

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	07-07-2026 17:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-07-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) /Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Science And Technology
विभाग का नाम/Department Name	Department Of Science And Technology (dst)
संगठन का नाम/Organisation Name	Centre For Nano And Soft Matter Sciences
कार्यालय का नाम/Office Name	Centre For Nano And Soft Matter Sciences Bengaluru
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :hod1.cnsms.ka@gembuyer.in Buyer Email id: censpurchase@cens.res.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Financial Reporting Framework; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s) 1 Month(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details

क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
क्रेता के लिए उपलब्ध आईटीसी/ITC available to buyer	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
न्यूनतम मूल्य/Floor Price	This bid has been created/published with floor price(minimum value) selected by the Buyer. Service Providers are advised to quote above the minimum floor value.
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	50000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

3. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate: More than 20 Years . Minimum turnover of 2 crores and CAG empanelled Chartered Accountant

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: 5 years the Firm Should have experience of Statutory/ internal audit of NIT/Central funded institute/ Central Autonomous Body /educational/Scientific institute. should be supported by Completion certificate/work order/agreement copy to be enclosed

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: More than 20 out of which at least 15 should be FCA

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: At least One partner should have qualified Internal Audit Certificate Course, Foreign Exchange Management Act Certificate, Public Finance & Govt. Accounting Certificate Course Conducted by ICAI

Number of XX fulltime CA's required and YY professional audit staff: more than 15 and 20

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
29-06-2026 15:00:00	Centre For Nano and Soft Matter Sciences, Survey number 7 , Arkavthi, Shivanpura, Dasanpura Hobli, Bangalore 562162

Financial Audit Services - Financial Reporting Framework; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ / Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , Compliance with law & regulations , Internal control of financial , Review system & processes , Bank Transactions , Reliability of financial reporting
Type of Industries/Functio ns	Sales, Services and Revenue , Purchase & Procurement , Inventory & Store management , Human Resource & Payroll , Operational & Administrative , Owners Capital , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	Yes
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प्राचल/Parameter	मूल्य/Values
कोर / Core	45000
एडऑन /Addon(s)	

प्राचल/Parameter	मूल्य/Values
Number of Months for which Post Audit Support is required	1

इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess
18%	18%

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Vivek Dubey	560013,Arkavathi, Survey No.7, Dasanapura Hobli, Shivanapura, Bengaluru North, NEW PIN CODE 562162	Project / Lumpsum Based	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 1

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

The Bidder should have office in the Bangalore

- 1) More then 20 Years . Minimum turnover of 2 crores and CAG empanelled Chartered Accountant
- 2) 5 years the Firm Should have experience of Statutory/ internal audit of NIT/Central funded institute/ Central Autonomous Body /educational/Scientific institute. should be supported by Completion certificate/work order/agreement copy to be enclosed
- 3) More than 20 out of which at least 15 should be FCA
- 4) CA more than 15 and staff 20
- 5) At least One partner should have qualified Internal Audit Certificate Course, Foreign Exchange Management Act Certificate, Public Finance & Govt. Accounting Certificate Course Conducted by ICAI.

- 6) Prebid Meeting will be held on or before 29th June 2026 at “Centre For Nano and Soft Matter Sciences, Survey number 7 , Arkavthi, Shivanpura, Dasanpura Hobli, Bangalore 562162”. The Bidder should submit the prebid meeting Certificate while submitting the bid on Gem.

The period of engagement is initially for one year and it may be renewable yearly for a period of further two years based on mutual understanding.

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

नैनो एवं मृदु पदार्थ विज्ञान केंद्र (सेंस)
विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्था
Centre For Nano and Soft Matter Sciences (CeNS)
An Autonomous Institution under Department of Science and Technology, Govt. of India
Request for Proposal For Selection of Chartered Accountant Firm for Statutory Audit for
the F.Y. 2025-26

The Centre For Nano and Soft Matter Sciences (CeNS), Bengaluru, a premier research institute, under the aegis of Department of Science and Technology (DST), Government of India, invites bids from CAG empanelled CA firms located in Bengaluru for undertaking Statutory Audit (it includes 100% vouching) of the Centre for the Financial Year 2025-26. That last date to submit the information is 26th June 2026 .

