

## **INDIAN INSTITUTE OF TECHNOLOGY GOA**

At Goa Engineering College Campus

Farmagudi Ponda Goa 403401

E-mail: ar\_af@iitgoa.ac.in

Enquiry No: IITGOA/2018-19/005

Date: 04/05/2018

### **Empanelment of Chartered Accountant for current FY 2018-19**

IIT Goa is an Autonomous body under the Administrative control of Ministry of HRD Government of India. Our accounting system is similar to the Government of India and our Statutory Auditor is CAG of India.

Our Institute is in the process of empanelment of Internal Auditor for FY 2018-19. We invite proposals from interested CA Firms for the same. List of some of the Institute's work is as under:

<b>S. No.</b>	<b>Nature of Work</b>
1.	Filing of TDS returns
2.	Filing of GST returns
3.	Monthly Accounts & Bank reconciliation
4.	Quarterly Audit of Accounting books
5.	Registrations under various statues
7.	Preparation of Annual accounts as per MHRD guidelines (accrual system)
8.	Any other accounting guidelines as & when required
8.	Advise on Accounting issues & practices

Interested parties are requested to submit the following documents:

- i) Firm registration certificate.
- ii) Brief introduction of your firm with relevant working experience particularly in Govt. sector.
- iii) Financial quote for the services (monthly/annually).

All the documents are to be submitted in a closed envelope addressed to " The Registrar IIT Goa" or email us at [ar\\_af@iitgoa.ac.in](mailto:ar_af@iitgoa.ac.in) latest by 20<sup>th</sup> May 2018.

For any query you may contact us on **0832-2490860/852** or email us at [ar\\_af@iitgoa.ac.in](mailto:ar_af@iitgoa.ac.in)

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