

Notice for Hiring Services of Chartered Accountants

Last Date and Time for submission of application: 21.11.2025 upto 11:00 a.m.

Date and Time of Presentation for Qualified Firms: 21.11.2025 at 12:00 Noon.

Applications are invited on prescribed format (attached as Annexure-1) from the registered Chartered Accountants/Firms who are interested to offer their services as Chartered Accountants for the Central University of Haryana for a period of two year.

Details of required works are as under:

- (a) Preparation of Annual Accounts & Balance Sheet on Double entry System as per Govt. of India Rules on computer/online system and preparation of financial statements as per Ministry of Education proforma, along with data entry.
- (b) Quarterly e-TDS Return, filing and generation of Form 16, 16A & 16B etc.
- (c) Preparation and certification of Utilization Certificates for various types of Projects and Schemes etc.
- (d) All matters related to Trade Tax/GST including nor relates to individual trade and payments.
- (e) Income Tax Returns of Central University of Haryana and all others income tax issues.
- (f) All types of GST work (Monthly, quarterly and yearly).
- (g) Resolution of queries of the Audit Team during their visit in the University and resolution of audit paras raised if any by the Audit team from time to time.
- (h) Re-conciliation of entries with bank statements, TSA, Ledgers as per requirement for making annual accounts in the Tally software.
- (i) Submission of the Balance Sheet by April 30 of the Financial Year.
- (j) Any other work related to accounts assigned from time to time.
- (k) Full time deputation of an accounting personal (minimum B. Com. Education Qualification and sound knowledge of Tally) to carry out the computerised accounts entry work for the University at the Central University of Haryana Campus as per the working schedule of the University.

 

- (l) All computerised entry of the bills/vouchers on daily basis.
- (m) Submission of the monthly report for discrepancies.
- (n) Visit by the Senior CA for scrutiny of ledgers/vouchers at least once in a week. No TA/DA will be admissible for the same.

Terms and conditions

- (a) The applicant CA/Firm should have at least 02 years working experience in the accounting as well as statutory audit of Central Government Educational Institutions with documentary evidence.
- (b) The applicant CA/Firm will have to give a PPT presentation before the Committee constituted for the purpose on the date and time specified/notified by the University. The CA/Firm will be empanelled/hired on the performance/basis of the presentation. The presenter of the PPT must be a CA himself or partner A of the Firm.
- (c) The term of hire/empanelment may be extended beyond one years on mutual consent on satisfactory performance.
- (d) The applications alongwith letter of acceptance of all the terms and conditions and Financial Bid must reach the Office of the Registrar latest by 21.11.2025 (11:00 a.m.). The applicants must attach all the documents related to their registration as CA/Firm, work experience, annual turnover etc. alongwith the application form. All document in the sealed envelop must be submitted to the following address before 11:00 a.m. on 21.11.2025.

The Registrar
Central University of Haryana
Jant-Pali, Mahendergarh (Haryana)
PIN-123031

- (e) The application must be submitted in prescribed attached format.
- (f) Selection of CA would follow two bid system depend upon their merit. Both the bids (Technical & Financial) will be submitted in separate sealed envelope. In case of any dispute, the decision of the Vice-Chancellor will be final.
- (g) The CA/Firm should have office in Mahendergarh/Dadri/Narnaul.
- (h) The Financial bid will be opened only for the firms shortlisted in presentation. Hence, **it should be submitted in a separate sealed envelope** mentioning Total Yearly Fee and Applicable Taxes (if any).

Registrar
Central University of Haryana

SKumar
6/11/2025

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HIRING/EMPANELMENT OF CHARTERED ACCOUNTANTS IN CENTRAL UNIVERSITY OF HARYANA, MAHENDERGARH

1.	Name of the Firm/CA	:	
2.	Name of the Partners	:	
3.	Registration No.	:	
4.	Date of Registration	:	
	(a) Firm	:	
	(b) Partners	:	
5.	Nationality	:	
6.	Address with phone, mob No & e-mail	:	
	(a) Permanent	:	
	(b) For Communication	:	
7.	Qualification of Partners	:	

Name of the Partners	Basic Qualification	Year of Registration in CA	Year of Passing		Registration Date & Number as Associate Member of ICAI (if any)	Additional Qualification if any	Remarks Specifically with reference to work conducted and litigation etc.
			CA Inter	CA Final			

8. List of assignments handled together with their turnover.

9. Experience in any other related field (Attach Proof).

10. I/we, the proprietors/partners of (name of the Firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge, and if anything is found incorrect, it may result in cancellation of the name of our firm from the Panel of Chartered Accountants of Central University of Haryana.

Date:

Place:

Signature of the Applicant(s)

Signature

6/9/2015

(PRFORMA OF FINANCIAL BID)

HIRING/EMPANELMENT OF CHARTERED ACCOUNTANTS IN CENTRAL UNIVERSITY OF HARYANA, MAHENDERGARH

1.	Name of the Firm/CA	:	
2.	Name of the Partners	:	
3.	Registration No.	:	
4.	Date of Registration	:	
	(c) Firm	:	
	(d) Partners	:	
5.	Nationality	:	
6.	Address with phone, mob No & e-mail	:	
	(c) Permanent	:	
	(d) For Communication	:	
7.	Qualification of Partners	:	

8. Total Amount (Annual) :

(i) GST :

(ii) Grand Total :

(The above amount will be payable on yearly basis after approval of the Annual Accounts from CAG.)

9. I/we, the proprietors/partners of (name of the Firm), hereby declare that the above mentioned facts are true and correct to the best of our knowledge, and if anything is found incorrect, it may result in cancellation of the name of our firm from the Panel of Chartered Accountants of Central University of Haryana.

Date:

Place:

Signature of the Applicant(s)

[Handwritten Signature]

[Handwritten Date: 6/9/2015]