Criteria for bidding

1. Bids are invited in two parts from CAG empanelled CA firms located in Bengaluru with well-qualified staffs and professionals.
2. Bidder should be familiar with Uniform Format of Accounts as prescribed by the Controller General of Accounts, Govt. of India.
3. Bidder should have audited/certified final accounts of at least last three years of any central autonomous bodies.
4. The period of engagement is initially for one year and it may renewable yearly for a period of further two years based on mutual understanding.
5. Bidder should furnish information in the below mentioned format (Tech. Spec.).

Tech. Spec.

(Please note that the empty space in the column can be expanded)

Sl. No.	Particular	
1.	Name of the firm	
2.	Address of the firm with email ID and phone number	
3.	Date of Establishment	
4.	Copy of the empanelment status under CAG for the F.Y. 2025-26 is enclosed	Yes/No
5.	Name of the partners with their qualification and number of years of experience in audit	
6.	Details of Audit Staff (i) Number of Articles : (ii) Number of other Audit Staff :	
7.	Five major establishments audited in the past three years	
8.	Name of Centrally Funded Research Institute(s) audited in the last three years	
9.	Audit fee revenue for the past three financial years (i) 2022-23 : (ii) 2023-24 : (iii) 2024-25 :	
10.	Awards /Distinctions/Recognitions (State/National/International)	

	(Use separate sheets if necessary and attach supporting documents)	
11.	Reference of any Special Audit conducted	
12.	Any other relevant information	

Place :

Date :

Signature of the applicant

6. Bidder should quote the price in the below mentioned format (Fin. Spec.).

Fin. Spec.

Name of the firm	Amount per financial year (2025-26)		
	Basic	GST	Total (in INR)

Objectives

The main objective of the Statutory Audit is to review the final accounts of the Centre including review of the internal control mechanism along with operations and funds management and report on its findings to the Director, CeNS . The Audit will also cover verification of Income and Expenditure of the Centre and maintenance of the books of accounts to ensure proper, efficient & effective utilization of funds in accordance with the established rules & guidelines.

The audit should express a professional opinion on the overall performance of the Centre particularly with reference to the internal control, operations and funds management as also provide timely advice regarding Income Tax, GST and other statutory payments from time to time.

Scope

The Statutory Auditor will be carried out in accordance with the standards on auditing promulgated by the Institute of Chartered Accountants of India (ICAI) and the terms of reference by the Department of Science and Technology, if any. The audit will include such tests and controls as considered necessary. In conducting the audit special attention be given to the following:

1. Cover the all the operations of the Centre i.e. all receipts and applications of funds.
2. Verification of systems along with necessary supporting documents, records and accounts in respect of each transaction of the Centre.
3. Review of the internal control mechanism in respect of accounting of the projects and reporting of discrepancies if any, covering mechanisms of financial reporting, compliance and safeguards.

This includes proper recording process, computerized accounting system, execution of transactions in accordance with delegated authority, established policies and procedures, protection of assets against loss or unauthorized use or disposition, as also inventory recording and control system, including maintenance of Fixed Asset Register ensuring the system of clear linkage between the books of accounts and physical existence of assets indicating the location of all significant fixed assets.

4. Verification of documentary evidences in support of goods and services supplied.

Reporting

There are two types of Statutory Auditor's report. First one is known as the management report/certificate and the same shall be prepared on a financial yearly basis and forwarded to the Director CeNS. The second one is known as auditor's report to the members of the Governing Council of CeNS and the same shall be prepared on a financial yearly basis forwarded to the Governing Council through the Director CeNS. The audit report would cover matters that have come to the attention of the Auditors during the audit and issues the auditor considers pertinent.

