

मुख्य आयकर आयुक्त कार्यालय
हरियाणा क्षेत्र, पंचकूला
आयकर भवन, सैक्टर-2,
पंचकूला – 134 112.
फोन/फैक्स नं.— 0172-2568803



O/o Chief Commissioner of Income Tax,
Haryana Region, Panchkula
Aayakar Bhawan, Sector-2,
Panchkula – 134 112.
Phone/Fax No. – 0172-2568803

PUBLIC NOTICE

The Chief Commissioner of Income Tax, Sector-2 Panchkula invites application from Chartered Accountants for empanelment as Special Auditors for the F.Y. 2017-18, 2018-19 and 2019-20, to carry out audit in accordance with the provision of section 142 (2A) of the I.T.Act, 1961. The applicant should be a reputed firm including proprietary concern engaged in the profession of accountancy and auditing having a staff strength of at least 20, including a minimum of 2 Chartered Accountants working with the applicant continuously at least for the last one year (other than the partners/proprietor) as on 31.03.2018.

The minimum eligibility criteria and application pro-forma can be downloaded from the website www.incometaxindia.gov.in or www.incometaxchandigarh.org or may be collected from the office of Chief Commissioner of Income Tax, Panchkula, Room No. 8, Ground Floor, Aayakar Bhawan, Sector-2, Panchkula on any working day, during office hours.

Chartered Accountant Firms/Concerns fulfilling the eligibility criteria mentioned on the website: www.incometaxindia.gov.in or www.incometaxchandigarh.org may submit the application along with the duly filled pro-forma available on the website along with the necessary documentary evidence to the office of Chief Commissioner of Income Tax, Sector-2, Panchkula latest by 10-12-2018.

(Anuj Garg)
Dy. Commissioner of Income Tax
O/o Chief Commissioner of Income Tax
Panchkula

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सार्वजनिक सूचना

मुख्य आयकर आयुक्त, सेक्टर-2, पंचकूला द्वारा आयकर अधिनियम 1961 की धारा 142 (2ए) के प्रावधानों के अनुसार ऑडिट कार्य करवाने हेतु वित्त वर्ष 2017-18, 2018-19 एवं 2019-20 के लिए विशेष लेखा परीक्षकों का पैनल बनाने हेतु चार्टर्ड अकाउंटेंट से आवेदन आमंत्रित किए जाते हैं। आवेदक स्वामित्व अधिकार वाली प्रतिष्ठित फर्म होनी चाहिए जिसमें अकाउंटेंसी तथा ऑडिटिंग के लिए कम से कम 20 कर्मचारियों का स्टाफ हो तथा आवेदक के साथ (साझेदार व मालिक के अतिरिक्त) दो चार्टर्ड अकाउंटेंट 31.03.2018 तक कम से कम एक साल से काम कर रहे हों।

न्यूनतम पात्रता मापदंड एवं आवेदन प्रपत्र विभाग की वेबसाइट www.incometaxindia.gov.in अथवा www.incometaxchandigarh.org से डाउनलोड किए जा सकते हैं अथवा मुख्य आयकर आयुक्त कार्यालय के कक्ष संख्या 8, भूतल, आयकर भवन, सेक्टर-2 पंचकूला से किसी भी कार्य दिवस में लिए जा सकते हैं।

वेबसाइट www.incometaxindia.gov.in/www.incometaxchandigarh.org पर उल्लिखित पात्रता मापदंड को पूरा करने वाली चार्टर्ड अकाउंटेंट फर्म/संस्था वेबसाइट पर उपलब्ध प्रपत्र को पूर्णतया भरकर आवेदन पत्र एवं आवश्यक प्रमाणिक दस्तावेजों के साथ मुख्य आयकर आयुक्त, सेक्टर-2, पंचकूला में 10.12.2018 तक अपना आवेदन कर सकते हैं।

(अनुज गर्ग)
आयकर उपायुक्त(मु.)
पंचकूला

Minimum Eligibility Criteria

(a) The applicant should be a reputed firm including proprietary concern engaged in the profession of accountancy and auditing having a staff strength of at least 20, including a minimum of 2 Chartered Accountants working with the applicant continuously at least for the last one year. (other than the partners/proprietor) as on 31.03.2018. (Adequate evidences supporting the claim of staff strength and strength of CAs to be enclosed).

