

कार्यालय निबंधक, सहयोग समितियाँ, झारखण्ड, राँची।

पत्रांक 53 (7) / राँची
07 / CA/EMPANELLED-01 / 2025

दिनांक 09.01.2025

प्रेषक,

सूरज कुमार (भा0प्र0से0),
निबंधक,
सहयोग समितियाँ,
झारखण्ड, राँची।

सेवा में,

निदेशक,
सूचना एवं जनसंपर्क विभाग,
झारखण्ड, राँची।

विषय :-

सहकारी समितियों के अंकेक्षण हेतु चार्टर्ड एकाउन्टेन्ट/चार्टर्ड एकाउन्टेन्ट फर्म को Empanelment करने के लिये सूचना प्रकाशित करने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि सहकारी समितियों के अंकेक्षण हेतु चार्टर्ड एकाउन्टेन्ट/चार्टर्ड एकाउन्टेन्ट फर्म को Empanelment करने के लिये सूचना प्रकाशित करने हेतु विषयवस्तु की Hard / Soft Copy संलग्न कर भेजा जा रहा है।

अतः अनुरोध है कि सभी प्रमुख दैनिक, स्थानीय एवं राष्ट्रीय समाचार पत्रों (हिन्दी एवं अंग्रेजी) में प्रमुखता के साथ संबंधित सूचना लगातार तीन दिनों तक प्रकाशित करने की कृपा की जाय।

अनुलग्नक:-यथोक्त।

विश्वासभाजन

निबंधक,
सहयोग समितियाँ,
झारखण्ड, राँची।

OFFICE OF THE REGISTRAR CO-OPERATIVE SOCIETIES, JHARKHAND, RANCHI
PASHUPALAN BHAWAN, 3RD FLOOR, HATIA, HESAG, RANCHI-834003

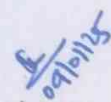
NOTICE

INVITING APPLICATION FROM CA/CA FIRMS FOR EMPANELMENT OF THEIR NAMES AS AUDITOR IN THE OFFICE OF REGISTRAR CO-OPERATIVE SOCIETIES, JHARKHAND, RANCHI FOR CONDUCTING THE AUDIT OF THE CO-OPERATIVE SOCIETIES REGISTERED UNDER JHARKHAND CO-OPERATIVE SOCIETIES ACT, 1935 AND JHARKHAND SELF SUPPORTING CO-OPERATIVE SOCIETIES ACT, 1996.

Applications in the prescribed format are invited from eligible CA/CA firms having Head office / Branch office in Jharkhand, for preparation of a fresh panel of the auditors likely to be authorized to conduct the audit of the Co-operative societies registered under Jharkhand Co-operative Societies Act, 1935 and Jharkhand Self Supporting Co-operative Societies Act, 1996. The panel has to be prepared for a period of 3 years i.e. for the financial year 2024-25 to 2026-27. The categorization of CA/ CA firms has to be made on the basis of Eligibility criteria, terms and condition and norms available on the website of the department. Audit fee shall be paid to the auditors by the Co-operative societies as per the schedule of fee decided by the Registrar of Co-operative Societies, Jharkhand.

Prescribed application forms may be downloaded from the website of the department i.e <http://jharkhand.gov.in>

Application form completed in all respect along with requisite documents and a DD of Rs.500 in favour of Registrar Co-operative Societies, Jharkhand, payable at Ranchi should reach latest by 31.01.2025 (6.00 P.M) in the office of Registrar, Co-operative Societies, Jharkhand, Ranchi. Pashupalan Bhawan, 3rd Floor, Hatia, Hesag, Ranchi- 834003.


