

GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, 8th FLOOR, SALT LAKE, KOLKATA-91

Memo No. ED-910/2018

Date: 21.12.2018

PANEL OF AUDITORS

Applications are invited from full-time practicing Chartered Accountants having their registered office/ branch office situated in West Bengal, for preparation of a panel in the Education Directorate, Govt. of West Bengal for the purpose of conducting audit of the accounts of all aided and sponsored non-Govt. colleges and all such non-Govt. institutions who are receiving grants from the Director of Public Instruction, Education Directorate, Government of West Bengal for the years 2017-18 and 2018-19. The panel may or may not remain valid beyond 2018-19 as may be decided by this office in future. Mere submission of an application does not carry any assurance for selection to the panel. Those who are already in the existing panel must apply with requisite particulars, if they desire to be considered afresh. Applicants must furnish the following particulars clearly and precisely along with the documents as asked for. Applications containing incorrect or incomplete information will be summarily rejected.

- (a) Name, Address and style of the firm under which practice is being done.
- (b) The actual date from which the applicant has been engaged in whole time practice.
- (c) The actual date from which the firm has been set up and registered for practice. The Registration Number and the year of registration should be mentioned.
- (d) The Membership Number with the Institute of Chartered Accountants of India.
- (e) Copy of Certificate from the Institute of Chartered Accountants of India as full-time practitioner.
- (f) Whether the applicant is the owner of any other firm of Chartered Accountants, if so, the names and addresses of such firms.
- (g) Professional address & telephone numbers and E-mail address.
- (h) Whether the applicant holds any appointment in any other audit firm, college, university, office or elsewhere and if so, the nature of such appointment (full time or Part time), the salary drawn, scale of pay, if any, whether Govt. D.A. or College D.A drawn etc.
- (i) The name and address of the Employer as in (h).
- (j) Number of paid assistants, if any.
- (k) Number of Articled Clerks, if any.
- (l) If the applicant is working in a partnership firm professionally, the names of all other partners with their addresses. If these partners work in any other office or Audit firms or are partners in any other firms, the details thereof should be stated.
- (m) If the applicant himself works in partnership with other firms, the name of those firms with their addresses should be furnished.
- (n) Whether at any time, there has been any occasion for suspension of License either by order of a Court of Law or by the Institute of Chartered Accountants

of India. If there is any such occasion, the details thereof should be clearly stated.

- (o) Copy of receipt for latest certificate of practice fee paid to the Institute.
- (p) If the applicant is already in the existing panel, the names of colleges/Intuitions wherein he has conducted the audit of accounts.
- (q) Whether the applicant has ever refused to conduct audit in spite of having appointed by the Directorate if so details thereof.
- (r) Whether the applicant ever failed to conduct audit within the stipulated time, if so reason thereof
- (s) Signature and date with Official Seal.


All applications must be addressed to the Director of Public Instruction, West Bengal. Applications addressed otherwise will be rejected. Applications form along with all required certificates/documents should be sent to **The DIRECTOR OF PUBLIC INSTRUCTION, WEST BENGAL, EDUCATION DIRECTORATE, GOVERNMENT OF WEST BENGAL, BIKASH BHAVAN, (8TH FLOOR), SALT LAKE, KOLKATA-700091.** The applicant should clearly mention at the top of the envelop as **'APPLICATION FOR EMPANELMENT OF AUDITORS FOR CONDUCTING AUDIT IN NON-GOVT. COLLEGES.'** APPLICATIONS SHOULD REACH THE ABOVE ADDRESS positively by **21st January 2019 between 12.00 noon and 4.00 p.m..** The Directorate will not take responsibility for any delay in receipt or loss of any communication in **Postal Transit.**

Audit fees and the terms of Travel expenses are mentioned below:-

- a) The audit fee shall be Rs. 10,732/- per college (per financial year).
- b) (i) The Chartered Accountant shall be allowed travel expenses of first class/AC 2-Tier/AC 3-Tier/AC chair car train fare or the fare actually incurred whichever is less.
(ii) Their Assistants shall be allowed travel expenses of 2nd class/ Sleeper class Train fare or the fare actually incurred whichever is less.
(iii) Taxi fare is admissible only if considered urgently required by the head of the college/ Institutions.

Any change in the constitutions of the Partnership or proprietorship or change of address should immediately be brought to the notice of the Directorate, failing which the firm may be liable to be excluded from the process of selection of the panel.

Canvassing in any manner will be regarded as a disqualification. It should be clearly understood that the panel to be selected by this Directorate is strictly confidential and mere inclusion of the name in the panel will not impose any obligation on this Directorate to assign works. Complaints received from the Institution for any kind of non-cooperation or delay in Audit works or non-submission of the Audit report within the specified time or for infringement of terms and conditions of appointment may make a firm liable to be removed from the panel. Applications received after due date and those not made in response to this advertisement or lacking in required details will not be considered.

 18.12.18

Director of Public Instruction,
West Bengal