राजस्थान सरकार
ग्रामीण विकास एवं पंचायती राज विभाग
सामाजिक लेखा परीक्षा, जवाबदेही एवं पारदर्शिता सोसाइटी (SSAAT)
कमरा नं. 8320, एस.एस.ओ. बिल्डिंग, शासन सचिवालय, जयपुर
email Id: dir.socialaudit@rajasthan.gov.in & Phone No. 0141-2227033

Azadi Ka Amrit Mahotsav

क्रमांक – F61(180)SSAAT/CA Audit /2022/ 8352-

जयपुर, दिनांकः– 15/06/22

M/S ABH & Co.
Chartered Accountants,
305,Prism Tower,Opp. New PHQ,
Lal Kothi,Tonk Road,
Jaipur.

Subject : **Work order for outsourcing/or hiring of accounting work for F.Y. 2022-23 under Single Source Bidding**

Reference : **Your Revised Quotation letter dated 06-06-2022**

SSAAT is pleased to award the work of accounting and balance sheet finalization to your firm on the following terms and conditions:

<u>The brief details of job profile (Scope of work)</u>

A. Accounting of transactions for financial year 2022-23:

1. Prepare/maintain books of accounts Scheme-wise on Tally. Accounting of all type of vouchers and its posting in concerned ledgers, preparation of Trial balance, maintaining of ledger and Journal Books of Accounts in tally and maintaining of fixed assets and calculation of depreciation etc.
2. Preparation of quarterly/half yearly and final balance sheet P&L Accounts and schedules (Receipt & Payment a/c, Income & Expenditure a/c and Balance sheet) there to as per society act along with preparation of accounting notes and policies.
3. Assistance in preparation of Budget and Budget monitoring i.e. Budget v/s actual.
4. In addition to above all related work required for maintenance of proper books of accounts as per various applicable laws are to be carried out and to ensure the compliance of appliance of accounting standard in accordance with CARO.
5. Punching all vouchers in "tally software" as per proper accounting head will be work of CA firm for this one article assistants are required to depute for daily work of punching these vouchers in "tally software" (provide competent manpower for day to day accounting work in the office) and authorized CA of the firm himself to attend and supervise the work at least twice in a week.
6. To prepare Scheme-wise Utilization Certificate and timely submission there of etc.

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B. Taxation-Work

1. **Income Tax-** Calculation of Advance tax, to provide the details of TDS as per Books of Accounts on monthly basis for making its payment on due dates. Filing of returns (like 24Q, 26Q, quarterly/ yearly returns & annual ITR). Filing of correction in returns of previous year, during the year required if any.
2. **GST-** Confirmation of monthly payment of GST as per Books of Accounts, Compliance of various provisions of GST ACT inclusive of e-filing monthly /quarterly/annual return as per applicable provisions.
3. Any amendments made from time to time in Tax laws will applicable to the Society shall be informed to this office immediately with all facts and interpretations with relevant provisions and its applicability.

   For doing such activities the CA firm shall be authorized to contact with the concerned offices of Tax authorities and departments on behalf of Society and will be liable to make ensure such compliances well in time.

C. Audit

1. To facilitate and coordinate with the Internal Auditors for smooth functioning of the Internal Audit and the compliance/reply of the observations of Internal Auditors/Audit Committee.
2. To support and assist to Statutory Auditors for the Audit and facilitate in preparation of necessary information as required by Statutory Auditors/Tax Auditors.

D. Bank Reconciliation

1. All Bank accounts of the Society shall be reconciled and bank reconciliation statement is to be prepared on Fortnightly basis. The non reconciled entries may be brought out data-wise, instrument-wise and there after entries should be complied and differences should be cleared accordingly within next seven days.
2. Maintaining the Records of interest earned on different Bank accounts/FDR and ensures its correctness and Reconcilation of Bank interests with TDS certificates issued by Bank on quarterly basis.

E. Misc. Work

1. Day to Day Work where the Advice of C.A. is required shall be given by the firm on demand of society.

Professional fees for the said assignment shall be Rs. 400000/- plus GST as applicable. 60% of the said fees will be paid on progressive basis i.e. half yearly basis and rest of the fees be paid after completion of Statutory and C&AG audit. So ensure completing all work correctly and on prescribed time according to bid terms and conditions on "annexure 1 & 2" and as above. If the work is not carried out as per the time schedule, society shall be free to levy liquidated damage as per rules and take other course as legal remedies.

You will be not divulging information received in connection with the business and dealings of SSAAT except as may be required by Law.

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(Sandeep Chauhan)
Director
Society for Social Audit,Accountability
and Transperancy (SSAAT)