

Document 3: Compliance and Audit Procedures

Title: Compliance and Internal Audit Framework

Department: Operations - Compliance

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## 1. Statutory Compliance Calendar

Monthly Compliances:

7th: TDS payment

10th: PF/ESI payment

15th: GST return (if applicable)

30th: Professional tax

Quarterly Compliances:

15th after quarter end: TDS return

30th after quarter end: GST return

Last day of quarter: Stock audit

Annual Compliances:

September 30: Annual return (Form GSTR-9)

October 31: Income tax return

November 30: Financial statements audit

December 31: Board report filing

## 2. Internal Audit Schedule

Department Audits:

Finance: January and July

HR: February and August

IT: March and September

Operations: April and October

Sales: May and November

R&D: June and December

Audit Process:

Notice: 2 weeks in advance

Document submission: 1 week before audit

Field verification: 3-5 days

Draft report: Within 1 week

Management response: Within 2 weeks

Final report and closure

### 3. Document Retention Policy

Retention Periods:

Employee records: 7 years after separation

Financial records: 8 years

Legal documents: Permanent

Project documents: 3 years after project closure

Email communication: 2 years

Storage Methods:

Digital: Secure cloud storage with encryption

Physical: Locked cabinets, access logs

Backup: Daily incremental, weekly full

Destruction: Secure shredding with certificate

#### 4. Risk Management

Risk Assessment:

Quarterly risk review meetings

Risk register maintenance

Mitigation plan tracking

Escalation matrix for high risks

Business Impact Analysis:

Critical systems identification

Recovery time objectives

Recovery point objectives

Alternate site arrangements

Insurance Coverage Review:

Annual insurance policy review

Claim process documentation

Broker performance evaluation

Coverage adequacy assessment