

# Proforma

- 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. And fax no. of the applicant
- 6 Website Address and email id of the Applicant:
- 7 Details of the Partners/ Proprietor of the Applicant:

S.No.	Name of the Partners/Proprietor	PAN	Details of the AO	Phone no, and Email Id:

- 8 Staff Strength and No. Of CAs:
  - i Total staff Strength as on 31.03.2023.  
No. Of CAs Continuously working for at least one year as on
  - ii 31.03.2023

Evidence in support of (i) and (ii) above	Enclose and mark as 'Annexure -A'
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- 9 Minimum experience, empanelment with other Government Department and details about outstanding work and suitability:

(a) No. of years of accountancy and auditing experience as on 31.03.2023 alongwith evidence	No of years: Enclose evidence and mark it as 'Annexure-B'
(b) Is the applicant empanelled with any other Govt. Agency:	Yes/No If yes then specify details on separate sheet and enclose:

(c) Please indicate any outstanding work done earlier as valuer of inventory in any other Central Government Department or Court of Law:

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.

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

Has the applicant filed returns of income regularly up to A.Y. 2023-24	Yes/No

If yes then, the details of filing of return in the last 7 years

Assessment Year	Date of filing	Returned Income
AY 2017-18		
AY 2018-19		
AY 2019-20		
AY 2020-21		
AY 2021-22		
AY 2022-23		
AY 2023-24		

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

FY	Gross Professional Receipt				
	From Accountancy	From auditing	Internal Audits	From accountancy and auditing	Total
FY 2016-17					
FY 2017-18					
FY 2018-19					
FY 2019-20					
FY 2020-21					
FY 2021-22					
FY 2022-23					

11. Declaration to be enclosed by the application and marked as 'Annexure-D' in respect of fulfillment of clauses (d),(e), (f) & (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

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

Date:

## CHECKLIST

The applicants are advised to ensure that the applications to be submitted should be duly filled in along with the following details. Incomplete and incorrectly filled in applications are liable for rejection:

- ❖ Main application on applicant's letter head
- ❖ Duly filled in PROFORMA FOR APPLICATION.
- ❖ 'Annexure-A'-supporting claim of staff strength
- ❖ 'Annexure-B'-supporting claim of years' of experience
- ❖ 'Annexure-C' supporting claim of filing of returns of income regularly up to A.Y. 2023-24 and the gross professional receipts of the applicant from accountancy and auditing exclusively should be at least Rs.20 Lacs or more in at least 3 of the last 7 years (i.e. from F.Y. 2016-17 to F.Y. 2022-23) .
- ❖ 'Annexure-D'-Self declaration in respect of fulfillment of clauses (d), (e), (f) & (g) of this notice.

**All pages are to be duly signed and sealed.**