

हरियाणा केंद्रीय विश्वविद्यालय

(संसद अधिनियम संख्या 25 (2009) के तहत स्थापित)

जांट-पाली, महेंद्रगढ़ (हरियाणा) - 123031



CENTRAL UNIVERSITY OF HARYANA

(Established vide Act No. 25 (2009) of Parliament)

Jant-Pali, Mahendergarh (Haryana)-123031

फोन / Phone : 01285-249401

वेबसाइट / Website : www.cuh.ac.in

सं. / No. CUH/2019/Fm-1782

दिनांक / Dated: 1/5/2019

Notice for Hiring Services of Chartered Accountants.

Applications are invited on the prescribed format (attached herewith) from the registered Chartered Accountants/firms who are interested to offer their services as Chartered accountants to the Central University of Haryana, Mahendergarh for a period of two years.

LAST DATE & TIME FOR SUBMISSION OF APPLICATION: 15 May 2019 (1700HRS)

Details of the required works are as under:

1. Preparation of annual Accounts & Balance Sheet on Double Entry System as per G.O.I. rules on computer/online format including External Audit and its comments along with data entry.
Quarterly e-TDS Return (24Q & 26 Q) filing and generation of Form 16 & 16A.
2. Preparation of Utilization Certificate for various types of Projects and Schemes.
3. Audit of annual accounts & preparation of financial statements as per MHRD proforma.
4. Trade Tax related matters.
5. Preparation of Form-16, Form-16A and Form 16B.
6. ITR of Central University of Haryana and all others income tax issues.
7. All type of GST work (Monthly, quarterly and yearly)

TERMS & CONDITIONS

1. The applicant should have at least 03 years of working experience in the accounting field particularly for Universities or other Educational Institutions of Higher Learning in the country.
2. The application along with letter of acceptance of all the terms and conditions, rates of individual items etc., of works considering CUH must reach the Office of the Finance Officer latest by 15 May 2019 (1700 Hrs).
3. The proforma for the application may be obtained from the Office of the Finance Officer, Central University of Haryana on any working day or may be downloaded from the University website: www.cuh.ac.in free of cost.
4. The applicant CA/firm will have to give a PPT presentation before a committee constituted for the purpose on a date and time specified/notified by the University. The CA/firm will be empaneled/hired on the performance/basis of the presentation.
5. The term of empanelment may be extended beyond two years on mutual consent on satisfactory performance.
6. Selection of CAs would depend upon their merit. In case of any dispute, the decision of the Vice Chancellor will be final.

Registrar

115/19

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सं./No.CUH/20

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PROFORMA OF APPLICATION FORM

HIRING/EMPANELMENT OF CHARTERED ACCOUNTANTS IN CENTRAL UNIVERSITY OF HARYANA, MAHENDERGARH

1. Name of the Firm :
2. Name of the Partners :
3. Date of Registration
(a) of Firm :
(b) of Partners :
4. Nationality :
5. Address with Phone Number/E-mail
(a) Permanent :
(b) For Communication :
6. Qualification of Partners :

Name of the Partner's	Basic Qualification	Year of Registration in CA Foundation/CA Course	Year of Passing		Registration Date & Number as associate Member of ICAI (if any)	Additional Qualification if any;	Remarks Specifically With reference to work conducted and litigation etc.
			CA Inter	CA Final			
(1)	(2)	(3)	(4)		(5)	(6)	(7)

7. List of assignments handled in the Universities/Autonomous Educational Institutions together with their turnover.

8. Experience in any other related field (Attach Proof).

9. I/We, the proprietors/partners of (Name of the Firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge, and if anything is found incorrect, it may result in cancellation of the name of our firm from the Panel of Chartered Accountants of Central University of Haryana.

Date:

Place:

Signature of the Applicant(s)