period F.Y.2019-20 & 2020-21.

Applications from Founder / Life Members of Nerul Gymkhana are invited by 31st May 2019 for above mentioned subject along with your resume.

1. A team of 3 persons shall be appointed as committee of internal auditors of Nerul Gymkhana.
2. Person shall be founder or life member of Nerul Gymkhana for at least 5 years as on 31/03/2019.
3. Person should not have any professional misconduct, disciplinary proceedings, such enquiries or complains against him or his firm by the Institutes or other authorities.
4. Person shall be of a good social background, sound reputation, ethical and good character
5. Person shall sign a confidentiality and Non-disclosure statement with Nerul Gymkhana.
6. Member shall not have any outstanding dues of Nerul Gymkhana at the time of appointment.
7. Tenure of audit committee shall be maximum 2 years.
8. Audit committee shall submit written report to the Managing Committee once in a calendar quarter.
9. Quarterly report should be submitted within 30 days from the end of the quarter.
10. Internal Audit Committee should design INTERNAL FINANCIAL CONTROL systems, implement it, review it periodically and should advice for improvements on regular basis.
11. Internal Audit committee should review and ensure timely statutory compliances by the Nerul Gymkhana Managing Committee.
12. Members of audit committee shall meet at least once in a month and prepare and maintain minutes of each meeting.
13. A member of audit committee who does not attend three consecutive meeting shall vacate his office.
14. Vacancy arising may be filled by trustees for the remaining tenure by appointing eligible candidate.
15. Appointment of a person as an internal auditors is at sole discretion of board of trustees. The board of trustees can reject name of any person from appointment without mentioning any reason.
16. Audit committee members shall work voluntarily as a Nerul Gymkhana volunteers, and no remuneration of whatsoever sort shall be paid to them.
17. Person of Internal Audit Committee shall be independent and shall not be part of any Committee or Sub-Committee or Managing Committee or Board of Trustees or Office Bearer of Nerul Gymkhana.

For Nerul Gymkhana


Dr. K.P. Sherif

Gen. Secretary

(Board of Trustees)

Date : 02/05/2019

Place : Navi Mumbai