(b) The applicant should have accountancy and auditing experience of a minimum period of 7 years as on 31.03.2018 (Supporting evidences need to be adduced with application).

(c) The applicant should have filed returns of income regularly upto A.Y. 2018-19 and the gross professional receipts of the applicant from accountancy and auditing exclusively declared therein should be at least Rs. 20 Lacs or more in at least 3 of the last 7 years (i.e. from FY 2011-12 to F.Y. 2017-18) (<1>. Evidence supporting claim in this respect needs to be enclosed with the application <2>. PANs, AO details of the applicant concern/firm and those of the partners need to be specified in the application.

(d) The applicant should not have been charged with having indulged in any professional misconduct and no complaint u/s 21 of the Chartered Accountants Act, 1949 for any irregularity should have been filed against the applicant, with the Institute of Chartered Accountants.

(e) No prosecution should have been launched under Chapter XXII of the Income-tax Act of under any other statute, against the firm or its partners or against the proprietary concern, as the case may be.

(f) There should not be any Income-tax dues outstanding against the applicant concern or partners in case the applicant concern is a firm on the date of making the application.

(g) The applicant should not be facing any investigation/inquiry for tax evasion on the date of making the application.

(Declaration by the applicant in respect of fulfillment of clauses (d), (e),(f) and (g) as above needs to be enclosed with the application)

(h) The decision of the Department as regards the empanelment of CAs will be final and binding.

Application Proforma

(To be enclosed with the application for empanelment as Special Auditors)

1. Name of the applicant:
2. Complete Address of the applicant:
3. PAN of the applicant:
4. Details of the AO of the applicant:
5. Phone No. & Fax No. of the applicant:
6. Website address and email id of the applicant:
7. Details of the Partners/proprietor of the applicant:

Sr. No	Name of the partner/proprietor	PAN	Details of AO	Phone No. & email id

8. Staff Strength and No. of CAs:

- i. Total Staff strength as on 31.03.2018:
- ii Out of the above, Staff strength continuously employed with applicant for at least last one year as on 31.03.2018:

Evidence in support of (i) and (ii) above	Enclose & mark as Annexure A
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- iii No. of CAs employed with the firm as on 31.03.2018:

- iv. Out of the above, number of CAs (other than partners/proprietor) working continuously with the applicant for at least last on year as on 31.03.2018:

Evidence in support of (iii) and (iv) above	Enclose & mark as Annexure B
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9 Minimum experience, empanelment with other Government Departments and details about outstanding work with and suitability:

(a) No. of years of accountancy and auditing experience as on 31.03.2018 along with evidence.	No. of years: Enclose evidence and mark it as Annexure-C
(b) Is the applicant empanelled with any other Govt, agency?	Yes/No
	If yes then specify details on separate sheet and enclose and mark as Annexure D

- (c) Please indicate any outstanding work done earlier as an empanelled auditor for the Income tax Department:

Years in which Empanelled as an auditor	Outstanding work done

- (d) Please indicate (in not more than 500 words) your suitability to be empanelled as a special auditor on separate sheet and mark it as Annexure-E

10. Details of returns of income and gross professional receipts of the applicant:

Has the applicant filed returns of income regularly up to A.Y. 2018-19	Yes/No

If yes then, the date of filing of return in the last 7 years	
AY 2012-13	
AY 2013-14	
AY 2014-15	
AY 2015-16	
AY 2016-17	
AY 2017-18	
AY 2018-19	

The amount of gross professional receipts from accountancy and auditing exclusively in the last 7 year along with evidences to be marked as Annexure-F

FY	Gross professional receipts			Total
	From accountancy	from auditing	From accountancy and auditing	
2011-12				
2012-13				
2013-14				
2014-15				
2015-16				
2016-17				
2017-18				

11. Declaration to be enclosed by the applicant and marked as Annexure-O in respect of fulfillment of clauses (d), (e), (f) and (g) of this notice.

On behalf of the applicant _____ (name of the applicant).

I, _____ (name of the proprietor/partner), in the capacity of partner/proprietor, am authorized to certify that all the above mentioned particulars are true and correct.

Seal of the applicant date:

Name and signature of the authorized person
Designation of such person.