The period of the audit is 01/04/2025 to 31/03/2026. The final accounts will be kept ready by 30th June, 2026 by CeNS and the audit report shall be submitted before 31th July, 2026. The vouching of transactions can be done during the course of the year.

The Report should identify deficiencies in the internal control mechanism and deviations in financial management as well. Deviations if any from the approved norms also may be brought to the attention of the concerned along with suggestions for improvements.

Detailed functions of the Statutory Auditor

1. Vouching of Cash / Bank Receipts & payments and Journal Vouchers.
2. Verifying the Statutory payments regarding correctness and periodicity of such statutory payments and submission of the returns to the statutory authorities.
3. Verifying the Grant files regarding the correctness of the Grants received/ receivable and proper allocation thereof.
4. Verifying the salary files of the employees so that employees will get their salary as per the norms applicable to them.
5. Submit reports all significant points observed during audit, ensure that all rectifications are carried out and reporting on the action taken on all anomalies / errors reported and confirming that the necessary rectifications have been carried out.
6. Verifying the correctness and timeliness of the receipt of grant, tuition fee, hostel fee and other receipts.
7. System to ensure physical verification of the Fixed Assets including Library is carried out annually.
8. Verifying the Bank Reconciliation statements.
9. Scrutinizing the transaction files and verifying whether all the accounting entries are passed periodically.
10. Verifying the correctness of the final accounts at the financial year-end.
11. Study of accounting procedures prescribed with a view to ensuring that they are correct, adequate and free from ambiguity, defects or lacunae.
12. Investigation of important areas in accounting and other connected records.
13. Pursuance / Settlement of objections made by CAG's Auditors and other matters relating to audit.
14. Examine and report on points of irregularities brought to its notice by CAG's Auditors.
15. Scrutiny of purchases and stores procedure so as to ensure that they are free from any defect or lacunae.
16. Ensuring that all accounts records are maintained in the prescribed format as suggested by the DST, Govt. of India from time to time and the accounts are compiled accurately.
17. Payments are made in accordance with the rules and orders governing them and the arithmetical calculations are correct.
18. Ensuring that there are systems exist for payment to the employees and over payment, if any, are dealt with properly.

19. Recoveries / deductions wherever necessary are made from the bills in respect of taxes/advances etc., and they are in order.
20. All payments and receipts are fully accounted for, under the correct heads of account and no unauthorized heads of accounts are operated.
21. Checking that the balances outstanding under various debt, deposit, suspense and remittance heads are reviewed at periodical intervals and steps are taken to clear the same as expeditiously as possible.
22. Interest has been correctly calculated, realized and accounted for.
23. Foreign Contributions are accounted under appropriate statutes.
24. The maintenance of cash book, contingent register, stock and stores accounts, logbooks and other accounts are maintained.
25. Verifying systems to correctly TDS recoveries and timely remittance.
26. Verifying contributions towards CPF/NPS and timely deposit in the NPS Account.
27. Provision towards leave salary and gratuity is made.
28. Reviewing cash management and suggest prudent cash management.
29. Verifying systems for advances given and identify advances which are overdue for settlement.
30. Verify systems for correct payments to service providers and corresponding recovery / payment of service tax.
31. Confirm maintenance of Asset Register, Register for Consumables, Register for Library books, Investment Register & Stock / Stores registers, Contracts / Agreements / AMC documents, register of works expenditure, pay bill register / TA / LTC /, service books, dead stock register, budget file, budget controller register, sundry credit register, investment register, cheque issue register, receipt register, register of repairs & maintenance, register of books and periodicals, register of deposits, on a day to day basis as per the accounting practices/standards.
32. Verify Register of investment and confirm safe custody of instruments of investments of funds.
33. Filing annual income tax return of the Centre, give opinion on Income Tax for foreign transactions, issue form 15CB (if required), etc..
34. Any other statutory returns.
35. In general, providing necessary advice / guidance / assistance to the accounts department for proper accounting as per law.