

Punjab Land Records Society

O/o. Director Land Records, Punjab,
Kapurthala Road, Jalandhar.

Terms & Conditions for the assignment of audit work for the financial year 2023-24 to 2025-26.

a) **Volume of work:-**

- A) Head Office, PLRS, Jalandhar.
- B) PLRS Cell, Chandigarh.
- C) 05, Commissioners Offices in the State.
- D) 23, District Implementations Committees, PLRS (including Tehsils/Sub-tehsils).
- E) Compilation and consolidation of Balance Sheets of all these offices.

b) The Punjab Land Records Society has fixed the audit fee as under:

S.No	Collection of Annual Gross Revenue	Audit Fee (In Rupees)	Remarks
1.	Rs.1 to Rs.5 Crore	25,000.00	At the level of district including Commissioner office if any
2.	Above Rs.5 Crore to 10 Crore	30,000.00	-----Do-----
3.	Above Rs.10 Crore to above	40,000.00	-----Do-----
4.	N.A.	50,000.00	Audit Fee Head Office, Jalandhar, PLRS Cell Chandigarh along with compilation and consolidation of all the financial statements.
5.	N.A.	30,000.00	Audit U/s.10B.

c) The audit work of the head office, PLRS Cell, Chandigarh and district head quarters shall be completed at the respective office of the Society in the State and the compilation of the accounts would be made at the premises of the CA/ firms.

d) The work allotted for one district shall be completed within 45 days & more than one district will be completed within 60 days. The time limit fixed for the purpose shall be adhered to.No extension in time will be allowed. However, if central auditor has any query w.r.t. Balance Sheets to be compiled, reasonable time not exceeding 10 days could be given.

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If district auditors not complete the work within the stipulated time, the allotment will be cancelled without any costs and refundable security will be forfeited. Moreover the said audit will be allotted to any other empanelled Chartered Accountant/firm.

- e) A sum of Rs.5,000/- (per district & Head Office) as interest free refundable security which will be received from firm, will be refunded along with audit fee after completion of work.
- f) No travelling allowance shall be given for auditing, compilation and consolidation of the accounts of the Society.
- g) Payment of audit fee shall be made within 30 days on satisfactory submission of annual audit reports in triplicate.
- h) Mere submission of application does not tantamount to allotment of audit. Member Secretary reserves the right to allot the audit without assigning any reason for non allotment.
- i) **Scope of Work to be done by Chartered Accountant:-**
- j) Receipts of the Society shall be checked keeping in view the Government instructions issued as under:
 - A) **Facilitation Fee** - vide letter No. endst. 8/127/2010-मस2/11030-34 dated. 05.09.2012 (Copy enclosed).
 - B) **Equitable Mortgage Fee**- Vide letter No. Endst. 8/127/2010-CH-2/11025-28 dated. 05.09.2012 (Copy enclosed).
 - C) **Demarcation Fee**- Vide letter No.Memo No.:10/5/2012-उ.म.-2/25194 Dated.01/12/2017 (Copy enclosed).
 - D) **Regarding providing of additional services to public through Fard Kendras Fee:** Vide Endst Memo No.:8/127/10-CH2/5129-5405 Dated.11/05/2018 (Copy enclosed).
 - E) **Regarding levy of facilitation charges on various services being provided by the Revenue Department i.e issuance of fard through Fard Kendras & Online appointment of registration of documents :** Vide Memo No.:8/127/10- मस2 /1513-15 Dated.24/01/2020 (Copy enclosed).

F) **Regarding levy of facilitation charges on various services being provided by the Revenue Department i.e certified copies under the Registration Act, 1908** : Vide Memo No.:8/1/2020/Ch-2/5205-07 Dated.16/03/2020 (Copy enclosed).