Registrar,
Co-operative Societies,
Jharkhand, Ranchi

Terms and Condition for Categorisation of CA/CA Firm

1. That the head office/Branch Office of the CA/CA Firm should be in Jharkhand.
2. That a certificate of registration of CA/CA Firm as Chartered Accountants from the office of the Institute of Chartered Accountants of India issued on or after 01.01.2024 may be annexed with the application form.
3. That a constitution certificate of the CA/CA Firm with full details of all the partners/CA employee if any including partnership details with any other firms may be annexed with the application form.
4. CAG Empanelment letter for the F.Y. 2024-25 should be enclosed.
5. RBI/MEF empanelment letter for the F.Y. 2023-24 should be enclosed.
6. CA/CA Firm having partners with certificate course in Co-operative audit (ICAI) may be given preference. Relevant certificate should be enclosed.
7. Appointment/Completion letter from the organization audited by the CA/CA Firm should be enclosed with application form.
8. ITR, financial statement of the CA/CA Firm should be annexed with the application form.
9. The CA/CA Firm, which has been black listed, may not be included in the panel.
10. The incomplete applications, application received prior to the date of notice or after due date may not be considered for empanelment and the same may be rejected.

F
09/01

Eligibility

The applicants are expected to meet the following Eligibility Criteria. Applicants failing to meet these criteria or not submitting requisite proof in support of qualification criteria are liable to be rejected.

S No	Criteria	Whether Met	Reference Details
1	The Chartered Accountant Proprietary / Partnership Firms should registered in India and operating for the at least last 3 years as on 01.01.2024	Yes / No	Copies of certificate of incorporation/ latest partnership deed
2	The bidder should have a minimum annual average turnover of Rs. 10.00 Lakhs (Rs Ten Lakhs Only) in the last three years. (FY2021-22, FY2022-23 and FY2023-24)	Yes / No	Extract of the audited /Provisional Profit / Loss Statement and Balance Sheet
3	The applicant should have at least three (3) years experience in conducting Audits of Scheduled Banks/ Co-operative Bank/ Co-operative Societies/ Government Bodies/Any Institutions etc.	Yes / No	Copies of Work Orders/ Completion Certificates.
4	The Chartered Accountant Proprietor/ Firms should have at least 3 staff (Proprietor/Partner and Full time CA employees/Article/Semi qualified only)	Yes / No	Self Certification by the authorized signatory for articles/Semi qualified.
5	The applicant should have completed at least Three (3) audits of Scheduled Banks Branches/Co-operative Bank/Apex Co-operative institution/ Co-Operative Societies/ Government Bodies/ Any Institutions etc in past three years .	Yes / No	Copies of Work Orders/ Audit reports
6	CA should be empanelled with RBI	Yes / No	Copy of Unique Code No./ MEF
7	CA should be empanelled with CAG	Yes / No	Copy of CAG Empanelment.

Technical Evaluation Criteria

The technical qualification of those firms /consultants would be evaluated who fulfill the mentioned minimum criteria. The firms which score minimum 40% in technical evaluation may be considered for empanelment of Statutory Audit

Sl.No.	Particulars	Norms	Points	Maximum Points
1.	Standing of the Proprietary/Partnership Firms	Per Year	1.0	10.00
2.	No. Of full time FCA & ACA partners & CA Employee	Per FCA Per ACA Per CA Employee	2.00 1.00 1.00	15.00
3.	No. Of Articles /Completed articleship/Semi Qualified (Inter)	Per CA Articles/ Completed article ship Semi qualified (Inter)	0.50 1.00	5.00
4.	Scheduled Bank Branches/Co-Operative Bank branches Audit experience of last three years FY 2021-22, 2022-23,2023-24	Per audit	1.50	10.00
5.	Apex Co-operative Institutions Audit experience of the last three years FY 2021-22, 2022-23,2023-24	Per audit	2.00	5.00
6	Certificate Course on Co-operatives by ICAI	Completed by any partner of the firm	5.00	5.00
7.	Co-operative Societies Audit in last three years FY 2021-22, 2022-23,2023-24	Per audit	1.00	10.00
8	Audit of any Institutions/Organisations in last three years years FY 2021-22, 2022-23,2023-24	Per audit	3.00	10.00
9	Firms having H.O/ Branch in Jharkhand	HO Branch	10.00 5.00	10.00
10.	Turnover			20.00
	a) 10 Lacs- upto 30 Lacs	--	10.00	
	b) Above 30 Lacs upto 50 Lacs	--	15.00	
	c) Above 50 Lacs	--	20.00	
Total				100.00

NORMS FOR CATEGORIZATION OF CA/CA FIRMS

CATEGORY	POINTS SCORED BY CA/CA FIRMS	CA/CA FIRMS ELIGIBLE FOR AUDIT OF
A	76-100 Points	1- State Co-operative Bank & District Co-operative Bank. 2.Apex Co-operative, Co-operative Societies with no upper limit in working capital. 3. Urban Co-operative Bank 4. Co-operative Societies with working capital above 3 Crore.
B	66-75 Points	Co-operative Societies having working capital below Rs.3 Crore.
C	40-65 Points	Co-operative Societies having working capital below Rs.2 Crore.

