



उच्च शिक्षा उत्कृष्टता संस्थान, भोपाल



Institute for Excellence in Higher Education, Bhopal

NAAC Re-accredited 'A' Grade Institute

Office - Kaliasot Dam, Kolar Road, Bhopal- 16 Tele: (0755) 2492433, 2492460

E-mail: iehebhopal@mp.gov.in Website: www.iehe.ac.in

No. 644/19-20

Bhopal, Date: 03/06/2019

To,

Sub :- Regarding your consultancy fee for Statutory Audit for FY 2018-19 & Submission of Income-tax return.

Sir,

We are an autonomous academic institution under Department of Higher Education, Govt. of Madhya Pradesh. Every financial year we have to seek services from a Chartered Accountant of repute to Audit and for other allied works as follows:-

1. **Preparation of Audit Report on Financial Accounts of the Institute for the FY 2018-19:** Our Institute is registered under the M.P. Societies Registration Act 1973 and as per the provisions of this act it is obligatory to submit annual audit report along with audited final accounts. The institute is also recognized u/s 2(f) and 12B of UGC Act. The grants received from the UGC & RUSA are utilized and a separate Cash Book is being maintained. The scholarships, salary and other grants received from the Government are also maintained in their respective Cash Books and total amount will be a part of audit report. In all, the institute maintains four cash books for which audit report, Bank reconciliation and utilization certificates (various schemes of UGC) have to be prepared, with separate and a joint Balance-Sheet for the UGC, RUSA & Institute's accounts. (Approximate Budget amount of our institute is Rs. 10.00 crore)
2. **Guidance regarding the prompt compliance of Finance and Accounts:**
Your consultancy services will also be required for:
 - a. keeping us abreast of all the latest amendments concerning various acts and to ensure Institute's compliance with the statutory fulfillments & to avert the inconveniences caused by the non-compliance.
 - b. advising us the prudent policy of the investments of surplus funds and other matters pertaining to finance and accounts.
 - c. Preparation of Receipt & payment statement for FY 2018-19
 - d. quarterly review of our accounts in FY 2019-20.
 - e. audit work (verification & checking of vouchers) should be done in our institute.
 - f. Submission of Income-Tax return.

For performing above mentioned works and other assistance please quote your remuneration and other charges as consultancy fee to us by 10.06.2019 by 12:00 noon to the Office of the Director, IEHE, Bhopal in sealed envelope.

(Dr. Sharda Gangwar)
Dupty Finance Controller

With regards

(Dr. S.S Vijayvargiya)
Incharge Director

DIRECTOR,
INSTITUTE FOR EXCELLENCE
IN HIGHER EDUCATION
BHOPL-462016.