



କର୍ମଚାରୀଭବିଷ୍ୟନ୍ତଧିକାରୀମଣ୍ଡଳ / କର୍ମଚାରୀଭବିଷ୍ୟନ୍ତନିଧିସଂଗଠନ
EMPLOYEES' PROVIDENT FUND ORGANISATION
ଶ୍ରମ ଏବଂ ଚାକିରି ମନ୍ତ୍ରାଳୟ, ଭାରତ ସରକାର / ଶ୍ରମ ଏବଂ ଚାକିରି ମନ୍ତ୍ରାଳୟ, ଭାରତ ସରକାର,
(Ministry of Labour & Employment, Govt. of India)
ଆଞ୍ଚଳିକ କାର୍ଯ୍ୟାଳୟ, ଓଡିଶା / ଆଞ୍ଚଳିକ କାର୍ଯ୍ୟାଳୟ, ଓଡିଶା



ZONAL OFFICE: ODISHA

ଭବିଷ୍ୟନ୍ତଧିକାରୀମଣ୍ଡଳ, ୟୁନିଟ୍-୯, ଜନପଥ, ଭୁବନେଶ୍ୱର / ଭବିଷ୍ୟନ୍ତଧିକାରୀମଣ୍ଡଳ, ୟୁନିଟ୍-୯, ଜନପଥ, ଭୁବନେଶ୍ୱର
BHAVISYANIDHI BHAWAN, UNIT NO - 9, JANAPATH, BHUBANESWAR - 751022
Telephone : (0674)2542266, 2544166, Mail ID:-acc.or@epfindia.gov.in

L. No- ZO/OR/122/2018/୨୦୭୧

Dated-04/03/2025

Empanelment of Chartered Accountant Firms For Third Party Audit of Exempted EPF Trusts

1. The Employees' Provident Fund Organization (EPFO) is an autonomous body under the aegis of the Ministry of Labor and Employment, Government of India. The main objective of the organization is to provide old-age social security to the Subscribers as per the Provisions of EPF & MP Act, 1952 and the three schemes framed there under. For further information about EPFO, one may visit the website www.epfindia.gov.in.
2. EPFO, Zonal Office, Odisha (Bhubaneswar), proposes to form a panel of eligible Chartered Accountant Firms (5 CA firms) for initial period of three years which may be extended by one year at a time and not exceeding three years — to perform such functions as assigned for the purpose of carrying out of Third Party Audit of the Provident Fund Trusts of the Exempted establishment as per the conditions specified in Appendix 'A' to Para 27 AA of EPF Scheme 1952, as and when required by this Zonal Office and the four Regional Offices (Regional Office, Bhubaneswar, Rourkela, Berhampur and Keonjhar) under the jurisdiction of this EPFO, Zonal Office, Odisha (Bhubaneswar) and to submit report in the Performa prescribed for the same, within the time Specified as per the terms of reference.
3. **Eligibility Conditions**
 - I. An audit firm having a valid registration for at least 10 years with ICAI (Institute of Chartered Accountants of India).
 - II. The applicant firm should have at least 5 full time partners with at least 1 full time FCA (Fellow Chartered Accountants).
 - III. The applicant firms must have an experience of auditing accounts/handling tax matters with any companies of having turnover of at least 50 crores per annum.
 - IV. Average annual turnover of the audit firm should be at least Rs. 1.5 crores in each of the last three years.
 - V. Applicant firm or its partners should not have been held guilty of any professional misconduct under Chartered Accountants Act, 1949 (as amended) during past five years or penalized under any of the tax laws by ICAI or any other statutory body.
 - VI. Applicant firm or its partners should not be facing any investigation or enquiry by any tax authority for violation of any of the tax laws.

4. **Process of Selection:**

- I. Applications shall be called through GeM by the Regional Office, Bhubaneswar on behalf of Zonal Office, Odisha from the Audit firms.
- II. The applications would be scrutinized by a committee of members constituted by the Head of the Zone.
- III. Zonal ACC on the recommendation of the committee as at 'II' above, will form a panel of adequate number of audit firms.
- IV. The term of the panel so empanelled shall ordinarily be 3 years and may be extended by one year at a time not exceeding maximum of 3 years.
- V. Zonal Office shall be empowered for pre-mature termination of any audit firm from the empanelled list of audit firms by way of speaking order after giving a reasonable opportunity to the audit firm following the principles of natural justice.

5. **Nature of Work:**

- I. To certify that the legal status of the establishment remains unchanged from the date of grant of exemption to the year of audit.
- II. To certify that the establishment is not reporting erosion in their capital base or loss for three consecutive financial years.
- III. The report shall be submitted in FORM RM-6 (enclosed as **Annexure-C**) as modified from time to time, to the RPFC-in-charge of the Regional Office within 30 days from issue of work order.
- IV. To examine whether the conditions governing grant of exemption has been properly complied with by the Provident Trust of the Exempted Establishment.

6. **Scenarios for Third Party Audit:**

- I. In the scenario of Surrender of Exemption by the Exempted Establishment.
 - II. In the scenario of Cancellation of Exemption by the Exempted Establishment.
 - III. Any other scenario where it is considered necessary by RPFC/CPFC as per condition no. 24(a) of Appendix A to para 27 AA of the EPF Scheme.
7. Those firms, who do not meet the eligibility criteria, shall not be evaluated.
8. In case of necessity, EPFO, Zonal Office, Odisha can add new CA firms to the panel.

9. **Scale of Fees to be Paid-**

- I. The fees for these audits are determined based on the minimum scale of fees recommended by ICAI, subject to amendments from time to time.
- II. As per condition No.24(a) of Appendix A to para 27 AA of EPF Scheme 1952, EPFO shall have the right to have the accounts re-audited by any other qualified auditor and the expenses so incurred shall be borne by the employer. Accordingly, the employer of the Exempted Establishment to which Third Party Audit is assigned would bear the cost of expenses connected therewith and EPFO would not have any role in this regard.

10. **Application form:** Interested parties may apply in the application format enclosed as **Annexure 'A'** along with the undertaking in the format enclosed as **Annexure 'B'**.

11. **Mode of Submission of Application;** Application have to be submitted through GeM only by 31st March 2025 and no hardcopy is to be submitted. All interested firms are requested to check the GeM portal for further process. •



(UMA MANDAL)
Additional Central Provident Fund Commissioner