Note:

- (1) For working capital of the Co-operative societies, audited previous financial year figure may be considered.
- (2) CA/CA firms selected in A category will audit all types of Co-operative Societies. (Working capital below 3 Crore & above 3 Crore)

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FORM OF APPLICATION FOR EMPANELMENT OF AUDIT FIRMS
INFORMATION AS ON (DATE) 09.01.2025

**(Firms having Head office or Branch office in Jharkhand only, are eligible to apply for
Empanelment)**

1. Concern Name

[illegible]

(In case practicing in individual name, please mention the name in CAPITAL LETTERS, please do not use prefix M/s./ Mr./Mrs. etc. before the concern name.)

2. Status* Tick appropriate Box

i	Sole Proprietary Concern/ Individual	
ii	Partnership Firm	

3. Firm Registration No.(To be given in the case of a sole proprietary concern/ Partnership firm. (See also Note No.1 at the bottom of this page)

4. P.A.N.

[illegible]

5. GST Registration No. (See also Note No. 2 at the bottom of this page)

[illegible]

6. CAG Empanelment No.

7. RBI / MEF Empanlement No.

8. Address (See Note No. 3 at the bottom of this page)

[illegible][illegible]

Notes:

1. Firm Registration No. of every sole proprietary concern/ partnership firm appears in the entry relating to the firm in the list of firm published by the Institute. In the case of a member practising in individual name, please mention "N.A."
2. GST of Merchant is required.
3. Address of Firm as per record of ICAI is not filled in properly, the application is liable to be rejected.
4. CA/Firm are required to fill-up their name, Address and Town in CAPITAL LETTERS ONLY.

9. Year of Establishment

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(Please mention the year in which the firm was established. In case of individuals, the year of obtaining Certificate of Practice should be mentioned.)

10. Particulars of Partners/Sole Proprietor/CA Employee (Please fill up Annexure A)

11. Number of Article/Semi qualified/Other audit staff in the concern (Please enclose annexure with name & registration No.)

(a) Article/Completed article ship _____
 (b) Semi Qualified _____
 (c) Other audit staff _____
 (Excluding administrative staff) _____
 Total _____

12. Experience in Audit of Co-operative Sector (Please enclose Annexure with Name of Co-operative Societies and year of Audit)

(a) Co-op Societies _____
 (b) Co-op Bank _____
 (c) Apex Co-op. _____

13. Turnover of the firm in last three years (Please enclose financial statement with ITR)

(a) 2021-22
 (b) 2022-23
 (c) 2023-24

14. Disciplinary proceedings pending against any partner/Proprietor (Yes/No), if yes

Name of Proprietors/ Partners/CA Employee	Membership No.	Brief Descriptions
(1) _____	_____	_____
(2) _____	_____	_____

Declaration

I the undersigned, as Proprietor //Partners of M/s _____ do hereby declare that the particulars as given above including in Annexure A is complete and correct in all respect to the best of my knowledge and belief. I further recognize that if any of the statements made therein or information furnished in the application form is not correct, I would be liable for disciplinary action under the Chartered Accountants Act, 1949, and Regulations framed there under:-

I hereby declare that audit/other assignment allotment on the basis of information furnished in the application form will not be accepted and carried out if the firm in whose name the application is made is not in existence at the time of allotment..

I declare that the constitution of the firm as on _____ (date) shown in the application is the same as that in the construction certificate issued by the ICAI as on _____ (date) in Case of any change, the details are given below with a separate note.

Signature of Head office in charge/Branch in charge (Jharkhand)

Date _____

Place _____

ANNEXURE A

Details of Partners/Sole Proprietor/CA Employee of the Concern
(In case a member practicing in individual name, particulars of such member to be given)

[illegible]

*
TICK THE APPROPRIATE BOX
Please give member number only, and not the region code.