



Chandigarh Judicial Academy

Sector-43-D, Chandigarh - 160032


Ph.No.0172-6662161 Fax No.0172-6662178

Website: www.cja.gov.in e-mail id: cja.chd@hotmail.com

CHANDIGARH JUDICIAL ACADEMY SECTOR 43-D, CHANDIGARH

Tender No. 2698 /G dated 26/12/18

Invited sealed proposals for appointment as Auditor of Chandigarh Judicial Academy. A complete set of request for proposal documents containing all terms & conditions can be downloaded from the Academy website i.e. www.cja.gov.in. The last date for submission of offers is 4th.01.2019 till 03:00 P.M.


Director(Administration)
Chandigarh Judicial Academy



Chandigarh Judicial Academy

Sector-43-D, Chandigarh - 160044

Ph.No.0172-6662440 Fax No.0172-6662178

Website: www.cja.gov.in e-mail id: cja.chd@hotmail.com

TENDER NOTICE

Chandigarh Judicial Academy, a Society registered under the Societies Registration Act, 1860, has been established to organize and impart Induction Training to the newly Recruited Judicial Officers and also to devise/organize Refresher Courses/Training Programmes/ Advance Courses/Work Shops/Conferences/Seminars in order to provide continuing Judicial education and training to the In-service Judicial Officers of the states of Punjab & Haryana so as to keep them abreast with latest developments in the field of law and Judicial Administrations.

- ❖ Chandigarh Judicial Academy proposes to invite applications for appointment as Auditor of Chandigarh Judicial Academy for the financial year 2018-19 for consideration of Hon'ble Board of Governors of Chandigarh Judicial Academy.

❖ KEY RESPONSIBILITIES & FUNCTIONS:

- Regular Monthly Audit
- Income Tax Consultancy (At least one visit every month).
- Verification of Accounts with one visit fortnightly.
- Preparation of monthly expenditure statements.
- Preparation and filing of all kinds of returns required under any law.
- Annual/Monthly Certification of Accounts.
- Preparation /Audit of Annual Financial Statement.
- Issuance of TDS certificates Quarterly & Annually.
- Preparation & filing of reply to Income Tax Department/Departments against notices.
- Any other service relating to Financial/Taxation matters of the Academy as arises due to any change in Government Policy.

❖ QUALIFICATION AND EXPERIENCE:

- Practising Chartered Accountant (Auditor) having minimum experience of 05 years preferably in the field of Government Accounts with at least three years experience in internal audit/income tax consultancy/statutory audit of PSU/Trusts/Societies/Boards/Corporations.

❖ GENERAL TERMS AND CONDITIONS

- It would be the sole discretionary power of the Hon'ble Board of Governors, whether to accept or reject anybody's bid without assigning any reason.
- In case of unsatisfactory service, the contract of the engaged Chartered Accountant shall also stand terminated without any prior notice.
- The 'Academy' reserves the right to extend the period of contract to another one year to another year on mutually negotiated rates subject to satisfactory performance of service and compliance of all terms and conditions of agreement.

❖ MODE OF PAYMENT

- Payment will be made only after completion of the assignment.

❖ FEE:

- The applicant has to enclose a Bank Draft drawn on any nationalized bank in favour of 'Chandigarh Judicial Academy' payable at **Chandigarh** amounting to Rs. 200/- only.

NOTE:- The fee once paid will not be refunded in any case. The applications which are not accompanied with the requisite fee will be rejected.

The consent and detailed Curriculum vitae of interested applicants should reach the office of The Registrar, Chandigarh Judicial Academy, Sector 43-D, Chandigarh, PIN 160044 on or before 4th day of January, 2019 upto 3:00 P.M. together with the attested copies of their qualifications, experience and quotation of emoluments for the above mentioned responsibilities and functions.

Director (Administration)
Chandigarh Judicial Academy