

**GOVERNMENT OF WEST BENGAL
EDUCATION DIRECTORATE
BIKASH BHAVAN, 8th Floor, SALT LAKE
KOLKATA – 700 091.**

PANEL OF AUDITORS

Application are invited from full-time practicing Chartered Accountants having their registered office / branch office situated at West Bengal, for preparation of a panel in the Education Directorate, 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 2015-2016 and 2016-2017. The panel may or may not remain valid beyond 2016-2017 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 as full-time practitioner.
- (f) Whether the applicant is the owner of any other firm of Chartered Accountant, if so, the names and addresses of such firms.
- (g) Professional address & telephone numbers.
- (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. 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. If so, the names of colleges /Institutions wherein he has conducted the audit of Accounts.
- (q) Signature and Date with official Seal.

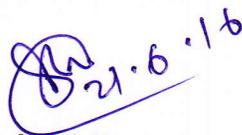
All applications must be addressed to the Director of Public Instructions, West Bengal. Application addressed otherwise will be rejected. Application form alongwith all required certificate / document should be sent to The DIRECTOR OF PUBLIC INSTRUCTION, GOVERNMENT OF WEST BENGAL, EDUCATION DIRECTORATE, BIKASH BHAVAN, (8TH FLOOR), SALT LAKE, KOLKATA – 700 091. The applicant should clearly mention at the top of the envelope as **'APPLICATION FOR EMPANELMENT OF AUDITOR FOR CONDUCTING AUDIT IN NON-GOVT. COLLEGES'**. **APPLICATIONS SHOULD REACH THE ABOVE ADDRESS positively BY 18th JULY, 2016 during working days between 12-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. 3,500/- per college (per Financial year).
- b) i) The Chartered Accountant shall be allowed travel expenses of First Class / A.C.II-class 3-Tier Sleeper / A.C. 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 College / Institutions.

Any change in the constitution 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 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 the 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 **18th JULY, 2016** and those not made in response to this advertisement or lacking in required details will not be considered.



Director of Public Instruction, West Bengal
& Ex-officio, Secretary, Higher Education Department
Government of West Bengal.