- ii) To assess the amount of aforementioned fee of PLRS leviable as per serial No.i above.
- iii) To check whether the amount assessed at serial No.ii above have been received in the books of Registration Clerk/Sewa Kendras.
- iv) To check the cash book and other relevant registers/statements of PLRS, maintained by the Registry Clerk/Sewa Kendras to ensure that each and every transaction has been entered as per serial No.iii.
- v) To reconcile the leviable amount (as per serial No.ii) with the bank accounts of Punjab Land Records Society.
- vi) To point out deficiency/deviation, if any, with regards to points mentioned at serial No. I to v.
- vii) The accounts of the PLRS are properly kept.
- viii) Balance of funds shown therein agrees with the bank balance.
- ix) All payments are supported by proper vouchers and covered by proper sanction.
- x) All receipts and payments are properly classified.
- xi) Accounts of the Society shall be audited from the grass root level i.e. Tehsil/ Sub-tehsils.
- Xii) Expenditure shall be audited keeping the financial rules of Punjab Land Records Society available at www.plrs.org.in.
- xiii) Compliance of Income Tax Act, GST Act , EPF Act and PSDT.

G) Responsibility of Auditor:

1. To ascertain whether the functioning of the society at each level i.e. 2nd, 3r, & 4th level (Head Office, District Level & Tehsil/ Sub-Tehsil Level is in accordance with the procedures of the Society so as to achieve the objects of the Society.

2. To ascertain that the administrative & Financial Rules are followed.
3. To check & verify that administrative expenses does not exceed the budget.
4. To ascertain whether a register is maintained for fixed assets & is kept upto date.
5. To check that expenditure is classified into Capital expenditure & Revenue expenditure respectively.
6. To checked that expenditure account and receipt account are tallied monthly.
7. To check & verify that the total receipts of the day at level 4th i.e. Tehsil/Sub-Tehsil are deposited in the respective receipt account of the authorized bank on the very next day.
8. To verify that the purchase procedure specified in the appendix B (Purchase policy) Of Financial Rules is followed.
9. To authenticate and certify that amount realized at each level has been credited in the bank.
10. To certify that the proper books of accounts have been maintained in Accounting Software Tally at head office, District Level, Tehsil/Sub-Tehsil.
11. Grant-in-Aid account shall be prepared separately in Balance Sheet.

UNDERTAKEN

I/We hereby under take:

That I/We will abide by the terms and conditions mentioned above and do the audits work strictly as per these terms and conditions.

**Signature of the Auditor
With official seal**

Dated. _____

FORMAT OF TECHNICAL BID

Referred in Expression of Interest (EOI) for the appointment of Auditors (CA Firms) for the **Financial Year 2023-24, 2024-25 & 2025-26.**

1. Name of the Firm:
2. Address of the Firm:

3. Contact Person:
4. Phone No. & Mobile No.:

5. Email I.D.:
6. Valid PAN Number.

7. CAG's Empanelment No. for the year 2023-24.

8. GST Number.
(If not provided GST will not be paid)

9. Valid registration with Institution of Chartered Accountants of India.

10. The firm should have standing of more than 20 years. **Yes/NO.**
(If Yes, please attach proof.)

11. Minimum experience of 15 years with audit of Govt. and Semi Govt. organizations. **Yes/NO.** (If Yes, please attach undertaking alongwith name of the institution)

12. Total turnover of Rs.50 lacs for the last three years out of which each two years turnover should be at least 20 Lacs for every year. **Yes/NO.**
(If Yes, please attach proof.)

13. Income tax at least of Rs.1 Lac paid for each of the last two years. **Yes/NO.**
(If Yes, please attach proof.)

14. Auditing the Accounts of the Government Societies/firms/institutions with Receipt/ Expenditure of over a Crore of Rupees Per Annum. **Yes/NO.**
(If Yes, please attach undertaking alongwith name of the institution)

Above statement is true and correct to the best of my knowledge, belief and information. Nothing is concealed therein. For any misrepresentation and consequences thereof, undersign will be fully responsible for the same.

Signature of the Auditor
With official seal

Dated._____